

**PENDINE COMMUNITY COUNCIL
MINUTES OF (VIRTUAL)
ANNUAL GENERAL MEETING**

16TH JUNE 2021

Present: Councillor J. Lipman (Chair);

Councillors: P. Bowring, E. Mills, J. Owen, P. T. Owen.

Clerk (Temporary): Councillor J. Owen

Virtual Meeting: 6:00pm – 6:35pm

1. APOLOGIES

Apologies were received from Councillor S. Mills (Temporary Responsible Financial Officer) and Councillor Darrin Thomas.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ELECTION AND INSTALLATION OF CHAIR 2021-22

IT WAS UNANIMOUSLY RESOLVED that councillor Julian Lipman be elected chair for 2021/22. Councillor Lipman duly made his statutory declaration at the meeting and the signed copy would be given to the clerk following the meeting for the file.

4. ELECTION AND INSTALLATION OF VICE-CHAIR 2021-22

IT WAS UNANIMOUSLY RESOLVED that Councillor Elaine Mills be elected vice-chair for 2021/22. Councillor Mills duly made her statutory declaration at the meeting and the signed copy would be given to the clerk following the meeting for the file.

5. TO APPROVE THE MINUTES OF THE LAST AGM MEETING HELD ON 9TH SEPTEMBER 2020 AS A TRUE RECORD

IT WAS UNANIMOUSLY RESOLVED that the minutes of the Annual General Meeting held on 9th September 2021 be approved and signed as an accurate record of the meeting.

6. REVIEW OF COMMITTEES

It was UNANIMOUSLY RESOLVED not to establish any committees at this time.

7. REVIEW AND RE-ADOPTION OF EXISTING POLICIES AND OTHER GOVERNING DOCUMENTS OF THE COUNCIL

The Council reviewed the following policies:-

- Code of Conduct: - standard Councillor Code of Conduct
- Standing Orders;-
- Complaints procedure:-
- Co-option procedure:

It was noted that the Council would need to develop and adopt a Welsh Language Policy and review the Financial Regulations to include the Council's new online banking facility to reflect the increase in demand to pay and be paid by BACS.

It was UNANIMOUSLY RESOLVED to adopt the above-mentioned policies for a further year and that the Welsh Language Policy and the Council Financial Regulations would be reviewed for adoption at the Council meeting in September.

8. TO CONSIDER AND APPROVE A NEW PUBLICATION SCHEME FOR THE COUNCIL

The Council considered a draft Publication Scheme which had been drafted by using the Information Commissioners Office model publication scheme. The Temporary Clerk stated that the main purpose of a Publication Scheme was to make information readily available avoiding the need for the public to make specific written requests. The new publication scheme specified how to obtain information held by the Council and the associated charges. The Information Commissioners Office has stated that every public authority must have a publication scheme.

It was UNANIMOUSLY RESOLVED to adopt the new Publication Scheme.

9. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

The Council reviewed its current arrangements for insurance cover.

It was agreed to add the steel container and its contents to the additional items in the Policy Schedule.

It was UNANIMOUSLY RESOLVED that the Council continue with the current arrangements for with the addition of the steel container and its contents within the policy schedule.

10. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council at its meeting held on 21st April 2021 recently approved payment to renew its annual subscription to One Voice Wales. The Council acknowledged that One Voice Wales was a valuable source of information and services.

The Council discussed the benefits of becoming a member of the Society of Local Council Clerks known as SLCC. SLCC would provide the Council with training, guidance, advice and support to the Clerk to help develop professional skills providing the necessary knowledge and experience to enable them to best serve the Council and its community.

In considering the benefits and costs of the membership of SLCC, the Council;

UNANIMOUSLY RESOLVED to subscribe to an annual membership of the Society of Local Council Clerks (SLCC).

11. DATES, TIMES AND PLACES OF MEETINGS FOR 2021-22

It was acknowledged that the Covid-19 pandemic had forced the Council to work in a new way by working together and making decisions in a virtual manner.

The consensus of Councillors was that virtual meetings had worked well for Pendine Community Council enabling members of public to join and participate. However, the Council agreed to return to holding physical meetings as soon as it practically was able to, in line with Welsh Government regulations and guidance.

It was UNANIMOUSLY RESOLVED to continue to hold Council meetings virtually and would review the situation in September 2021.