

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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8th December 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 14th December 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.** Anyone wishing 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.

Meeting of the Council - Agenda 14th December 2021

144. To confirm that a quorum of elected members is present

A quorum is to be confirmed by the Chair

145. 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

146. 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

147. Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

Council to consider a recommendation to resolve that members of both the press and the public be excluded from the meeting during consideration of agenda item 163 by reason of the confidential nature of the item of business to be transacted in accordance with the provisions of the Act

148. 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 November 2021

149. Chair's Announcements

150. Finance

150.1 Council to question any financial transactions as detailed within Appendix 1

150.2 Council to formally approve/authorise those payments as detailed within Appendix 1

150.3 Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statement and corresponding bank reconciliation for November 2021

150.4 Council to formally receive and accept the completed Annual Return for year ended 31st March 2021, Appendix 3

150.5 Clerk to update Council as to the indicative quote obtained for the tree maintenance works along the Gower Road footpath (Trefriw Trail 1) with Council then moving to agree next steps

150.6 Council to formally receive and consider the Clerk/RFO's Draft 2022/23 Budget (version 2), Appendix 4

150.7 Council to formally receive and consider donation requests received in line with the Grant/Donation Policy, Appendix 5

- 151. Correspondence for November/December 2021**
To acknowledge correspondence received and circulated to Councillors, as not otherwise referenced on the agenda, either for general consideration or to be highlighted by the Clerk or Councillors if further discussion is deemed necessary with Council moving to agree any further actions, Appendix 2
- 152. 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
- 153. 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
- 154. Working Group Updates to Council**
154.1 Village Hall Working Group - Council to receive an update from the working group and/or the Clerk
154.2 Cemetery Working Group - Council to receive, review and move to adopt the draft Cemetery Risk Assessment, Appendix 6
154.3 Village Hall Community Group - Cllr Bowen to update Council as to progress made with the creation of a new draft governing document in relation to the revitalising of the Village Hall Trust and to recommend for Council's further consideration and agreement any proposed actions
- 155. Health and Safety**
155.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in November where consideration and agreement by full Council is required to undertake remedial action
155.2 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
- 156. 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
- 157. Councillor/Clerk Training**
Council to note all training undertaken since the previous Council meeting and to consider and move to agree any further requirements
- 158. External Meetings/Webinars**
158.1 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
158.2 Clerk to update Council on the upcoming Town & Community Council Forum meeting on 11th January 2022 and to receive the Clerk's recommendation that the Community Council's monthly meeting is postponed and an alternative date agreed in order that any budgetary requirements for 2022/23 highlighted at the Forum meeting can be considered and agreed if deemed appropriate
- 159. Community Engagement**
Council to receive updates from members and/or the Clerk on any matters relating to community engagement
- 160. Governance**
160.1 Council to receive, review and move to adopt the draft Local Resolution Protocol for dealing with low level complaints against members following the resolution made at the November 2021 meeting to implement such a protocol, Appendix 7
160.2 Council to receive, review and move to adopt the updated Terms of Reference for the Staffing Committee to formally agree to the proposal that the Local Resolution Protocol will be operated through the Staffing Committee, Appendix 8
- 161. Staffing Committee**
Council to receive an update from and consider the recommendations made by the Committee following on from the meeting to review the temporary uplift to the Clerk's working hours, Appendix 9

162. Contract Tenders for Maintenance Works 2022-2025

162.1 Council to formally receive and consider the information provided by the Clerk in respect of the three quotes obtained for the renewal of the footpath maintenance contract and move to agree whether a successful contractor can be appointed, Appendix 10

162.2 Council to formally receive and consider the information provided by the Clerk in respect of the three quotes obtained for the renewal of the cemetery maintenance contract and move to agree whether a successful contractor can be appointed, Appendix 11

163. Cemetery Extension Works

Council to formally receive and consider the completed Cemetery Extension Project Tender Scoring Matrix, following receipt by the Clerk of two contractor tenders for the cemetery extension works with Council then moving to agree whether a successful contractor can be appointed, Appendix 12

164. Next Meeting Agenda

Councillors to present items to be considered for inclusion within the agenda of the next meeting. Any subsequent items to be presented for consideration or ancillary papers in support of agenda items are to be received by the Clerk no later than Tuesday, 4th January 2022

165. To confirm the date of the next scheduled meeting of the Council