

# LLANVACHES COMMUNITY COUNCIL

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www.llanvachescommunitycouncil.org.uk

10<sup>th</sup> June 2021

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Llanvaches Community Council to be held via Zoom on **Tuesday, 15<sup>th</sup> June 2021 at 7.00pm**, for the purpose of transacting the following business.

### *Join Zoom Meeting*

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

*Meeting ID: 697 557 3507*

*Passcode: 6mNUsi*

Yours faithfully

*Lucy Allen*

Clerk to Llanvaches Community Council

## **Agenda**

**3452 Apologies for absence**

**3453 Declarations of interest in items on the agenda**

**3454 Minutes**

To approve the minutes of the Annual meeting of Council on Tuesday, 18<sup>th</sup> May 2021.

**3455 Matters arising from the minutes**

To report matters arising from the minutes of the Annual meeting on Tuesday, 18<sup>th</sup> May 2021 not on the agenda, *for information only*.

**3456 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 May 2021.

**c. Internal Audit 2020/2021**

To consider the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2021.

**b. Year End Accounts and Annual Return**

(i) To consider the Year End accounts and Annual Return for the year ending 31st March 2021.

(ii) To sign the Year End Accounts and Annual Return for the year ending 31<sup>st</sup> March 2021.

**3457 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. Future meetings**

i. To consider the attached Risk Assessment to enable a return to face to face meetings in the Church Hall.

ii. To consider when to return to face to face meetings.

**c. Future of Community First Magazine**

To receive a report back detailing how the magazine has been running and the work involved (*Bought forward from the Annual Meeting*).

**d. Corporate Governance - Review on Internal Control Procedures**

As part of the Corporate Governance arrangements Council is required to review the effectiveness of its system of internal control (*what the council does*).

There is a joint responsibility between Members and the RFO to ensure an adequate system of internal control exists and Members are asked to consider the report, circulated with the agenda, and to determine whether the controls exercised by Llanvaches Community Council were:

1. operated during the year,
2. relevant and appropriate for the council, and
3. are not too onerous or disproportionate.

(*Example controls identified in "Governance and accountability for local councils in Wales 2011*).

**e. Corporate Governance - Review of Effectiveness of Internal Audit 2020/2021**

Regulation 4 of the Accounts and Audit (Wales) Regulations 2014 requires councils to carry out an annual review of the effectiveness of the system of internal audit (*a check that the arrangements are fit for purpose and are doing what they are supposed to be doing*).

As part of this review local councils should, at least annually, carry out a review of internal audit.

Members are asked to consider the report, circulated with the agenda, and to determine:

1. The scope of the internal audit.
2. Independence.
3. Competence.
4. Relationships.
5. Audit planning and reporting.

**3458 Ward Member Report**

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

**3459 Playing Field Matters**

**a. Fortnightly Inspection Report**

To receive the fortnightly inspection report.

**3460 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.

**3461 Matters of local interest or concern**

**a. Junction at Rock and Fountain**

To consider inviting representatives from both Newport City Council and Monmouthshire County Council to a meeting to discuss highways safety issues at this junction.

**b. Defibrillator and training**

To consider correspondence received from the First Responder in the village for the Community Council to arrange defibrillator and CPR training and to note that there is a small supply of refurbished defibs from the ambulance service which are available for the price of battery and pads which could be installed in a remote area of the village.

**c. Development works at Windmill Farm**

To consider the impact that the development works at Windmill Farm are having on the village.

**3462 Correspondence List**

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

**3463 Planning Matters**

**a. Newport Revised Local Development Plan (RLDP)**

To receive an update on discussions held with several community stakeholder in regards issues in Llanvaches and the RLDP.

**3464 Further comments for future consideration**

**3465 Date of next meeting**

To confirm that the next meeting of Llanvaches Community Council will take place on Tuesday, 20<sup>th</sup> July 2021 at 7.00pm via Zoom.