

Minutes of the ANNUAL GENERAL MEETING of RHAYADER TOWN COUNCIL held on Sunday 21st May 2023 in the Council Chamber, Cwmdauddwr Community Centre

The meeting opened at 7.10pm

1. ATTENDING and APOLOGIES:

Chairman: Cllr. David Davies (Retiring Mayor), Cllr Rhys Thomas (Newly Appointed Mayor)

Councillors attending:

County Cllr. A. Davies (AD); L. Lloyd (LL); C. Evans (CE); V. Jones-Davies (VJD); C. Walton (CW); D. Lloyd (DL); J. Stuart (JS); K. Cronin (KC); D. Evans (DOE); D. Thomas (DT); Finance Officer V. Garwood (VLG) and Clerk J. Stephens (Clerk)

Apologies: W. Davies (WD); C. Hamer (CH)

2. DECLARATIONS OF INTEREST: None

3. OUTGOING CHAIRMAN'S REPORT: Cllr. Davies as outgoing Chairman welcomed everyone to the meeting. He then gave a short overview of his year in office, beginning by thanking Town Council colleagues for their help and support and making his transition into the role an easy one. He shared his experience of getting to know how the sub committees and working groups came together, to see their hard work first hand and gain a better understanding of what goes on, often behind the scenes, to help the town. He noted the many positive comments seen on social media in recognition of this work.

He then shared some of the highlights of the year; from the Queens Jubilee to her sad passing and then more recently the Kings Coronation celebrations. He praised his colleagues for showing respect and dignity throughout these events and congratulated them on the incredible amount of work that went into making them a success. Well done and thanks to all involved. He felt Rhayader Town Council shone out as an inspiration to other organisations who have commented on its achievements. Further highlights of note were the ongoing success of the Pump Track with other developments already in the pipeline and the long awaited return of the Carnival. The Carnival week was deemed a huge success thanks to the tireless work of all the volunteers involved. He went on to note two of the years challenges: the temporary closure of St Johns Ambulance base and Leisure Centre. However, due to the immediate actions taken by the council, Rhayader were the first to meet with the County Council Portfolio Holder to challenge the closing of the Leisure Centre and were able to secure a meeting in the town with Faye Jones to oppose the closing of the St Johns Ambulance Base with both decisions subsequently being reversed.

After thanking the Finance Officer and Clerk for their help, support and hard work he thanked all Councillors for their continued hard work and noted that although individuals may not always agree there is a common commitment to work together to make Rhayader a better place. He concluded by wishing his successor good luck in the office of Mayor.

4. ELECTION OF THE CHAIRMAN OF RHAYADER TOWN COUNCIL: In accordance with Councillor Rhys Thomas 'next in order of standing' (having been vice-chairman for 2022-23) the retiring Mayor (Cllr David Davies) moved that he be approved as Chairman of Rhayader Town Council for the Municipal Year 2023-24. Resolved Unanimously.

The Mayor having been elected thanked the previous Mayor for all his achievements during his year in office, highlighting notable events; the Queens Jubilee, her sad passing and then the Coronation of the King. He then commended Cllr Davies on his work in challenging the proposed closures of the Leisure Centre. He reflected on the Covid situation and felt the council had come out the other side refreshed with a positive outlook. He explained he has always been passionate about the town and promotes it wherever he goes. He believes it's an honour and a privilege to hold the office of Mayor and it's a proud moment to carry on the family tradition and step into a role held by his father during the 90s.

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5. NOMINATION AND APPOINTMENT OF VICE CHAIRMAN FOR 2023-24: The Chairman called for nominations. Cllr. Clare Evans was proposed (JS/CW) there were no other nominations and Cllr. Evans accepted the nomination with thanks. The proposition was put to the meeting and was resolved unanimously

6. CONFIRMATION OF MEMBERS OF THE NEW COUNCIL, formed as a result of Elections held on 21st May 2023: The chairman and vice-chairman completed and signed declarations of acceptance of office, witnessed by the Finance Officer. All members read and agreed to abide by the Code of Conduct.

7. MINUTES OF THE 2022 ANNUAL MEETING: The minutes from the AGM held on the 23rd May 2022 had previously been reviewed in June 2022, noted with no amendments

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

9. REVIEW OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS:

The Committee Memberships for 2023-24 for the Allotments, Toilets and Assets were amended and agreed. The Events and Remembrance Committees will be discussed further at the Ordinary Meeting Monday 22nd May 2023. Each Committee / Sub-committee are required to meet, review and agree Terms of Reference within the next month. Clerk to liaise with each committee chair to arrange. See Appendix A: Rhayader Town Council Committee Members 2023-24.

10. RESPONSIBILITIES and REPRESENTATION

The need for Portfolio Holders was discussed. It was agreed these are important roles and were reallocated accordingly. See Appendix B: Rhayader Town Council Portfolio Holders 2023-24

Representatives on Outside Organisations were discussed. The role of School Governor was discussed extensively with AD noting the importance of the role and the risk of RTC losing the vacant seat to others. CW echoed the need to have a representative and ensure information is shared. RT asked if anyone wanted to stand, LL raised the question of possible conflicts when representing both RTC as well as being a governor. LL to speak to her contact to check this situation. AD to speak to the school governing body to check the situation with the vacancy. Clerk to add to the 22nd May Agenda. Remaining representatives were amended and agreed. Dolmynach House: RT has been a representative for some time but is not aware of any meetings ever being called. Clerk to write and follow up. Clerk to write to each organisation to re-confirm council representatives. See Appendix C: Rhayader Town Council representatives on Outside Organisations 2023-24

CW made a proposal that the tenure of the Council Chair be amended to 2 years explaining he felt the chair needed longer in the role to complete certain projects or works. The matter was discussed with various views expressed: DOE and DT both felt the role should remain at 1 year to ensure everyone has the same opportunity to experience being the Mayor, it's an honour to hold the office. DOE felt the existing arrangement avoided any conflict. CE felt it's an honour to hold the role so everyone should be given the opportunity and asked that the future AGM Agenda should not automatically state the name of the Mayor, the person should be nominated. LL suggested the outgoing Mayor could indicate a desire to stay on if they wish. DD felt in the current climate of financial constraints and pressure, if someone was doing a good job they should be able to remain in the role. JS questioned what was in the current ToRs written by a previous Clerk. VLG explained the Model Standing Orders have just been updated and recommended adopting the current version but cross reference them with the new version and review the position then. Clerk to add to the June Agenda.

11. GOVERNANCE: To review and adopt Community Council Governance documents previously circulated:

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- i. Standing Orders: the NALC Model Standing Orders (issued 2018) were re-adopted in full. VLG explained a revised version had just been published, it was agreed to review these in June. (AD/RT) Clerk to add to the Agenda
- ii. The Model NALC Financial Regulations were adopted in full to include the revised levels of delegation implemented during Covid at the recommendation of the Finance Officer (KC/DD)
- iii. Risk Assessment: reviewed and accepted. (DD/DT)
- iv. Asset Register: It was noted the Asset Register had recently been updated. The Clerk asked for clarification on the responsibility for the waste bins. It was confirmed RTC are only responsible for the Green Cast Iron Bins. Clerk to forward revised copy to the Asset Committee who are responsible for updating and maintaining the list. CW advised Western Power had run a cable across Cwmdauddwr Car Park without asking for permission, he will continue to liaise with them to ensure appropriate Wayleaves are in place.
- v. Opt-out of Councillor Allowance Claim 2023-24: Forms were completed by all in April 2023.
- vi. Grant/Donations Policy: Policy accepted. (AD/LL)
- vii. To review and approve other Policy Documents: Welsh Policy to be discussed at the next ordinary meeting, other policies deferred to the September meeting. Clerk to add to Agenda
- viii. Training Needs Assessment: To set a date for the completion of a training needs assessment: To be presented in November 2023 (DD/JS)
- ix. 2023-24 Annual Report: To set a date for the publication of the 2023-24 Annual Report: Noted that this is a statutory requirement. For discussion in October 2023 (AD/RT)
- x. Financial Report: 2022-23 end of year accounts to be approved. Due to take place in June but may be delayed due to backlog with Audit Wales. VLG to advise when available.
- xi. Acceptance & Signing of Audit Return: VLG to add to a future Agenda when available
- xii. Bank Signatories: VLG was reluctant to change the signatories due to difficulties with HSBC systems. Agree they will remain as they are.
- xiii. Staff Pay Reviews: DD reported the rate of pay for the Cleaner Caretaker has increased in line with the National Minimum Wage. The Clerks rate of pay has been uplifted in line with the National Framework. Both completed in April 2023
- xiv. Document archiving: To be reviewed in line with the new Standing Orders. Clerk to add to a future Agenda

12. TO CONSIDER THE DATES AND TIMES OF MEETINGS FOR THE ENSUING YEAR: RT proposed the schedule returns to the second to last (or "last but one") Tuesday of each month. Agreed (JS/DD) AD then proposed this was amended to a Monday night which was more suitable for some, seconded by VJD. A vote on the amendment was called, agreed to keep to the Tuesday night. Clerk to update and circulate the annual schedule

Congratulations were passed onto those Councillors who have attended every meeting throughout the last year.

The Annual Meeting closed at 8.40 pm

Action Points:

- Clerk to arrange for Sub-Committees to meet and agree ToRs and appoint Chairs
- Clerk to add Events & Remembrance Committee to 22nd May Agenda
- AD to speak to the School re RTC place on the School Governing Body
- LL to speak to her contact to clarify situation re dual representation on School Governing Body Clerk to add School Governing Body to 22nd May Agenda
- Clerk to write to all external organisations to re-confirm RTC representatives and ask for meeting details with Dolmynach House for RT
- VLG to cross reference details between new and old Standing Orders and highlight any relevant differences. To check the details re length of office for Chairs. Clerk to add to June Agenda
- Clerk to forward the revised Asset List to the Asset Committee for updating

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- CW to liaise with Western Power re Wayleaves across the Car Park
- Clerk to add Welsh Policy to 22nd May Agenda
- Clerk to update and circulate the revised annual meeting schedule

Clerk to carry the following items forward to future Agendas:

May: School governing body, Events and Remembrance Sub-committees, Welsh Policy

June: Revised Standing Orders

September: Policy review

October: Discussion of Annual Report

November: Training Plan Review

December: Insurance and Fidelity Guarantee Review

Document Archiving – Date TBA

Year End Financial Report – Date TBA

Acceptance and Signing of Audit Report – Date TBA

Appendix A:

RHAYADER TOWN COUNCIL: COMMITTEE/SUB- COMMITTEE MEMBERSHIP 2023-24

COMMITTEE	2022-23 MEMBERSHIP	2023-24 MEMBERSHIP
ALLOTMENT Membership to comprise Councillors	A. Davies (Chair) V. Jones Davies D. Davies J. Stuart W. Davies	A. Davies (Chair) V. Jones Davies J. Stuart W. Davies
PUBLIC TOILETS Membership to comprise Councillors	C. Walton (Chair) D. Davies R. Thomas V.Jones Davies	C. Walton (Chair) D. Davies R. Thomas V. Jones Davies W. Davies
EVENTS Membership to comprise Councillors		Chair- to be decided A. Davies K. Cronin L. Lloyd C. Walton W. Davies J. Stuart
REMEMBRANCE Membership to comprise Councillors	D Thomas (Chair) D. Davies A. Davies C. Walton W. Davies J. Stuart	D Thomas (Chair) A. Davies C. Walton W. Davies J. Stuart L.Lloyd
ASSET & PROJECT MANAGEMENT Membership to comprise Councillors	D. Davies (Chair) C. Walton R. Thomas A. Davies C. Evans J. Stuart D. Lloyd	D. Davies (Chair) C. Walton R. Thomas L. Lloyd C. Evans J. Stuart D. Lloyd

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Appendix B:
RHAYADER TOWN COUNCIL PORTFOLIO HOLDERS 2023-24

PORTFOLIO AREA	2021-22		2023-24	
Education / Schools / Youth	A. Davies	C. Walton	A. Davies	L. Lloyd
Sport and Recreation	D. Davies	R. Thomas	D. Davies	R. Thomas
Tourism / Economic Development / Regeneration	R. Thomas	D. Thomas	R. Thomas	K. Cronin
Housing	C. Walton	C. Evans	C. Walton	C. Evans
Planning Policy	C. Walton	D. Evans	C. Evans	D. Lloyd
Police / Fire	J. Stuart	L. Price	A. Davies	J. Stuart
Democracy / Elections	C. Evans	V. Jones Davies	C. Evans	V. Jones Davies
Older people / Health and Social Care	G. Williams	J. Narborough	D. Thomas	A. Davies
Environment / RoW / Parks	V. Jones Davies	G. Williams	V. Jones Davies	D. Lloyd
Recycling	L. Price	D. Evans	K. Cronin	D. Evans
Funding	C. Evans	D. Davies	Now Assets Committee remit	
Assets	J. Narborough	R. Thomas	Now Assets Committee remit	
Health and Safety	W. Davies	J. Stuart	W. Davies	J. Stuart
Welsh Language	A. Davies	J. Jones	A. Davies	C. Hamer
GDPR (Data Protection)	D. Thomas	R. Thomas	D. Thomas	D. Lloyd

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Appendix C:

RHAYADER TOWN COUNCIL REPRESENTATIVES - OUTSIDE ORGANISATIONS 2023-24

COMMITTEE/ORGANISATION	REPRESENTATIVE 2022-23	REPRESENTATIVE 2023-24
School Governor	C. Walton	V. J. Davies appointed post meeting
Waun Capel Park Trust	G. Williams V. Jones Davies D. Thomas	V. Jones Davies D. Lloyd L. Lloyd
Rhayader 2000 Ltd	R. Thomas Vacant seat	R. Thomas K. Cronin
Community Support	A. Davies	A. Davies
Bryntitli Trust	J. Stuart	J. Stuart
Dolmynach House	R. Thomas	R. Thomas
Powys Health Board, Llais	V. Jones Davies	V. Jones Davies D. Thomas
Old School Management Committee/ Charles Price Trust	D. Davies J. Stuart	J. Stuart K. Cronin
Elan Links	C. Walton C. Evans	C. Walton C. Evans
Rhayader & District Sports & Recreation Association	C. Walton C. Evans	C. Walton C. Evans
Smithfield Trust	D Davies (Council Chair). C Walton C. Evans D. Evans R. Thomas C. Hamer	R. Thomas (Council Chair). C Walton C. Evans D. Evans D. Davies C. Hamer