

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
Angorfa Trefriw Conwy LL27 0JJ

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4th May 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 11th May 2021 at 7:00 pm for the purpose of transacting the following business.

Yours faithfully

Vikki Teasdale

Clerk to the Council

The Community Council will meet virtually via Skype (meeting code <https://join.skype.com/dVIA40MXxyu>) as permitted by The Local Government and Elections (Wales) Act 2021

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 meeting please contact the Clerk as per the above details.

Annual Meeting of the Council - Agenda 11th May 2021

21. To confirm that a quorum of elected members is present
A quorum is to be confirmed by the Chair
22. 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
23. Election of Chair and Vice-Chair of the Council
 - 23.1.1 The current Chair to invite nominations for the post of Chair for the council year 2021/22
 - 23.1.2 Council to move to elect a Chair of the Council
 - 23.1.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Chair of the Council
 - 23.2.1 The Chair to invite nominations for the post of Vice-Chair for the Council year 2021/22
 - 23.2.2 Council to move to elect a Vice-Chair of the Council
 - 23.2.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Vice-Chair of the Council
24. **Council's Committees/Working Groups**
Council to review the Terms of Reference for and, as appropriate, re-appoint the following committees/working groups:
 - (a) Staffing Committee
 - (b) Cemetery Extension and Maintenance Working Group
 - (c) Services at Risk/Asset Transfer Working Group
 - (d) Village Hall Working Group
 - (e) Ash Dieback Working Group
 - (f) Village Hall Community Group
25. **Other Business**
Council to consider the following items of business, as detailed in Standing Order 5(j):
 - 25.1 to receive, review and move to adopt the Code of Conduct for 2021/22

- 25.2 to receive, review and move to adopt Council's Form of Standing Orders and Financial Regulations for 2021/22
- 25.3 to receive, review and move to agree the Council's Asset Register for 2021/22
- 25.4 to review and confirm adequate insurance cover is in place in respect of all insured Risks
- 25.5 to review the Council's and/or staff subscriptions to other bodies
- 25.6 to note that the following policies have been reviewed and adopted for 2021/22
 - (i) Complaints Procedure; and (ii) Data Protection
- 25.7 to receive notice of the meeting dates for the council year 2021/22

Meeting of the Council - Agenda for 11th May 2021

- 26. Co-option of New Councillor**
 - 26.1 Council to consider and move to vote upon the application received for co-option to the casual vacancy within the Llanrhychwyn ward; and
 - 26.2 Council to witness and receive the signing of the Declaration of Acceptance of Office, if appropriate
- 27. 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
- 28. 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 13th April 2021
- 29. Chair's Announcements**
- 30. Finance**
 - 30.1 Council to question as required any financial transactions - Appendix 1
 - 30.2 Council to formally approve and authorise those payments as detailed within Appendix 1
 - 30.3 Council to acknowledge scrutiny and acceptance of the previously circulated HSBC current account bank statement and corresponding reconciliation for April 2021
 - 30.4 Council to acknowledge scrutiny and acceptance of the draft 2020/21 Annual Governance and Annual Return together with supporting documentation
 - 30.5 Clerk to update Council on the recent application to HSBC to facilitate online banking and to consider and, as appropriate, move to agree any further recommendations as proposed
- 31. Correspondence**
Correspondence for April/May 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
- 32. 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
 - 32.1 Application Number: NP4/32/322C
Proposal: Outline application for the erection of a two-storey 4 bedroomed detached dwelling
Location: Pandy, Trefriw LL27 0UJ
- 33. 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
- 34. Working Group Updates to Council**
 - 34.1 Village Hall Working Group to provide an update and general guidance on the viability and timeframe for the wider re-opening of the Village Hall to enable full Council to consider and move to agree next steps
 - 34.2 Cemetery Working Group to provide an update to full Council in relation to the works required to commence the cemetery extension

34.3 Village Hall Community Group to provide an update to full Council as to the meeting held on 4th May 2021 with volunteer members of the group and to confirm what further actions have been agreed

35. Trefriw Community Council Biodiversity Plan 2021/22

Council to receive and consider the draft Biodiversity Plan for 2021/22 and move to agree any changes to enable the Plan to be formally adopted

36. Health and Safety

36.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in April where consideration and agreement by full Council is required to undertake remedial action

36.2 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

37. Village Improvements

37.1 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 work

37.2 Council to discuss and move to agree arrangements for a bus stop clean/litter pick event

38. Councillor/Clerk Training

Council to note any training undertaken since the previous Council meeting and to consider and move to agree any further requirements

39. 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

40. 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, 3rd June 2021

41. To confirm the date of the next meeting of the Council to be held would be at 7:00 pm on Tuesday, 15th June 2021