**ATTENDING**

Chairman**:** Cllr J. Narborough (Retiring Mayor), Cllr. L. Price (Newly Appointed Mayor)

Councillors attending:

A. Davies (AD); D. Thomas (DT); C. Evans (CE);

C. Walton (CW); W Davies (WD); L. Price (LP); G. Williams (GW);

J. Stuart (JS); V. Jones-Davies (VJD).

Observer: County Cllr. K. Curry,

The meeting commenced at 18.40 pm

1. **APOLOGIES: D. O Evans**
2. **DECLARATIONS OF INTEREST:**

None

1. **MINUTES OF THE ANNUAL MEETING HELD ON 16th JUNE 2020 (reviewed at a previous meeting)**

Noted with no amendment

1. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS ANNUAL MEETING:**

None

1. **OUTGOING MAYOR’S REPORT:**
2. The Mayor Councillor Jane Narborough welcomed Councillors and thanked them for their attendance. She gave an overview of her year in office, noting what an extrordinary year it had been. It had been a year of ‘online (and ‘on mute’) video’ meetings and other challenges, even so she had attended 50 virtual meetings and 16 meetings ‘wearing the chain of office’. She thanked Members for their commitment during such difficult times and also thanked the Clerks - Julie for her help, support and commitment to Council work during the year and Vanessa in her new temporary support role. She noted the strong spirit of community in the Town that had seen many stepping up as volunteers and going the extra mile as businesses to ensure the town and its community stayed safe and supported. She gave her best wishes to Cllr Price for her success in the coming year.
3. **ELECTION OF THE CHAIRMAN OF RHAYADER TOWN COUNCIL FOR THE ENSUING MUNICIPAL YEAR:**

In accordance with Councillor LEE PRICE being ‘next in order of standing’ (having been vice-chairman for 2020-21) the retiring Mayor (Cllr Jane Narborough) moved that she be approved as Chairman of Rhayader Town Council for the Municipal Year 2021-22" this was seconded by DD and put to the meeting. **Resolved Unanimously**

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

Members of the Council thanked and congratulated Councillor Narborough, the outgoing Mayor, for her services to the town over the last year.

Members of the Council then congratulated the newly elected Mayor and wished her well during her year of office.

1. **NOMINATION OF VICE CHAIRMAN FOR 2021-22:** The Chairman called for nominations. Cllr David Davies was proposed (GW/JN) Cllr Davies accepted the nomination with thanks. The proposition was put to the meeting and it was **Resolved Unanimously**
2. **DECLARATION OF OFFICES:** Signing of Declaration of Office by Chairman and Vice Chairman and of the ongoing acceptance of the code of conduct by all members. As this meeting was held as a video conference, In order that the signature of the Chairman and Vice Chairman could be witnessed in person **it was agreed they would sign Declarations in the presence of County Councillor Kelvyn Curry, in person, at the conclusion of the Video Conference (DD/RT).**
3. **COMMITTEES, SUB COMMITTEES AND WORKING GROUPS**
4. It **was agreed to re-name ‘Sub Committees’ as ‘Committees’**.
5. The Committee Memberships for 2020-21 were amended and agreed.

**See Appendix A:** Rhayader Town Council Committee members 2021-22

There was a short discussion about the maximum number of members on each committee and it was proposed that the Terms of Reference of each Committee be amended to state that “membership of this committee will be limited to a maximum of 10 members” (DD/RT ) **Resolved Unanimously. It was agreed to rename Poppy/Remembrance as Events Committee. Poppy/Remembrance to remain as a sub-committee of Events**

1. **RESPONSIBILITES and REPRESENTATION**
2. The reappointment and amendment of appointments of Portfolio Holders were **discussed and agreed:**

**See Appendix B**: Rhayader Town Council Portfolio Holders 2021-22

1. 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 2021-22

1. **GOVERNANCE:** To review and adopt Community Council Governance documents. Previously circulated.
2. Standing Orders: the NALC Model Standing Orders (issued 2018) **were re-adopted in full but it was agreed to review these during the year**.
3. The Rhayader Town Council Financial Regulations **were re-adopted** but it was agreed to review these against the Model NALC Financial Regulations. **It was agreed that Cllr D Davies would lead this.**
4. Risk Assessment and Asset Register. It was noted that the Asset Register had been updated at the renewal of the council insurance in January 2021. **It was agreed that Cllr Price would review the Risk Assessment.**
5. Opt-out of Councillor Allowance Claim 2020-21: The payment of allowances was discussed. I**t was agreed that those Members not wishing to accept an allowance in 2020-21 would sign an opt-out form and return it to the Clerk.**
6. **TO CONSIDER THE DATES AND TIMES OF MEETINGS FOR THE ENSUING YEAR**

|  |  |  |
| --- | --- | --- |
| Date | Meeting  | Key Agenda Items  |
| 28/06/2021 | Council  | Approve 2020/21 Accounts |
| 26/07/2021 | Council | Review budget, recruitment of Clerk  |
| 23/08/2021 | Council |  |
| 13/09/2021 | Council | Review budget. Appoint Clerk |
| 25/10/2021 | Council |  |
| /11/2021 | Council  |   |
| /12/2021 | Council | Set Precept |
| /01/2022 | Council | Approve and submit Precept |
| /02/2022 | Council | Appoint Internal Auditor |
| /03/2022 | Council | Review budget |
| /04/2022 | Council | Review asset reg/risks/insurance |
| /05/2022 | AGM & Council | Approve 2021/22 Accounts  |
| Meeting dates from November onwards to be agreed when permanent Town Clerk is appointed Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary. All Meetings will start at 7.00 pm |

**The proposed dates were agreed, i**t was further agreed to continue to meet on Mondays. It was noted that there was a School Governors meeting scheduled on the same date as the Council meeting in June 2021 – AD to contact them to request the date be re-arranged.

1. **ITEMS FOR A FUTURE MEETING:** The following items were noted for future consideration and action.
2. Financial Report – 2020-21 end of year accounts to be approved (JUNE 2021).
3. Acceptance & Signing of Audit Return by Retiring Chairman (JUNE 2021).
4. Insurance and Fidelity Guarantee (December 2021)
5. Bank Signatories
6. Staff Pay Reviews
7. Amended Appointment of Internal Auditor. It was advised that Mr Roberts – approved to be re-appointed as Internal Auditor (Minute ref: 0121/10(d) 27th May 2021) had declined the appointment. Mrs Tracey Price had been contacted and indicated a willingness undertake the 2020-21 Internal Audit. **The appointment of Mrs Price was proposed (DD/JN) This was resolved.**
8. **CLOSE**

**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)** G. Williams V. Jones Davies D. Davies J. StuartW. Davies |
| **PUBLIC TOILETS** Membership to comprise Councillors | **C. Walton (Chair)** L. Price R. Thomas J. Narborough J. Stuart  | **C.Walton (Chair)** Council Chairman - L. Price R. Thomas V. J. Davies J. Stuart |
| **EVENTS** Membership to comprise CouncillorsSub – Committees:Poppy/Remembrance SC | **D Thomas (Chair)**G. Williams J. Narborough A. Davies C. Walton | **D Thomas (Chair)**Council Chairman - L PriceG. Williams A. Davies C. WaltonV. 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 - L PriceC. Walton R. Thomas A. Davies C. Evans J. StuartD. Lloyd |

**APPENDIX B:**

**2020-21 RHAYADER TOWN COUNCIL PORTFOLIO HOLDERS 2021-211**

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

**APPENDIX C:**

**RHAYADER TOWN COUNCIL REPRESENTATIVES - OUTSIDE ORGANISATIONS 2021-22**

|  |  |  |
| --- | --- | --- |
| **COMMITTEE/ORGANISATION** | **REPRESENTATIVE 2020-21** | **REPRESENTATIVE 2021-22** |
| School Governor | C. Walton | C. Walton |
| Park Trust | G. WilliamsV. Jones DaviesD. Thomas | G. WilliamsV. Jones DaviesD. Thomas |
| Rhayader 2000 Ltd | R. ThomasJ. Narborough | R. ThomasJ. Narborough |
| Community Support | G. Williams | G. Williams |
| Bryntitli Trust | J. Stuart  | J. Stuart  |
| Dolymynach House | J Jones  | R. Thomas |
| Health Focus Group | G. WilliamsJ. NarboroughV. Jones Davies | G. WilliamsJ. NarboroughV. Jones Davies |
| Old School Management Committee/ Charles Price Trust | J. JonesJ. Stuart  | L. PriceJ. Stuart  |
| Elan Links | C. WaltonC. Evans to deputise | C. WaltonC. Evans to deputise  |
| Rhayader & District Sports & Recreation Association | C. WaltonC. Evans | C. WaltonC. Evans |
| Smithfield Trust | J. NarboroughC. WaltonC. EvansD. EvansL. PriceJ. Jones | J. NarboroughC. WaltonC. EvansD. EvansL. PriceD. Davies |
|  |  |