

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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8th March 2023

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 14th March 2023 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 (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, during the public element ahead of the meeting, please contact the Clerk as per the above details.

Meeting of the Council - Agenda 14th March 2023

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

A quorum is to be confirmed by the Chair

186. Apologies LGA 1972 Sch. 12 par 40

To note and/or formally accept apologies subject to Council's approval

187. 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

188. Minutes LGA 1972 Sch. 12 par 41(1)

To receive approve and sign as a correct record the minutes of the meeting of 14th February 2023

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

Council to receive and consider any recommendation to resolve that any members of the press and the public in attendance, either in person or remotely, be excluded from the meeting during consideration of any of the below agenda items by reason of the confidential nature of the item of business to be transacted in accordance with the provisions of the Act

190. Chair's Announcements

191. Finance

191.1 Council to receive and question any financial transactions as detailed within Appendix 1 and/or the supporting invoices and payment records, as previously circulated

191.2 Council to formally approve and authorise those payments as detailed within Appendix 1

191.3 Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statement and corresponding bank reconciliation for February 2023

191.4 Council to formally receive and accept the completed Annual Return for year ended 31st March 2022, Appendix 3

191.5 Clerk to update Council as to the re-appointment of Iona Edwards as internal auditor

191.6 Council to formally review and move to approve the One Voice Wales Renewal of Membership for 2023/24, Appendix 4

191.7 Council to receive and review the Independent Remuneration Panel for Wales - Annual Report 2023, Appendix 5

192. Correspondence for February / March 2023

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

192.1 Council to discuss the correspondence received from a resident regarding the decrease in the swift population and lack of nesting boxes within Trefriw

193. Planning Applications

Council to consider any applications received from Conwy CBC or Snowdonia National Park Authority as either detailed below or circulated prior to the date of the meeting

194. County Councillor Report / Adroddiad-y-Cynghorydd Sir

A brief report from County Councillor Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn

195. Working Group and Clerk Updates to Council

195.1 Village Hall Working Group and/or Clerk: to receive and consider any update and/or recommendation as proposed to include:

195.1.1 an update from the Staffing Committee regarding the employment of an external cleaner and to receive and review the draft Village Hall Cleaning Specification, Appendix 6

195.2 Cemetery Working Group and/or Clerk: to receive and consider any update and/or recommendation as proposed to include:

195.2.1 a verbal update as to the outcome of the meeting with Seven Architecture and to consider the amended planning drawing for the cemetery extension, Appendix 7

195.3 Village Hall Community Group: to receive and consider any update and/or recommendations as proposed to include:

195.3.1 the outcome of the meeting with the Village Hall Trustees regarding proposals for amendments to or the creation of a new trust deed

195.4 Council to receive and review the draft Terms of Reference for the Village Hall Energy Report Working Group and move to approve the terms as therein referenced, Appendix 8

196. Health and Safety

196.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in February 2023, where due consideration and agreement by full Council is required to undertake any remedial action

196.2 Clerk to highlight to Council the scope of the monthly health and safety inspections with members moving to agree any additions or variations

196.3 Clerk to update members on the findings of the recent testing (PAT) of items both at the Village Hall and those used at external community events.

196.4 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

197. Village Improvements

197.1 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

197.2 Council to consider the request received from Trefriw Gardening Group for a contribution towards the costs of spring planting for the memorial garden and village planters, Appendix 9

198. Councillor/Clerk Training

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

199. External Meetings/Webinars

199.1 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

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

200. Community Engagement

200.1 Council to receive an update from the Meet your Councillor Surgery held on 27th February

200.2 Council to receive and consider the collated responses from the recent engagement events and look to agree and build in key themes to the 2023/24 Action Plan, Appendix 10

200.3 Council to consider the continuation of the Community Coffee Mornings for the financial year 2023/24 and agree a schedule of dates

200.4 CCBC Playing Out Summer 2023 - 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

201. Governance

Council to receive and review the proposed variation to the Social Media Policy in respect of the use of council email addresses, Appendix 11

202. 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 Monday, 10th April 2023

203. To confirm the date of the next meeting of the Council