

REDWICK COMMUNITY COUNCIL

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Minutes of the Annual meeting of Redwick Community Council held on
Thursday 11th May 2023 at 7.00pm in Redwick Village Hall.

Councillors: Cllr M Duthie, Cllr K James (Chair), Cllr E Jarrett,
Cllr R Waters, Cllr J Williams

In Attendance: Beverly Cawley (Clerk)

Apologies: -

Members of Public: -

Min No
2023/24-

1 ELECTION OF CHAIR

1.1 To elect a Chair for the year 2023/2024

Nominations for Chair were requested.

Cllr Kath James was proposed. There were no other nominations.

Resolved: That Cllr Kath James be duly elected as Chair for the year
2023/2024

2.1.a Chair to sign Declaration of Acceptance of Office

Cllr James duly signed the Declaration of Acceptance of Office, witnessed by the Clerk.

2 ELECTION OF VICE-CHAIR

2.1 To elect a Vice Chair for the year 2023/2024

Nominations for Vice Chair were requested.

Cllr Rhys Waters was proposed. There were no other nominations.

Resolved: That Cllr Rhys Waters be duly elected as Vice Chair for the year
2023/2024

3 Declarations of interest in items on the agenda – Forms to be completed

3.1 To receive any declarations of interest in items on the agenda

None received.

4 OUTGOING CHAIR'S REPORT

4.1 To receive and note the Outgoing Chair's Report for 2022/2023

Resolved: To adopt the Chair's report for 2022/2023

5 MINUTES OF THE LAST ANNUAL MEETING

5.1 To note that the minutes of the last Annual Meeting held 12th May 2022 were adopted at the Ordinary Meeting held on 14th March 2023 Min No 3.1

Noted

6 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

6.1 To consider the need for any Internal Committees or Working Groups:

- a. To agree the terms of reference
- b. To appoint members
- c. To appoint a chairperson (*if required*)

To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions' (*in the case of a committee*)

Members were in agreement that Council did not require any committees or working groups.

7 EXTERNAL BODIES AND ORGANISATIONS

7.1 To appoint representatives to external bodies:

- a. **Village Hall committee**
Cllrs Jarrett & James were already members of the Village Hall Committee
- b. **History Society**
Cllr Duthie was already a member of the History Society
- c. **One Voice Wales**
Members did not feel it necessary to appoint anyone to One Voice Wales, in light of the potential disbandment of the Council.
- d. **Newport City Council Community Council Focus Group**
Members did not feel it necessary to appoint anyone to Newport City Council's Community Council Focus Group, in light of the potential disbandment of the Council.
- e. **Any other local groups**
There were no other groups.

7.2 To agree arrangements for reporting back to Full Council.

Resolved: That members would report back any items of interest to Council verbally

8 POLICIES, PROCEDURES & STATEMENTS

8.1 To note that the Council's Standing Orders were adopted at the OM 14th March 2023 Min No 9.1.

Noted.

8.2 To note that the Council's Financial Regulations were adopted at the OM 14th March 2023 Min No 9.1.

Noted

8.3 To note that the Council's Code of Conduct were adopted at the OM 14th March 2023 Min No 9.1.

Noted

8.4 To note that the following Council Policies and Statements were adopted at the OM 14th March 2023 Min No 9.1

Noted

- **Disciplinary & Grievance Policy**
- **Equality & Diversity Policy**
- **Freedom of Information Procedure**
- **General Privacy Notice**
- **Health & Safety Policy**
- **Information & Data Protection Policy**
- **Publication Scheme**
- **Unacceptable Actions by Individuals**

8.5 To adopt risk policy statements and consequential risk management arrangements

Resolved: To adopt the Risk Policy statement and consequential risk management arrangements

9 FINANCE

9.1 To review of End of Year Accounts for 2022-2023, together with the review of Section 137 expenditure

The Clerk explained how the Section 137 expenditure worked within Council's and that Redwick had spent £300. The Council had overspent their budget, this was due to extra external audit invoices and grass cutting for the Playing field, which should be paid by the Allotment Trustees.

9.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Lloyds Bank plc

Resolved: To maintain the current signatories and signing authority as held by Lloyds Bank.

9.3 To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically.

Resolved: That Cllr Williams undertake the independent monthly bank reconciliations.

9.4 To adopt the Annual Investment Strategy for the year 2023/2024

Members noted that the remaining Community Contribution monies had been earmarked specifically for the Community Fund.

Resolved: To adopt the Annual Investment Strategy for the year 2023/2024

9.5 To review and adopt part or all of the Independent Remuneration Panel for Wales Annual Report in respect of Community Councils

Members noted the changes to the mandatory Councillor allowances for 2023/2024 and the ability for Councillors to opt out of receipt of monies, and for the mandatory care and personal allowance. The clerk confirmed that Council had not made any allowance for the payment of IRPW allowances in their budget. Opt-out forms were available from the clerk.

Resolved: To adopt the Independent Remuneration Panel for Wales Annual Report.

9.6 To review the inventory of land and other assets

The clerk advised that for several years the asset register had shown a value of £4, as assets had been depreciated. It is normal practice for Local Council assets to carry their purchase price until such time that they are written off, with land showing a value of £1. The clerk had reinstated the value of assets as quoted in March 1997, and added the most recent purchases.

Resolved: To adopt the inventory of land and other assets.

9.7 To review Insurance cover arrangements in respect of all insured risks

Members noted the insurance cover arrangements.

9.7.a To consider renewal cost for 2023/2024 insurance premium of £257.60

Resolved: To renew the 2023/2024 insurance with Zurich Municipal, at a cost of £257.60

9.8 To review Council's and/or staff subscriptions to other bodies

Resolved: To adopt the list of Council subscriptions to other bodies.

10 MEETINGS

10.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.

Resolved: To hold meetings on a Bi-monthly basis, and to arrange dates at the preceding meetings, subject to venue availability

10.2 To confirm the date of the Next Ordinary Meeting

Members were reminded of the Extraordinary meeting called for 27th June at 6.30pm.

Resolved: To hold the next Ordinary Meeting on Thursday 27th July at 7.00pm in the village hall.

MEETING CLOSED AT 7.30PM