Laleston Community Council

Minutes of the Annual Meeting of Laleston Community Council held at Bryntirion & Laleston Community Centre on Thursday 21st May 2026 commencing at 6.30pm.

Present:. Cllrs C Davies, D Harrison, V James, S Philpin, S Richmond, M Smith, I Spiller and C Webster.T.Berrow

In attendance: Geraint Thomas -Acting Clerk

1. Election of Chair 2026/2027

Cllr S.Philpin 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 V. James as Chair fof the Council for the Municipal Year 2026/27, Cllr C Webster seconded the proposal.

RESOLVED*:* Cllr V James was duly elected as Chair for 2026/2027.

2. Election of Vice Chair 2026/2027

Cllr Philpin proposed Cllr I Spiller as Vice Chair for the forthcoming year, Cllr D.Harrison seconded the proposal.
(Cllr J-P Blundell was also proposed and seconded, but following a vote, Cllr J-P Blundell was unsuccessful)

RESOLVED*:* Cllr I.Spiller was duly elected as Vice Chair for 2026/2027.

3. Apologies for absence.
Cllr M. Fouracre.

4. 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 S.Philpin 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 Biodiversity & Allotment Committee, as follows
Quorum – 3 Councillors f
Representatives from the allotmenteers to be co-opted annually to the Committee.
Applications to be sent to the Council .

c) Appointment of any New Committees and Working Groups

RESOLVED None.

d) 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 Cllrs S.Philpin, 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, S. Philpin, S Richmond, M Smith and I Spiller, as well as the Chair of Council.

(Cllr C. Davies was proposed and seconded but was not elected to this Committee following a vote)

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 Cllrs D Harrison, I Spiller ,A.Berrow and C Webster, as well as the Chair of Council.

e) 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 S.Philpin 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. 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. Review and adopt:

a) Standing Orders

The Acting Clerk explained that the Standing Orders are yet to be reviewed..

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

b) **Financial Regulations**

Resolved*:* To adopt the revised Financial Regulations as circulated with immediate effect

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

Resolved*:* The Acting Clerk stated that Council's Asset register had been updated and informed the Council that a further report thereon be considered by the Finance and Facilities Committee. The Acting Clerk is to ensure that adequate insurance cover is now being provided.

8. **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 Acting 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*:* Insurance cover be the subject of discussion with the Council's insurers as referred to in the foregoing minute and a review of all subscriptions be undertaken by the Finance and Facilities Committee.

9. **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 Acting Clerk explained that the Council's complaints procedure; Councils 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, would be updated in light of best practice and legislation.

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

Resolved*:* The Acting Clerk gave a detailed overview as to what S.137 of the Local Government Act 1972 covered, which was duly NOTED by the Council

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

Resolved*:* The Acting Clerk referred to the Schedule of meeting dates and timings thereof, which was circulated previously. This was duly NOTED by the Council.

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

Resolved*:* to accept the Acting Clerk's report on the Independent Renumeration Panel for Wales Annual report where the deliberations and determinations. for 2026/27were reviewed . It was duly noted that as there was no change in the remuneration etc. for Town and Community Councillors the payments made in 2025/2026 should be replicated in 2026/2027.

There being no further business, the meeting ended at 7.50 pm.

The next meeting will be held on Thursday 20th May 2027 and will commence at 6.30pm.

Signature of Chair for approval……………………….