

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer  
Angorfa Trefriw Conwy LL27 0JJ  
Ffôn / Tel: 07305 316095 Eboost /Email [clerk@trefriwcommunitycouncil.co.uk](mailto:clerk@trefriwcommunitycouncil.co.uk)

7<sup>th</sup> May 2025

Dear Sir/Madam

You are hereby summoned to attend a meeting of **TREFRIW COMMUNITY COUNCIL** to be held on a hybrid basis in person at Trefriw Village Hall and virtually on Tuesday, 13<sup>th</sup> May 2025 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 Teams (see below for the meeting code) in accordance with the provisions of 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 viewpoint.**

## Annual Meeting of the Council - Agenda 13<sup>th</sup> May 2025

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

A quorum is to be confirmed by the current Chair

### 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 2025/26

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 2025/26

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. 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

### 24. 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

### 25. Council's Committee/Working Groups

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

- (a) Staffing Committee
- (b) Tree Maintenance 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

### 26. Other Business

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

26.1 to receive, review and move to adopt the Code of Conduct for 2025/26

26.2 to receive, review and move to adopt Council's Form of Standing Orders for 2025/26

26.3 to receive, review and move to adopt Council's Financial Regulations for 2025/26 to include a review of all bank mandates for fixed payments during the council year

- 26.4 to review and agree the appointment of members as trustees to both the Children's Play Park Trust and the Henry Higgins Trust
- 26.5 to review and confirm renewal of the Council and/or staff subscriptions to other bodies
- 26.6 to note that the following policies have been reviewed and adopted for 2025/26 (i) Complaints Procedure; and (ii) Data Protection
- 26.7 to receive formal notice of the meeting dates for the council year 2025/26, Appendix A

## **Meeting of the Council - Agenda for 13<sup>th</sup> May 2025**

### **27. 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 8<sup>th</sup> April 2025

### **28. Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960**

To consider any recommendation to resolve for members of the press and/or public in attendance, either in person or remotely, to 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

### **29. Chair's Announcements**

### **30. Reinstatement of the Basket Swing, Gower Road Play Park**

To receive an update following the Stage 2 escalation of the Conwy CBC complaint reference GF140547

### **31. Finance**

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

31.2 To formally approve and authorise those payments as per Appendix 1

31.3 To acknowledge scrutiny and acceptance of the previously circulated HSBC Charitable Account current account bank statement and corresponding reconciliation for April 2025

31.4 Clerk to update Council on the 2024/25 Annual Return

### **32. Correspondence for April/May 2025**

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

### **33. Planning Applications**

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

33.1	NP4/32/LB39F	Listed Building Consent to reinstate kitchen by changing from dining room to original kitchen. Removal of current kitchen and reinstating as study. Reinstating doorway block up previously before listing and block up doorway formed before listing	The Old Rectory, Trefriw. LL27 0NJ
------	--------------	---	------------------------------------

### **34. 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

### **35. Working Group Updates to Council - to receive and consider any update and/or recommendation as proposed**

35.1 Village Hall Working Group

35.2 Cemetery Working Group

35.3 Village Hall Community Group

35.4 Services at Risk/Asset Transfer Group

### **36. Health and Safety**

36.1 To receive verbal reports from members regarding the routine health and safety inspections undertaken in April 2025 where consideration and agreement by full Council is required to undertake remedial action

36.2 To receive indicative costs to reinstate the fencing to mark the correct legal boundary to the rear of the Community Field

36.3 To receive an update on the safety works at Bro Geirionydd play park, as advised by Conwy CBC, and move to agree next steps

36.4 To receive an update on the resurfacing of the All-Abilities Trail, Gower Road

36.5 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

**37. 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

**38. Councillor/Clerk Training**

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

**39. External Meetings/Webinars**

39.1 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

39.2 To discuss any forthcoming meetings and webinars and, where appropriate and agree representation on behalf of Council

**40. Community Engagement**

40.1 To receive an update/overview of any community engagement undertaken since the previous meeting

40.2 Residents' Consultation Drop in Event, 21<sup>st</sup> May 2025 - to receive an update on the preparations for the event and all subsequent engagement to seek residents' views on the future use of the village hall, public toilets and cemetery

40.3 To note the next Community Coffee Morning to be held on 12<sup>th</sup> June

**41. Henry Higgins Trust**

To consider a further proposal for the redistribution of funds at the request of the Trustees

**42. Governance**

42.1 Council to receive and consider the draft 2025/26 Reserves Protocol, Appendix 3

42.2 Council to receive and consider the updated Biodiversity Plan and move to agree the changes to enable the Plan to be formally adopted for 2025/26 – Appendix 4

42.3 Council to receive and consider the updated Training Plan and move to agree the changes to enable the Plan to be formally adopted for 2025/26 – Appendix 5

**43. Website Issues**

To receive an update on current issues and to consider an upgrade to the web hosting package

**44. 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 Monday, 2<sup>nd</sup> June 2025

**45. To confirm the date of the next meeting of the Council** as Tuesday, 17<sup>th</sup> June 2025 at 7:00 pm

Meeting code -

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_M2ZiNTQzNDgtMWJhMi00M2NhLTk0NGEtMjBiNmE4ODVhNWRj%40thread.v2/0?context=%7b%22Tid%22%3a%2240f65e54-1197-42bf-86bf-13d5ece91182%22%2c%22Oid%22%3a%22456ef183-86e8-4a4a-9bad-a32f15ed1327%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2ZiNTQzNDgtMWJhMi00M2NhLTk0NGEtMjBiNmE4ODVhNWRj%40thread.v2/0?context=%7b%22Tid%22%3a%2240f65e54-1197-42bf-86bf-13d5ece91182%22%2c%22Oid%22%3a%22456ef183-86e8-4a4a-9bad-a32f15ed1327%22%7d)