

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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9th May 2023

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held remotely on Tuesday, 16th May 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 (meeting code <https://join.skype.com/dVIA40MXxytu>) 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.

Annual Meeting of the Council - Agenda 16th May 2023

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 2023/24

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 2023/24

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. 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

24. Other Business

Council to consider the following items of business, as detailed in Standing Order 5(j):

24.1 to receive, review and move to adopt the Code of Conduct for 2023/24

24.2 to receive, review and move to adopt Council's Form of Standing Orders for 2023/24

24.3 to receive, review and move to adopt Council's Financial Regulations for 2023/24 to include a review of all bank mandates for fixed payments during the council year

- 24.4 to receive, review and move to agree the Council's Asset Register for 2023/24
- 24.5 to review and agree the appointment of members as trustees to both the Children's Play Park Trust and the Henry Higgins Trust
- 24.6 to review and confirm renewal of the Council and/or staff subscriptions to other bodies
- 24.7 to note that the following policies have been reviewed and adopted for 2023/24 (i) Complaints Procedure; and (ii) Data Protection
- 24.8 to receive formal notice of the meeting dates for the council year 2023/24, Appendix A

Meeting of the Council - Agenda for 16th May 2023

25. 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

26. 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 18th April 2023

27. 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

28. Chair's Announcements

29. Finance

- 29.1 Council to question as required any financial transactions - Appendix 1
- 29.2 Council to formally approve and authorise those payments as detailed within Appendix 1
- 29.3 Council to acknowledge scrutiny and acceptance of the previously circulated HSBC current account bank statement and corresponding reconciliation for April 2023
- 29.4 Clerk to update Council on the submission of the 2021/22 Annual Return

30. Village Hall Evening Session Bookings

30.1 Council to consider the current Village Hall booking requirements for evening sessions in terms of both the type of event the community and/or residents may wish to hold and whether the current session finish time of 10 pm could impact on potential bookings

31. Correspondence for April/May 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

31.1 Council to consider the correspondence as received from a resident regarding the proposed Village Hall booking on 13th May, as previously circulated, and move to agree any formal response

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	NP4/32/301B	Variation of Condition No.2 (Accordance with approved plans) attached to Planning Consent NP4/32/301A dated 11/01/2019	Trefriw Cemetery, Cowlyd Road, Trefriw
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33. County Councillor Report / Adroddiad-y-Cynghorydd Sir

A brief report from the C. Cllr. Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn

34. Working Group Updates to Council - to receive and consider any update and/or recommendation as proposed and move to agree next steps

- 34.1** Village Hall Working Group and/or Clerk to include:
 - 34.1.1 an update on the commissioning of an external cleaner for the Village Hall
 - 34.1.2 the outcome of the Village Hall reinstatement valuation survey
 - 34.1.3 an update on the current Wi-Fi provision from CCBC under the LFFN initiative
- 34.2** Cemetery Working Group and/or Clerk
 - 34.2.1 an update on the replacement cemetery car park fencing
- 34.3** Village Hall Community Group to include:
 - 34.3.1 the outcome of the meeting with the Village Hall Trustees regarding proposals for amendments to the existing trust or the creation of a new trust deed

35. Health and Safety

35.1 Council to receive verbal reports from members regarding the routine health and safety inspections undertaken in April 2023 where consideration and agreement by full Council is required to undertake remedial action

35.2 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

36. Village Improvements

36.1 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

36.2 Cllr Kelly to provide Council with an update on progress made in respect of the proposal to acquire an additional piece of play equipment for the Gower Road Play Park

37. Councillor/Clerk Training

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

38. External Meetings/Webinars

38.1 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

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

39. Community Engagement

39.1 Council to receive an update/overview of any community engagement undertaken since the previous meeting

39.2 Council to note the next Community Coffee Morning to be held on 8th June 2023

39.3 Council to reconsider the original proposal to host an Artisan Market within the Village Hall, and move to agree next steps, Appendix 3

40. Governance

40.1 Council to receive and consider the draft 2022/23 Annual Report - Appendix 4

40.2 Council to receive and consider the updated Action Plan for 2023/24 – Appendix 5

40.3 Council to receive and consider the current Biodiversity Plan and move to agree any changes to enable the Plan to be formally adopted for 2023/24 - Appendix 6

41. 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 Friday, 2nd June 2023

42. To confirm the date of the next meeting of the Council to be held would be at 7:00 pm on Tuesday, 13th June 2023