

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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3rd May 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 10th May 2022 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 on a hybrid basis both in person at Trefriw Village Hall and 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.**

Annual Meeting of the Council - Agenda 10th May 2022

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

A quorum is to be confirmed by the current Chair

21. 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

22. Election of Chair and Vice-Chair of the Council

22.1.1 The current Chair to invite nominations for the post of Chair for the council year 2022/23

22.1.2 Council to move to elect a Chair of the Council

22.1.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Chair of the Council

22.2.1 The Chair to invite nominations for the post of Vice-Chair for the Council year 2022/23

22.2.2 Council to move to elect a Vice-Chair of the Council

22.2.3 Council to witness and receive the signing of the Declaration of Acceptance of Office from the newly appointed Vice-Chair of the Council

23. Councillors Declaration of Acceptance of Office

Council to formally note the signed Declaration of Acceptance of Office from all other elected Councillors

24. Council's Committee/Working Groups

Council to review the Terms of Reference and appoint Council members for each of the following committees or working groups:

- (a) Staffing Committee
- (b) Ash Dieback Working Group
- (c) Cemetery Extension and Maintenance Working Group
- (d) Services at Risk/Asset Transfer Working Group
- (e) Village Hall Community Group
- (f) Village Hall Working 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 2022/23

25.2 to receive, review and move to adopt Council's Form of Standing Orders for 2022/23

25.3 to receive, review and move to adopt Council's Financial Regulations for 2022/23 to include a review of all bank mandates for fixed payments during the council year

25.4 to receive, review and move to agree the Council's Asset Register for 2022/23

- 25.5 to review the Zurich Municipal Insurance Policy Number YLL-2720444243 and move to confirm that adequate insurance cover is in place in respect of All Insured Risks
- 25.6 to review and agree the appointment of members as trustees to both the Children's Play Park Trust and the Henry Higgins Trust
- 25.7 to review and confirm renewal of the Council and/or staff subscriptions to other bodies
- 25.8 to note that the following policies have been reviewed and adopted for 2022/23
 - (i) Complaints Procedure; and (ii) Data Protection
- 25.9 to receive formal notice of all scheduled meeting dates for the council year 2022/23

26. Co-option of Councillors

Clerk to update Council as to the requirements to seek to co-opt a councillor to the vacant seat within the Trefriw ward following the uncontested election

Meeting of the Council - Agenda for 10th May 2022

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 12th April 2022

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 2022
- 30.4 Clerk to update Council on the 2020/21 Annual Return
- 30.5 Council to consider and agree the optional councillor payments as referred to within the Independent Remuneration Panel for Wales Annual Report 2022, Appendix 3 - as deferred from the March 2022 meeting

31. Correspondence for April/May 2022

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 and or action is deemed necessary, Appendix 2

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

33. Working Group Updates to Council

33.1 Village Hall Working Group - Council to receive and consider an update from the working group and/or the Clerk to include:

- 33.1.1 a review of the conditions of hire following on from recent Welsh Government announcement to remove all COVID-19 measures
- 33.1.2 to further discuss and agree the process in relation to the cleaning of the Hall ahead of and between hiring sessions

33.2 Cemetery Working Group - Council to receive an update from the working group to include:

- 33.2.1 the UK Government's response to the DEFRA consultation that is seeking to amend the Environmental Permitting (England and Wales) 2016 Regulations which could affect burial authorities/cemeteries
- 33.2.2 an alternative proposal for the cemetery extension works to reduce overall costs and make the use of the land viable should the recommendations by DEFRA be implemented

33.3 Village Hall Community Group - Council to receive and consider an update and/or any recommendations as proposed

34. Health and Safety

34.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in April 2022 where consideration and agreement by full Council is required to undertake remedial action

34.2 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

35. 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 work

36. Councillor/Clerk Training

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

37. External Meetings/Webinars

37.1 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

37.2 Council to discuss any forthcoming meetings and webinars and, where appropriate, agree attendance and representation on behalf of the Community Council

38. Community Engagement

38.1 Council to receive an update from Cllr Ellis regarding the ongoing arrangements for the Platinum Picnic in the Park on 5th June as organised by the community and move to consider any proposals that may require approval by the Community Council

38.2 Council to receive and consider a proposal from Cllr Kelly to host a Christmas Artisan Market within the Village Hall

38.3 Council to receive and consider a proposal to reinstate the community coffee mornings within the Village Hall - Appendix 4

38.4 CCBC Playing Out Summer 2022 - Council to discuss the proposed summer play-out sessions, to include both the provision of free and additional paid for sessions, and move to agree next steps

39. Governance

Council to receive and consider the current Biodiversity Plan and move to agree any changes to enable the Plan to be formally adopted for 2022/23 - Appendix 5

40. Next month's 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 Thursday, 2nd June 2022

41. To confirm the date of the next meeting of the Council to be held would be at 7:00 pm on Tuesday, 14th June 2022