

**Llanpumsaint Community Council
Annual Meeting 08.06.2022, 8.00 pm
Minutes**

Present: Councillors Arwel Nicholas, Derick Lock, Clare Bishop, Ann Pettitt and Kumi Ariyadasa

Apologies: Councillor Dylan Jones

Also in attendance: County Councillor Bryan Davies

Minute Ref.	Agenda Item	Notes/Decisions	Actioned by
06/22/1	Declarations of Acceptance of Office	All newly elected Councillors present at the meeting made their Declarations of Acceptance of Office. It was agreed that the Councillor Dylan Jones would be invited to make his Declaration before or at the next Council meeting.	
06/22/2	Election of Chair and Vice-Chair	Cllr Arwel Nicholas was proposed, seconded and duly elected as Chair. Cllr Kumi Ariyadasa was proposed, seconded and duly elected as Vice-Chair.	
06/22/3	Clerk's Resignation	As a late urgent item, the Chair read out the Clerk's letter of resignation which had been submitted, with immediate effect, to the meeting that evening. Concern was expressed about the lack of any advance notice and the difficult position in which this left the Council. It was agreed that: <ul style="list-style-type: none"> (i) the Chair would respond to acknowledge receipt of the resignation, to ask for all Council documentation to be returned, confirm any outstanding salary payments and to thank the Clerk for his work on behalf of the Council; (ii) Enquiries should be made to recruit a new Clerk, and advice should be sought from One Voice Wales in this regard; and (iii) Cllr Ariyadasa be appointed as Acting Clerk, on an unpaid basis, pending the recruitment of a new Clerk. 	
06/22/4	Cheque signatories	It was reported that the Council's cheque signatories needed to be changed with the bank, as the current signatories included a former Councillor who had not stood for re-election. Agreed there should be three authorised signatories and cheques should be signed by any two of the authorised signatories. In addition to the Chair, who is currently an authorised signatory, it was agreed that Cllrs Lock and Bishop should	

		become authorised signatories; and all three Cllrs should attend at the Bank to complete the necessary paperwork.	
06/22/5	Frequency of Council meetings	It was proposed and agreed that the Council's next meeting would be held on 12 th July; and thereafter, the Council would meet regularly on the second Tuesday of every other month – September, November, January and March, with additional meetings to be scheduled if required. Meetings to start at 8pm; and dates to be circulated and published in advance.	
06/22/6	Establishment of Committees	<p>It was noted that a Planning Sub-Committee and Risk Assessment Sub-Committee, comprised of two Councillors on each, had been established previously. The Planning Sub-Committee had carried out site visits where required. Councillors were unsure whether or not the Risk Assessment Sub-Committee was still required.</p> <p>In order to address the Council's immediate priorities in relation to (a) the accounts and annual returns; and (b) the recruitment of a new Clerk, it was agreed to:</p> <ul style="list-style-type: none"> (i) Establish a Finance Committee; and a Personnel Committee, with the terms of reference set out (Appendix 1 to these minutes); (ii) Appoint Cllrs Bishop, Pettitt and Jones to the Finance Committee; (iii) Appoint Cllrs Nicholas, Lock and Ariyadasa to the Personnel Committee; and (iv) Establish any other Committees / Sub-Committees required in due course. 	
06/22/7	Language Policy	It was noted that the Council has historically conducted its business in Welsh and engaged a simultaneous translator for Council meetings. However, there is no written policy to this effect and Councillors were unsure whether or not the Council is legally obliged to carry out its business in Welsh / bilingually. It was noted that conducting the Council's business in Welsh is an important issue for some within the community, and that it is desirable for the Clerk to be a Welsh speaker. However, it was also commented that conducting meetings in Welsh, even with simultaneous translation, may limit the ability of non-Welsh speakers to fully participate in meetings. It was agreed to continue conducting Council meetings in Welsh, provided a simultaneous translation service is available at the meeting.	

Signed:

Date:

Chairperson

**Llanpumsaint Community Council
Meeting 08.06.2022, 8.45pm
Minutes**

Present: Councillors Arwel Nicholas, Derick Lock, Clare Bishop, Ann Pettitt and Kumi Ariyadasa

Apologies: Councillor Dylan Jones

Also in attendance: County Councillor Bryan Davies

Minute Ref.	Agenda Item	Notes/Decisions	Actioned by
06/22/8	Declarations of Interest	None	
06/22/9	Minutes	It was noted that there were still some concerns about the accuracy of the minutes and agreed that the draft minutes of the meetings held on 05/01/22, 09/03/22 and 06/04/22 would be reviewed by Cllr Lock, as one of the returning Cllrs who was present at each of these meetings, and revised draft minutes would be submitted to the next Council meeting for approval.	
06/22/10	Internal Audit fees	It was noted that a bill for £144 had been submitted by Ashmole & Co. in relation to internal audit services for the years ended 31 st March 2020 and 31 st March 2021. Agreed to pay this.	
06/22/11	All Other Agenda Items	As the Councillors did not have sufficient information or time to properly consider the other agenda items, it was agreed to defer consideration of all other agenda items and bring them forward, if appropriate, for discussion at the next Council meeting.	
06/22/12	AOB	County Councillor Bryan Davies thanked the Councillors for their commitment to taking the Council forward from difficult circumstances, to do their best to serve the community, and assured them he would continue to assist in any way he could. The Councillors expressed their appreciation for County Cllr Davies' valued support.	

Signed:

Date:

Chairperson

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