

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer  
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7<sup>th</sup> June 2023

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held online on Tuesday, 13<sup>th</sup> June 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/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 13<sup>th</sup> June 2023

### 43. To confirm that a quorum of elected members is present

A quorum is to be confirmed by the Chair

### 44. Apologies LGA 1972 Sch. 12 par 40

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

### 45. 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

### 46. Minutes LGA 1972 Sch. 12 par 41(1)

To receive, approve and sign as a correct record the minutes of the Council meeting, 16<sup>th</sup> May 2023

### 47. 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

### 48. Chair's Announcements

### 49. Governance

**49.1** Council to receive and consider the Statement of Internal Control and move to agree any changes to enable the document to be formally adopted for 2023/24, Appendix 3

**49.2** Council to receive and review (i) Equality Policy; (ii) Grant/Donation Policy; (iii) Health and Safety Policy (iv) Records Retention and Disposal Policy (v) Social Media and Electronic Communication Policy and (vi) Welsh Language Policy and agree any changes to enable re-adoption

**49.3** Council to receive and consider the draft Community Emergency Plan, Appendix 4

### 50. Amendment to the Zurich Insurance Policy

Council to receive and consider the amended Zurich Municipal Insurance Policy Number YLL-2720444243 and confirm adequate insurance cover is in place and agree the premium uplift, Appendices 5(a) and 5(b)

### 51. Finance

**51.1** Council to question any financial transactions as detailed within Appendix 1

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

**51.3** Council to acknowledge scrutiny and acceptance of the previously circulated HSBC current account bank statement and corresponding reconciliation for May 2023

**51.4** Clerk to update Council on the Internal Audit and to present the Annual Return and Governance Statement together with supporting documentation for the year ending 31st March 2023 for consideration and approval – Appendices 1.2(a), 1.2(b), 1.2(c), 1.2(d) and 12(e)

**51.5** Council to move to complete the 2022/23 Annual Governance Statement and authorise the submission of the 2022/23 Annual Return to the Audit Wales - Appendix 1.2(a)

**51.6** Council to receive an update from the Clerk regarding the electors' right of inspection of the Council's annual return and accounting records for the year ending 31<sup>st</sup> March 2023 and move to agree any actions as required by members during the mandated period of inspection

**51.7** Council to formally receive and consider all donation requests as notified as being received by the Clerk from 1<sup>st</sup> December 2022 to 31<sup>st</sup> May 2023 in line with Council's Grant/Donation Policy – Appendix 1.3(a) and 1.3(b)

## **52. Correspondence for May/June**

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

**52.1** Council to acknowledge the One Voice Wales Model Standing Orders, May 2023 and move to agree formal review

**52.2** Council to consider and agree a response in respect of the application to erect a memorial/place an inscription on grave plot 136

## **53. Planning Applications**

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

<b>53.1</b>	NP4/32/LUL155C	Certificate of lawful use (Proposed) to renew the roof with matching slates	Capel Ebeneser, Trefriw
<b>53.2</b>	NP4/32/T245	Construction of porch to front elevation	1 Bryn Crafnant, Trefriw LL27 ONX

## **54. 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

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

**55.1** Village Hall Working Group and/or Clerk to include:

55.1.1 the commissioning of an external cleaner

55.1.2 further information obtained regarding the continued provision of Wi-Fi within the Hall

**55.2** Cemetery Working Group and/or Clerk to include:

55.2.1 Council's application to vary condition 2 to planning consent NP/32/301A

**55.3** Village Hall Community Group to include:

55.3.1 the creation of a Charitable Incorporated Organisation (CIO) or other charitable structure in lieu of the current Trefriw Village Hall trust

## **56. Health and Safety**

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

**56.2** 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

**56.3** Council to note the successful installation of the additional defibrillator at Llyn Geirionydd and move to consider a proposed modification to enable unrestricted access to the device, given the location, taking account of the increased risk of theft or damage.

## **57. Village Improvements**

**57.1** 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

**57.2** Cllr White to provide an update on the costs of acquiring new football goal nets for the community football pitch for Council's further consideration

**57.3** Cllr Williams to provide an update as to the grant funding application to acquire additional play equipment for the Gower Road Play Park and seek Council's formal authority to submit the same.

**58. Councillor/Clerk Training**

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

**59. External Meetings/Webinars**

**59.1** 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

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

**60. Community Engagement**

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

**60.2** Council to note the next Community Coffee Morning to be held on Wednesday, 12<sup>th</sup> July 2023

**61. Co-option of New Councillors**

**61.1** Council to consider and move to vote upon the applications received for co-option to the casual vacancies within the Trefriw ward; and

**61.2** Council to witness and receive the signing of the Declarations of Acceptance of Office, if appropriate

**62. 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, 30<sup>th</sup> June 2023

**63. To confirm the date of the next meeting of the Council** to be held will be at 7:00 pm on Tuesday, 11<sup>th</sup> July 2023