

# LLANVACHES COMMUNITY COUNCIL

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[www.llanvachescommunitycouncil.org.uk](http://www.llanvachescommunitycouncil.org.uk)

14<sup>th</sup> May 2026

Dear Councillor

You are hereby summoned to attend the **Annual** Meeting of Llanvaches Community Council to be held online via Zoom on **Tuesday, 19<sup>th</sup> May 2026 at 7.00pm**, for the purpose of transacting the following business.

### *Join Zoom Meeting*

<https://us02web.zoom.us/j/6975573507?pwd=OWZjUVYyRUFkTktSUGl4cGZqVWx4dz09>

*Meeting ID: 697 557 3507*

*Passcode: 6mNUsi*

Yours faithfully



Lucy James  
Clerk to Llanvaches Community Council

## Agenda

### **4152 Election of Chair**

### **4153 Apologies for absence**

### **4154 Declarations of interest in items on the agenda**

### **4155 Minutes**

- a. To approve the [minutes of the Ordinary meeting of Council on Tuesday, 17<sup>th</sup> March 2026](#).
- b. To note that no meeting was held on 21<sup>st</sup> April 2026 due to the Council not having enough Councillors to form a quorum.

### **4156 Matters arising from the minutes**

To report matters arising from the minutes of the ordinary meeting on Tuesday, 17<sup>th</sup> March 2026 not on the agenda, *for information only*.

### **4157 Financial Matters**

#### **a. Annual Insurance Renewal**

- i. To undertake a [review of the asset register for insurance purposes](#).
- ii. To review the [schedule of insurance](#).
- ii. To approve the [renewal of the annual insurance at a cost of £630.17 for 2026/27 \(LGA 1972, s111\)](#).

#### **b. Payment of Accounts**

To confirm [payments due for April and May 2026](#).

#### **c. Cash Book and Bank Reconciliation**

- i. To approve the [receipts and payments for March 2026](#).
- ii. To approve the [receipts and payments for April 2026](#).
- iii. To approve the [bank reconciliation for March 2026](#).
- iv. To approve the [bank reconciliation for April 2026](#).

#### **d. Bank Mandate**

To approve replacement signatories on the Community Council Bank Accounts.

#### **e. Q4 budget report**

To receive the [Q4 budget report to year end 31.3.26](#).

#### **f. Annual Return for the financial year ending 31.3.26**

- i. To note that the Community Council is subject to a Full Audit by Audit Wales.
- ii. To note the dates for the Notice of appointment of the date for the exercise of electors' rights are from 6.7.26 – 31.7.26.
- iii. To consider how the electors may exercise their rights and agree a contact name and address for the legal notice.
- iv. To agree the contact details for the return of the documents.

#### **g. Llanvaches Residents Social Group (LRSO)**

To consider and, if appropriate, agree next steps in regard to the funds held by LCC.

#### **h. Democracy and Boundary Commission Cymru**

To consider the [remuneration report for payments to Members](#) of Community and Town Councils for 2026/27.

### **4158 Council Management Matters**

#### **a. Outstanding queries from previous meetings**

- i. To receive and consider any next steps from the list of [outstanding queries awaiting completion](#) following Community Council meetings.

#### **b. Resignation from the Clerk**

- i. To formally note the resignation from the Clerk.
- ii. To consider and, if appropriate, accept the offer from the outgoing Clerk that they will remain in post until 30.6.26 in order to undertake the financial year end procedures and full audit return to Audit Wales.
- iii. To agree the process for recruitment of a replacement Clerk (closing date, interview panel) and, if appropriate, [approve the advertisement](#).
- iv. To consider where the archive documents, currently held at the Clerk's address, will be stored.

#### **c. One Voice Wales**

To consider [correspondence](#) and, if appropriate, [sign the Civility & Respect Pledge](#).

#### **d. Freedom of Information**

To note that under the Freedom of Information Act 2000 (FOI) all public authorities have a duty to adopt and maintain an approved publication scheme. The simplest way to comply is to adopt the [Information Commissioner's Office \(ICO\) Model Publication Scheme](#). Members are asked to consider adoption of this Scheme.

#### **e. Defibrillator**

To consider [correspondence regarding the second defibrillator in the village](#).

#### **f. Schedule of Meetings**

To approve the [Schedule of Meetings for the civic year 2026 – 2027](#).

#### **g. Code of conduct**

To receive a [copy of the Councils adopted Code of Conduct](#).

#### **h. Financial Regulations**

To undertake the [annual review of the Financial Regulations](#).

#### **i. Standing Orders**

To undertake the [annual review of the Standing Orders](#) and consider replacing 18.c with the following in line with the recommendation from the Internal Auditor:

*For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.*

*For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices about the award of contracts.*

**4159 Ward Member Report**

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

**4160 Playing Field Matters**

**a. Fortnightly Inspection Report**

To consider the fortnightly inspection report – *emailed to members prior to the meeting.*

**4161 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.

**4162 Matters of local interest or concern**

**4163 Correspondence List**

To receive and consider [correspondence set out in the schedule](#).

**4164 Planning Matters**

**a) Revised Local Development Plan**

To receive any updates.

**4165 Further comments for future consideration - *items for next meeting***

**4166 Date of next meeting**

To confirm arrangements for the ordinary meeting of Llanvaches Community Council to be held on 16<sup>th</sup> June 2026.