

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

ATTENDING

Chairman: Cllr. L. Price (Retiring Mayor), Cllr David Davies (Newly Appointed Mayor)

Councillors attending:

C. Evans (CE); V. Jones-Davies (VJD); C. Walton (CW); D Lloyd; W Davies (WD); R Thomas (RT);

C Hamer (CH) County Cllr. A. Davies (AD);

Attending Remotely; Cllr D O Evans (DOE)

The meeting commenced at 7.10 pm

1. **APOLOGIES:** Ms L Thomas (LT); J. Stuart (JS); D. Thomas (DT).

2. **DECLARATIONS OF INTEREST:**

None

OUTGOING CHAIRMAN'S REPORT: Cllr Price as outgoing Chairman welcomed everyone to the meeting. She then gave a short overview of her year in Office, beginning by thanking Town Council colleagues for their help and support. She also thanked the Clerk and, in his absence, the Caretaker of the Toilets. She congratulated Cllr Angela Davies on her election success in becoming a County Councillor, jokingly stating that Cllr Davies would have 'large boots to fill' as she followed on from the retiring County Cllr K Curry – whose support to the Town Council and the Residents of his constituency had been exceptional, however she knew that his legacy was now in safe hands. She noted the ongoing success of the Pump Track and the improvements at the Allotment where users would benefit from the new polytunnel, the whole Town had benefitted from the ongoing refurbishment of benches and the installation of the cycle racks. She thanked the Councillors who had taken a lead on the setting up of the new Totem Information point. She concluded by wishing her successor good luck in their office of Mayor.

In accordance with Councillor DAVID DAVIES being 'next in order of standing' (having been vice-chairman for 2021-22) the retiring Mayor (Cllr Lee Price) moved that he be approved as Chairman of Rhayader Town Council for the Municipal Year 2022-23" this was seconded by RT and put to the meeting. **Resolved Unanimously.**

3. **CONFIRMATION OF MEMBERS OF THE NEW COUNCIL** - formed as a result of Elections held on 5th May 2022: All members completed, having read and agreed the code of conduct completed declarations of acceptance of office, which were witnessed by the Clerk. It was confirmed that there was one vacant seat in the Town Ward. It was agreed to seek co-options to this. It was agreed to ask those interested in co-option to provide a support summary about themselves to be considered if an interview and selection process was required because of more applications than seats.

4. **NOMINATION OF VICE CHAIRMAN FOR 2022-23:** The Chairman called for nominations. Cllr Rhys Thomas was proposed (CW/CE) there were no other nominations and Cllr Thomas accepted the nomination with thanks. The proposition was put to the meeting and it was **Resolved Unanimously**

The Mayor having been elected thanked Members for the honour bestowed on him and then assumed the Chair. He gave a short vote of thanks to the outgoing Mayor and to fellow Councillors for their commitment throughout the past year. He welcomed new Councillors.

1 **Certified as a true record**

Chairman Councillor L. Price: _____

Date:

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

Members of the Council thanked Councillor Price, the outgoing Mayor, for her services to Rhayader over the last year and also during the previous years in which she had been a Councillor. Members of the Council then congratulated the newly elected Mayor and Vice Chairman and wished them well during their forthcoming year of office.

5. **MINUTES OF THE 2021 ANNUAL MEETING (reviewed at a previous meeting):** Noted with no amendment

6. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS ANNUAL MEETING:** None

7. COMMITTEES, SUB COMMITTEES AND WORKING GROUPS

- I. The Committee Memberships for 2022-23 were amended and agreed.

See Appendix A: Rhayader Town Council Committee members 2022-23

8. RESPONSIBILITIES and REPRESENTATION

- I. The need for Portfolio Holders was discussed. It was noted that the regularity of Ordinary Meetings and Committee Meetings provided a platform for the discussion of thematic issues and short-term working appointments could be made at these if required. It was decided to no longer maintain Portfolio Holder positions. (AD/CE)

See Appendix B: Rhayader Town Council Portfolio Holders 2022-23

- II. The reappointment and amendment of appointments of Representatives on Outside Organisations were **discussed and agreed:**

See Appendix C: Rhayader Town Council representatives on Outside Bodies 2022-23

9. **GOVERNANCE:** To review and adopt Community Council Governance documents. Previously circulated.

- I. Standing Orders: the NALC Model Standing Orders (issued 2018) **were re-adopted in full** but it was agreed to review these during the year (AD/RT)
- II. The Model NALC Financial Regulations **were adopted** in full but it was agreed to review the levels of delegation (which had been increased during the pandemic) during the Year (CW/RT) It was agreed that Cllr D Davies would lead this. (AD/RT)
- III. Risk Assessment and Asset Register. It was noted that the Asset Register had been updated to include the Totem and Polytunnel. Both the Risk Assessment and Asset Register were accepted (AD/)
- IV. Opt-out of Councillor Allowance Claim 2022-23: The payment of allowances was discussed. **It was agreed that those Members not wishing to accept an allowance in 2022-23 would sign an opt-out form and return it to the Clerk. It was further agreed: to reimburse travel costs incurred for travel outside the Town Council**

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

boundaries; to make a payment of a Mayor's Allowance – amount to be set at the at the June meeting; to refund care expenses up to the statutorily stated costs. It was noted to ensure that future co-opted members be advised of the payment of allowances.

- V. To confirm the Grant/Donations Policy: Deferred to a future meeting
- VI. To review and approve other Policy Documents: Deferred to a future meeting
- VII. To set a date for the completion of a training needs assessment (Staff/Councillors). This was discussed and it was agreed that it take place during the 2nd Quarter of the year to be presented in October 2022 (AD/VJD)
- VIII. To set a date for the publication of the 2022-23 Annual Report. Noted that this is a statutory requirement. Agreed that a draft be circulated for discussion in August (AD/VJD)

10. TO CONSIDER THE DATES AND TIMES OF MEETINGS FOR THE ENSUING YEAR: It was agreed to defer the setting of meeting dates until the newly appointed Clerk could be involved.

11. ITEMS FOR A FUTURE MEETING: The following items were noted for future consideration and action.

- 1. Financial Report – 2021-22 end of year accounts to be approved (JUNE 2021).
- 2. Acceptance & Signing of Audit Return (JUNE 2021).
- 3. Insurance and Fidelity Guarantee Review (December 2021)
- 4. Review of financial regs levels of delegation.
- 5. Bank Signatories
- 6. Staff Pay Reviews
- 7. Training plan (by October 2022)
- 8. Annual Report (draft for discussion August)
- 9. Set Mayor's allowance (June 2022)

12. The Annual Meeting closed at 8.05 pm

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

Appendix A:

RHAYADER TOWN COUNCIL: COMMITTEE/SUB- COMMITTEE MEMBERSHIP 2021-22

COMMITTEE	2020-21 MEMBERSHIP	2021-22 MEMBERSHIP
ALLOTMENT Membership to comprise Councillors	A. Davies (Chair) G. Williams V. Jones Davies D. Davies J. Stuart D. Thomas	A. Davies (Chair) V. Jones Davies D. Davies J. Stuart W. Davies
PUBLIC TOILETS Membership to comprise Councillors	C. Walton (Chair) L. Price R. Thomas J. Narborough J. Stuart	C. Walton (Chair) Council Chairman 9DD) R. Thomas V. J. Davies J. Stuart
EVENTS Membership to comprise Councillors Sub – Committees: Poppy/Remembrance SC	D Thomas (Chair) G. Williams J. Narborough A. Davies C. Walton	D Thomas (Chair) Council Chairman (DD) A. Davies C. Walton V. J. Davies W. Davies
ASSET & PROJECT MANAGEMENT Membership to comprise Councillors	D. Davies (Chair) C. Walton J. Narborough R. Thomas A. Davies C. Evans J. Stuart	D. Davies (Chair) Council Chairman (DD) C. Walton R. Thomas A. Davies C. Evans J. Stuart D. Lloyd

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

APPENDIX B:

2020-21 RHAYADER TOWN COUNCIL PORTFOLIO HOLDERS 2021-22 (information only)

PORTFOLIO AREA	2020-21		2021-22	
<i>Education / Schools / Youth</i>	<i>A. Davies</i>	<i>C. Walton</i>	<i>A. Davies</i>	<i>C. Walton</i>
<i>Sport and Recreation</i>	<i>D. Davies</i>	<i>R. Thomas</i>	<i>D. Davies</i>	<i>R. Thomas</i>
<i>Tourism / Economic Development / Regeneration</i>	<i>R. Thomas</i>	<i>D. Thomas</i>	<i>R. Thomas</i>	<i>D. Thomas</i>
<i>Housing</i>	<i>C. Walton</i>	<i>C. Evans</i>	<i>C. Walton</i>	<i>C. Evans</i>
<i>Police / Fire</i>	<i>J. Stuart</i>	<i>L. Price</i>	<i>J. Narborough</i>	<i>L. Price</i>
<i>Democracy / Elections</i>	<i>C. Evans</i>	<i>V. Jones Davies</i>	<i>C. Evans</i>	<i>V. Jones Davies</i>
<i>Older people / Health and Social Care</i>	<i>G. Williams</i>	<i>J. Narborough</i>	<i>G. Williams</i>	<i>J. Narborough</i>
<i>Environment / RoW / Parks</i>	<i>V. Jones Davies</i>	<i>G. Williams</i>	<i>V. Jones Davies</i>	<i>G. Williams</i>
<i>Recycling</i>	<i>L. Price</i>	<i>D. Evans</i>	<i>L. Price</i>	<i>D. Evans</i>
<i>Planning Policy</i>	<i>C. Walton</i>	<i>D. Evans</i>	<i>C. Walton</i>	<i>D. Evans</i>
<i>Funding</i>	<i>C. Evans</i>	<i>D. Davies</i>	<i>C. Evans</i>	<i>D. Davies</i>
<i>Health and Safety</i>	<i>W. Davies</i>	<i>J. Stuart</i>	<i>W. Davies</i>	<i>J. Stuart</i>
<i>Welsh Language</i>	<i>A. Davies</i>	<i>J. Jones</i>	<i>A. Davies</i>	
<i>Assets</i>	<i>J. Narborough</i>	<i>R. Thomas</i>	<i>J. Narborough</i>	<i>R. Thomas</i>
<i>GDPR (Data Protection)</i>	<i>D. Thomas</i>	<i>R. Thomas</i>	<i>D. Thomas</i>	<i>D. Lloyd</i>

MINUTES OF THE ANNUAL MEETING OF RHAYADER TOWN COUNCIL HELD ON WEDNESDAY, MAY 2022

APPENDIX C:

RHAYADER TOWN COUNCIL REPRESENTATIVES - OUTSIDE ORGANISATIONS 2021-22

COMMITTEE/ORGANISATION	REPRESENTATIVE 2021-22	REPRESENTATIVE 2022-23
School Governor	C. Walton	None appointed
Park Trust	G. Williams V. Jones Davies D. Thomas	V. Jones Davies D. Thomas
Rhayader 2000 Ltd	R. Thomas J. Narborough	R. Thomas Vacant seat
Community Support	G. Williams	A. Davies
Bryntitli Trust	J. Stuart	J. Stuart
Dolymynach House	R. Thomas	R. Thomas
Health Focus Group	G. Williams J. Narborough V. Jones Davies	V. Jones Davies Vacant seat – VJD to review contacts and participation
Old School Management Committee/ Charles Price Trust	L. Price J. Stuart	D Davies J. Stuart
Elan Links	C. Walton C. Evans to deputise	No appointments as project due to finish
Rhayader & District Sports & Recreation Association	C. Walton C. Evans	C. Walton C. Evans
Smithfield Trust	J. Narborough C. Walton C. Evans D. Evans L. Price D. Davies	D Davies (Council Chair). C Walton C. Evans D. Evans L. Price D. Davies Vacant Seat