

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
Angorfa Trefriw Conwy LL27 0JJ
Ffôn / Tel: 07305 316095 Eboost /Email clerk@trefriwcommunitycouncil.co.uk

8th April 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 13th April 2021 at 7:00 pm for the purpose of transacting the following business.

Yours faithfully
Vikki Teasdale
Clerk to the Council

Due to the current Covid-19 Coronavirus situation, the Community Council will meet virtually via Skype (meeting code <https://join.skype.com/dVIA40MXxyu>) as permitted in The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The council meeting will commence at 7pm with members of the public being allowed to speak within a fifteen-minute period at the beginning of the meeting, with individual members of the public speaking for no longer than 3 minutes on one item only and with no duplicated topics unless with a different view point. If anyone wishes to submit questions for consideration and/or response during the public element ahead of the Council Meeting please contact the Clerk as per the above details.

Meeting of the Council - Agenda for 13th April 2021

1. **To confirm that a quorum of elected members is present**
A quorum is to be confirmed by the Chair
2. **Apologies LGA 1972 Sch. 12 par 40**
To note and/or formally accept apologies subject to Council's approval as to the reason for absence
3. **Co-option of New Councillor**
 - 3.1 Council to consider and move to vote upon the application received for co-option to one of the casual vacancies within the Trefriw ward
 - 3.2 Council to witness and receive the signing of the Declaration of Acceptance of Office, if appropriate
4. **Declarations of Interest LGA 2000 Sch. 50 Local Authorities (Wales) Order 2008/788**
To disclose personal and financial interest in items of business listed below
5. **Minutes LGA 1972 Sch. 12 par 41(1)**
To receive, approve and sign as a correct record the minutes of the Council meeting held on 9th March 2021
6. **Chair's Announcements**
7. **Finance**
 - 7.1 Council to question as required any financial transactions - Appendix 1
 - 7.2 Council to formally approve and authorise those payments as detailed within Appendix 1
 - 7.3 Council to acknowledge scrutiny and acceptance of the previously circulated bank statements and corresponding bank reconciliations
 - 7.4 Council to acknowledge scrutiny and acceptance of the Year End Budget Statement for 2020/21 and move to agree the retention of the accumulative underspend as general reserves - Appendix 3
 - 7.5 Council to discuss and agree how future HSBC current and deposit account banking arrangements will be undertaken following notification of the proposed service user changes to the holding branch in Llandudno

- 8. Correspondence**
Correspondence for March/April 2021 - Appendix 2
To note correspondence received and circulated to Councillors as not otherwise referenced on the Agenda for Council's comment and/or to agree any further action
- 9. Planning Applications**
Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority as either detailed below or circulated by the Clerk prior to the date of this meeting
- 10. 2020/21 Audit Arrangements**
 - 10.1 Clerk to update Council as to the arrangements for the 2020/21 audit
 - 10.2 Council to consider and move to agree the appointment of the Internal Auditor for 2021/22
- 11. Office Services - IT requirements**
Clerk to update Council on current software issues and to recommend, for Council's further consideration, the purchase of additional software to enhance and aid working practices
- 12. County Councillor Report / Adroddiad-y-Cynghorydd Sir**
A brief report from the C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn
- 13. Working Group Updates to Council**
 - 13.1 Village Hall Working Group to provide:
 - 13.1.1 an update to full Council as to the preparatory works required ahead of the use of the Hall as a polling station for the upcoming elections on 6th May 2021
 - 13.1.2 an update and general guidance to full Council on the viability and timeframe for the general re-opening of the Village Hall
 - 13.2 Cemetery Working Group to provide an update to full Council in relation to the works required to commence the cemetery extension
 - 13.3 Village Hall Community Group to provide an update to full Council as to the meeting held on 30th March 2021 with volunteer members of the group and to confirm what further actions have been agreed
- 14. Village Book Share Proposal**
Council to receive an update from Cllr Kelly as to the village book share box proposal as discussed at Council's March meeting
- 15. Health and Safety**
 - 15.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in March where consideration and agreement by full Council is required to undertake remedial action
 - 15.2 Council to receive updates from members regarding any other issues of health and safety that have been identified within the wards and to consider and move to agree any remedial action and/or works that are required
- 16. Village Improvements**
Council to receive updates from members regarding any necessary remedial action and/or improvements that have been identified and to consider and move to agree a schedule of works
- 17. Councillor/Clerk Training**
Council to note any training undertaken since the previous Council meeting and to consider and agree any further requirements
- 18. External Meetings/Webinars**
Council to receive an overview from the Clerk and/or those members who have attended external meetings/webinars/training sessions during the preceding month and move to agree any actions and/or processes that subsequently need to be considered or implemented
- 19. Next month's Agenda**
Councillors to present items to be considered for inclusion on the Agenda of the next meeting. Any subsequent items to be presented for consideration are to be received by the Clerk no later than Thursday, 30th April 2021
- 20. To confirm the date of the next meeting of the Council** to be held would be at 7:00 pm on Tuesday, 11th May 2021