

# Minutes of Annual Meeting of Council – 15 May 2025

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Minutes of the Annual Meeting of Laleston Community Council held at Bryntirion & Laleston Community Centre on Thursday 15 May 2025 commencing at 6.30pm.

**Present:** Cllr's C Davies, M Fouracre, D Harrison, V James, S Philpin, S Richmond, M Smith, I Spiller and C Webster.

**In attendance:** Gail Jewell

## 1. 19.1638 Election of Chair 2025/2026

Cllr C Webster thanked all Members of Council for their support over the last year, during her time as Chair of Laleston Community Council.

Cllr I Spiller proposed Cllr S Philpin as Chair for the forthcoming year, Cllr D Harrison seconded the proposal.

**Resolved:** Cllr S Philpin was duly elected as Chair for 2025/2026.

## 2. 19.1639 Election of Vice Chair 2025/2026

Cllr I Spiller proposed Cllr V James as Vice Chair for the forthcoming year, Cllr C Webster seconded the proposal.

**Resolved:** Cllr V James was duly elected as Vice Chair for 2025/2026.

**3. 19.1640 Apologies for absence.** Cllr's A Berrow, JP Blundell, Z Blundell, and C Smith.

## 4. 19.1641 Committees and Working Groups

### a) Review / dissolve current Committees

**Resolved:** Cllr I Spiller proposed to continue with the Committees and Working Groups currently in place – HR & Personnel Committee, Finance Committee, Biodiversity & Allotment Committee and Bryntirion Masterplan Working Group -, Cllr C Webster seconded the proposal.

### b) Review Terms of Reference for Committees

**Resolved:** Council reviewed the Terms of Reference for Committees as presented with the

agenda and **agreed** to adopt the proposed changes for the Finance Committee and to amend the appointment of the 3 allotment holders to every two years instead of annually for the Biodiversity & Allotment Committee.

#### **b) Appointment of any New Committees and Working Groups**

**Resolved:** None.

#### **c) Appointment of Members to Committees and Working Groups**

##### ***i) HR & Personnel Committee***

**Resolved:** Council **agreed** that the membership of the HR & Personnel Committee would consist of Cllr A Berrow, Z Blundell, M Fouracre, I Spiller and C Webster as well as the Chair of Council.

##### ***ii) Finance Committee***

**Resolved:** Council **agreed** that the membership of the Finance Committee would consist of Cllrs D Harrison, V James, S Richmond, M Smith and I Spiller, as well as the Chair of Council.

##### ***iii) Biodiversity and Allotment Committee***

**Resolved:** Council **agreed** that the membership of the Biodiversity and Allotment Committee would consist of Cllrs A Berrow, M Fouracre, D Harrison, M Smith and C Webster, as well as the Chair of Council.

##### ***iv) Bryntirion Masterplan Working Group***

**Resolved:** Council **agreed** that the membership of the Bryntirion Masterplan Working Group consist of Cllr Z Blundell, D Harrison, V James, I Spiller and C Webster, as well as the Chair of Council.

#### **d) Appointment of Chairs to Committees**

##### ***i)HR & Personnel Committee***

**Resolved:**It was **agreed** that Cllr C Webster would Chair the HR & Personnel Committee for the forthcoming year.

##### ***ii) Finance Committee***

**Resolved:** It was **agreed** that Cllr I Spiller would Chair the Finance Committee for the forthcoming year.

### **iii) Biodiversity & Allotment Committee**

**Resolved:** It was **agreed** that Cllr A Berrow would Chair the Biodiversity and Allotment Committee for the forthcoming year.

### **5. 19.1642 Appointment of Representative to External Bodies**

#### **a) Town & Community Council Forum**

**Resolved:** Council **agreed** that Cllr C Webster be a representative on the Town & Community Council Forum.

#### **b) Blandy Trust Management Committee**

**Resolved:** Council **agreed** that Cllr C Webster and Cllr A Berrow be representatives on the Blandy Trust Management Committee.

### **6. 19.1643 Review and adopt:**

#### **a) Standing Orders**

The Clerk explained that the Standing Orders were reviewed and amended in November 2023 and formally adopted in May 2024.

**Resolved:** Council formally **adopted** the current version of Standing Orders and requested that the Clerk present any updates that may be required to be added to the document, for Council to review.

#### **b) Financial Regulations**

**Resolved:** Due to new Financial Regulations being provided by One Voice Wales, Members **deferred** this item and asked that the new document is presented to the next meeting of full Council.

### **7. 19.1644 Review inventory of land and other assets including buildings and office equipment**

**Resolved:** Council duly **reviewed** the inventory of land and other assets, and on presentation of the asset register, 3 planters were highlighted as missing and therefore Members requested that the Clerk add them to the register and ensure that the updated document is presented to the Finance Committee and resent to the insurance company to make sure that the insurance policy provides appropriate cover.

### **8. 19.1645 To receive resolutions from the Finance Committee relating to insurance**

**cover in respect of all insurable risks and the councils and/or staff subscriptions to other bodies.**

The Clerk outlined that the Finance Committee had not met to review the insurance cover in respect of all insurable risks and the councils and/or staff subscriptions to other bodies, but they had been included in the agenda for this meeting for Council to review.

**Resolved:** Council duly **reviewed** the above documents and **requested** that the National Allotment Society Membership is shown under the councils subscriptions and that the Clerk investigate comparable costings for insurance renewal in 2026.

**9. 19.1646 To review resolutions from the HR & Personnel Committee relating to the Council's complaints procedure; Council's policies and practices in respect of its obligations under Freedom of Information and Data Protection legislation; Council's policy for dealing with the press/media; and Council's employment policies and procedures.**

**Resolved:** The Clerk explained that the HR & Personnel Committee had met to review the Council's complaints procedure; Council's policies and practices in respect of its obligations under Freedom of Information and Data Protection legislation; Council's policy for dealing with the press/media; and Council's employment policies and procedures. Members **noted** the small amendments made relating to policies by the HR & Personnel Committee.

**10. 19.1647 Review the Council's expenditure incurred under S.137 of the Local Government Act 1972.**

**Resolved:** Members **reviewed** the Council's expenditure incurred under S.137 of the Local Government Act 1972 and **requested** that data entry be more descriptive in future years to ensure thorough understanding of payments made during the year.

**11. 19.1648 Determination of Time and Place of Ordinary Meetings of Council up to and including the Next Annual Meeting.**

**Resolved:** Council determined that each meeting of Council will continue to take place on the 3rd Thursday of each month at 7.00pm and the Annual Meeting which will be scheduled to commence at 6.30pm.

**12. 19.1649 To review the deliberations and determinations outlined in the Independent Remuneration Panel for Wales Annual Report for Town and Community Councils during 2024/2025.**

**Resolved:** Council **noted** the Independent Remuneration Panel for Wales Annual report and

reviewed the deliberations and determinations. It was highlighted that in 2025/2026, Laleston Community Council would see a reduction of senior allowance payments, as Cllr A Berrow, who previously received this payment for his appreciated support at Bryntirion Community Centre, would instead be receiving the payment as the Chair of the Biodiversity & Allotment Committee.

There being no further business, the meeting ended at 7.19pm.

The next meeting will be held on Thursday 15 May 2025 and will commence following the Annual Meeting of Council.

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