

# LLANVACHES COMMUNITY COUNCIL

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www.llanvachescommunitycouncil.org.uk

13<sup>th</sup> May 2021

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of Llanvaches Community Council to be held via Zoom remote meetings on **Tuesday, 18<sup>th</sup> May 2021 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully

*Lucy Allen*

Clerk to Llanvaches Community Council

### *Join Zoom Meeting*

<https://us02web.zoom.us/j/6975573507?pwd=OWZjUVYyRUFkTktSUl4cGZqVWx4dz09>

### Agenda

- 3431 Election of Chairman**  
To elect a Chairman for the year 2021/2022.
- 3432 Installation of Chairman**  
To receive the Chairman's Declaration of Acceptance of Office.
- 3433 Apologies for absence**
- 3434 Declarations of interest in items on the agenda**
- 3435 Minutes**  
To approve the minutes of the ordinary meeting of Council on Tuesday, 20<sup>th</sup> April 2021.
- 3436 Matters arising from the minutes**  
To report matters arising from the minutes of the ordinary Meeting on Tuesday, 20<sup>th</sup> April 2021 not on the agenda, *for information only*.
- 3437 Financial Matters**
- a. Payment of Accounts**  
To confirm payments made and payments due.
  - b. Cash Book and Bank Reconciliation**  
To approve the cash book and bank reconciliation for April 2021.
  - c. Standing Orders**  
To review the Community Councils Standing Orders. (*Last reviewed 16th June 2020*).
  - d. Financial Regulations**  
To review the Community Councils Financial Regulations. (*Last full review 16<sup>th</sup> June 2020*).

**e. Code of Conduct**

To receive the Community Councils Code of Conduct. (*Model Code adopted June 2017*)

**f. Internal Auditor** - To agree the appointment of Ms S Bushell to carry out the internal audit of Llanvaches Community Council for the financial year 2020/21 at a cost of £150.00.

**g. Annual Insurance Renewal**

To note that the annual insurance is due for renewal at a cost of £475.70 (£12.70 increase) and to consider the Renewal Schedule to ensure that the cover still meets the needs of Llanvaches Community Council (*attached*). *Members are reminded that this is year 2 of a 3-year agreement.*

**h. Independent Remuneration Panel for Wales – Determination in respect of Remuneration of Community and Town Councillors.**

To note the determination of the Independent Remuneration Panel for Wales in respect of remuneration of Community and Town Councillors for the financial year 2021-22.

**Determination (41)** – All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

*In respect of the publication of the contribution towards costs of care and personal assistance, relevant authorities are only required to publish the total amount reimbursed during the year.*

**Determination (42)** All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

*There is no need to make a claim for the allowance as it will be automatically paid unless you choose to opt out of receiving the payment. Receipts are not required for these payments. Opt Out / PAYE forms are attached, and each Councillor MUST complete either one of the forms.*

and to consider whether to implement the following:

**Determination (44):** Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

**Determination (45)** Payment to members in respect of travel costs for attending approved duties outside the area of the council at either actual costs of travel by public transport or the HMRC mileage allowance.

**Determination (46)** Reimbursement of subsistence expenses for members attending approved duties of the council which includes an overnight stay at the maximum rates identified on the basis of receipted claims.

**Determination (47)** Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

Up to £54.00 for each period not exceeding 4 hours

Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours

**Determination (48)** Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

*For information:*

- *each determination requires a formal decision.*
- *a Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.*
- *any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the Proper Officer of the council.*
- *There is a requirement on Community and Town Councils to publish details of all payments made in individuals in an annual Statement of Payments. This information must be published on council noticeboards and/or websites.*
- *It is a matter for each council to decide:  
when the payment is actually made to the member;  
how many payments the total amount payable is broken down into;  
whether and how to recover any payments made to a member who leaves their role during the financial year.*
- *Payments in respect of Determinations 45, 46 and 47 are payable when the activity they relate to has taken place.*

**3441 Schedule of Meetings**

To note the schedule of meetings for the year 2020/2021 (*attached*).

**3442 Annual Risk Assessment**

To consider the annual risk assessment prepared by the Clerk.

**3443 Council Management Matters**

**a. Outstanding queries from previous meetings**

To receive and consider the list of outstanding queries awaiting completion following Community Council meetings.

**b. Asset Register**

To consider the asset register detailing all physical assets owned by the Community Council.

**c. Future of Community First Magazine**

To consider correspondence from the publisher of the Community First Magazine advising that from May 2022 they will be stepping down from the position and requesting that the local Community Councils consider taking over the publication (*attached*).

**d. Community Council Liaison Meeting**

To consider Councillor attendance at the Community Council Liaison meeting being held via Microsoft Teams on 10<sup>th</sup> June 2021 at 6pm and, if appropriate, to forward any suitable agenda items for discussion.

**3444 Ward Member Report**

To receive an update from the Ward Councillor's on any issues relating to the village.

**3445 Playing field matters**

- a. **Fortnightly Inspection Report**  
To receive the fortnightly inspection report.

**3446 Public Participation**

Members of the public are invited to address the Community Council for a maximum of 15 minutes and may ask one question plus a related supplementary question.

**3447 Matters of local interest or concern**

**3448 Correspondence list**

To receive and consider correspondence set out in the schedule emailed to members prior to the meeting.

**3449 Planning Matters**

- a. To consider the following Planning Applications:

**Planning Application Number:** 21/0473  
**Address:** Fisheries Lodge, Whitebrook Lane, Llanvaches  
**Proposal:** DEMOLITION OF EXISTING GARAGE AND  
ERECTION OF PROPOSED TWO STOREY SIDE  
EXTENSION INCLUDING DORMERS, SINGLE  
STOREY REAR EXTENSION INCLUDING  
BALCONY AND EXTENSION OF FRONT PORCH

b. **Newport City Council – Replacement Local Development Plan**

To consider setting up a Planning Subgroup to address the issues in regard to:

- Amenity land,
- Village Boundary
- Rights of access at the next meeting.
- Flooding and sewage

**3450 Further comments for future consideration**

**3451 Date of next meeting**

To confirm that the next meeting of Llanvaches Community Council will take place on Tuesday, 15<sup>th</sup> June 2021 at 7.00pm via Zoom.