



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

01248681697 Town Clerk: jayne@llanfairfechan.net

WEDNESDAY 22nd May 2024 7pm

MINUTES FROM THE ANNUAL MEETING 2024/25

Attendance: Chair: Current Mayor Laura Fielding followed by New Mayor Alun Rhys Jones; New Deputy Mayor Cllr Nia Jones; County and Town Councillor Penny Andow; Cllr Andrew Hinchliff (online); Cllr Sharne Marie Bellis; Cllr Leena Farhat; Cllr Rob Jewell (online); Cllr Chris Jones; Cllr G Jones (online); Cllr Christine Roberts; Cllr Cathryn Taylor; Cllr Preben Vangberg; Town Clerk Jayne Neal

It was agreed by all that the meeting could be recorded for minutes purposes

Welcome to the meeting was made by Mayor Laura Fielding. Thanks were given to all who had contributed in 2023/24. It was noted that Cllr Laura had been an excellent Mayor and congratulations were given for all work completed

Resolved to receive and take note

1. To elect the Mayor & Chairman of the Council & receive the Declaration of Acceptance of Office

Mayor Cllr Alun Rhys Jones completed the Declaration of Acceptance of Office in the presence of the full Town Council.

Resolved to receive and take note

2. To elect the Deputy Mayor & Vice Chairman & receive the Declaration of Acceptance of Office

Deputy Mayor nominations were taken as follows:

Cllr Nia Jones – Proposed: Cllr P Andow; Seconded by: Cllr Rob Jewell

Cllr Leena Farhat - Proposed by Cllr Alun Rhys Jones; Seconded by: Cllr Gareth Jones

A secret ballot took place and both candidates left the room during the process. Town Clerk announced that a majority decision had been returned and Cllr Nia Jones was elected as Deputy Mayor for 2024/25. Deputy Mayor Cllr Nia Jones completed the Declaration of Acceptance of Office in the presence of the full Town Council

Resolved to receive and take note

3. To receive the Annual Report and receive a vote of thanks by Mayor for work undertaken in 2023/24

Mayor Alun Rhys Jones thanked the retiring Mayor for all their work through the year and agreed that it had been a busy and successful one, thanking all who had been involved. It was noted that Cllr Laura, as a first matter in the year, had given a speech in French to the Town Twinning visitors and this had gone down really well. A particular success was the Llanfairfechan Lantern Parade and Fireworks festival and its important link with the Llais y Lle project. It was agreed this had really boosted use of Welsh language in Llanfairfechan and encourage community engagement. It's been a bendigedig year and the Mayor and Deputy Mayor had enjoyed working together.

Resolved to receive and take note

4. To receive apologies for absence All present

Resolved to receive and take note

5. To receive any Declarations of Interest. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

Resolved to receive and take note

6. To approve the minutes of the meeting held on (May 17th, 2024) LGA 1972 Sch 12 para 41(1)

Unanimously Resolved to approve and take note

7. To approve and adopt the Standing Orders for Llanfairfechan Town Council.

1. Need amending to take on the change to proposers and seconders. All votes will now be proposed from the Chair.

2. Practice point – signing from the Chair of the meeting. This will be implemented in 2024.25

3. A reminder that Councillors can bring agenda items to the council and should email their items to the Clerk so they can be included as an agenda item. There is an item to receive urgent matters for discussion. No vote can be taken but it introduces the topic so that it can be tabled for voting in future if needed.
4. Point 25 stating that no councillor should visit a site and issue orders or instructions on behalf of the Council. This is to protect the council from unwarranted statements that have not been agreed by council and particularly relates to planning matters.

These points were noted of interest and agreed for inclusion. Unanimously resolved to approve and take note

8. To approve and adopt the Financial Regulations and Financial Risk Assessment for Llanfairfechan Town Council.

Financial regulations and risk assessment documents hadn't changed since 2023 and it had been deemed fit for purpose by Internal auditor and external audit in previous years.

1. Bank mandates. Town Council can ask for bank mandate and signatories to be changed. The current group were chosen because of their ready access during a working day. Clerk noted the One Voice Wales Financial Toolkit is available for the finance committee to consider and this will help guide us to make good financial decisions that meet legislation. It was suggested this could be a process going forward.
2. Reconciliation. It was noted that the reconciliation is scrutinised by the whole Town Council once a monthly, so we actually go above and beyond to make sure there is transparency.
3. Financial planning. Could be potential for the Finance Committee to develop a 3 year or 5 year plan. It was noted that County Council are adopting this approach and so it might be good to be in line with this. It was noted there may be a need to develop budget headings in order to manage money that is destined for particular services such as the library. Unanimously resolved to approve and take note

9. To appoint an Internal Auditor. JDH Hughes has served us well for many years and most Town Councils in Conwy use this service. They have developed a bespoke service for Town Councils. All agreed to stay with JDH Hughes.

Unanimously resolved to approve and take note

10. To review Committee Structures and to appoint members to serve on the listed Committees, Staffing Panel and Appeals Panel

Cyngor Tref Llanfairfechan Town Council Sub Committees 2024/25

<u>Committees 2023/24</u>	<u>2023/2024</u>	<u>2024/2025</u>
Chair - Full Council Alternate meetings	Mayor Cllr Laura Fielding	Mayor Cllr Alun Rhys Jones
Chair - Full Council Alternate meetings	Deputy Mayor Cllr Alun Rhys Jones	Deputy Mayor Nia Jones
Staffing Committee **Town Council have previously agreed that these roles can only be assigned to those who have been in elected post longer than six months**	Mayor Laura Fielding Cllr Andrew Hinchliff Vacant Cllr Nia Jones Cllr Christine Roberts	Mayor Cllr Alun Rhys Jones Cllr Andrew Hinchliff Cllr Rob Jewell Cllr Nia Jones Cllr Chritine Roberts
Environmental Committee	Mayor Laura Fielding Cllr Chris Jones Cllr Nia Jones Deputy Mayor Cllr Alun Rhys Jones	Mayor Cllr Alun Rhys Jones Cllr Sharne Marie Bellis Cllr Chris Jones Cllr Laura Fielding
Media & Communications Group	Mayor Laura Fielding Cllr Elgan Owen	Mayor Cllr Alun Rhys Jones Deputy Mayor Nia Jones
Finance Committee	Mayor Laura Fielding Deputy Mayor Alun Rhys Jones Cllr Penny Andow Cllr Preben Vangberg	Mayor Cllr Alun Rhys Jones Cllr Penny Andow Cllr Cathryn Taylor Cllr Preben Vangberg
Community Safety	Mayor Laura Fielding Cllr Nia Jones Cllr Christine Roberts	Mayor Cllr Alun Rhys Jones Cllr Sharne Marie Bellis Cllr Christine Roberts

Town Council Representatives External Groups 2024/25

	2023/24	2024/25
Ysgolion Town Council representative	Cllr Leena Farhat	Cllr Leena Farhat
Older Person's Forum	Cllr Andrew Hinchliff	Cllr Andrew Hinchliff
Discover Llanfairfechan	Cllr Andrew Hinchliff Cllr Chris Jones	Cllr Andrew Hinchliff Cllr Chris Jones
Town Twinning	Cllr Christine Roberts Cllr Preben Vangberg	Cllr Christine Roberts Cllr Preben Vangberg
Community Hall Committee Town Council reps	Cllr Andrew Hinchliff Cllr Chris Jones Cllr Christine Roberts	Cllr Andrew Hinchliff Cllr Chris Jones Cllr Christine Roberts
GP Surgery PEG group	Cllr Chris Jones	Mayor Alun Rhys Jones Cllr Chris Jones
Community Planning Partnership	Cllr Leena Farhat Cllr Elgan Owen Cllr Alun Jones	To be considered when it re-launches
Ynni Cymunedol Llanfairfechan Community Energy		Mayor to sit on this group as liaison with TC
Friends of Community Library		Cllr Andrew Hinchliff Cllr Preben Vangberg
Christmas Lights Task & Finish Group		Deputy Mayor Nia Jones Cllr Rob Jewell Cllr Chris Jones

Unanimously resolved to approve and take note

11. To review the Council asset register, insurance policy and discuss/decide on alterations where necessary

It was agreed the Town Council should continue with Zurich Insurance Group as they have a bespoke and comprehensive Town Council insurance that fits our requirements **Unanimously resolved to approve and take note**

12. To review and make arrangements to affirm eligibility for the General Power of Competence

It was agreed this is something for the Finance Committee to consider within their business planning strategy. It will remain on the Annual Meetings agendas and be considered for future adoption as our service grows and changes. **Unanimously resolved to receive and take note**

13. To review and decide on amendments to Council policies where needed

1. Complaints policy
2. Freedom of Information requests
3. Press/media policy

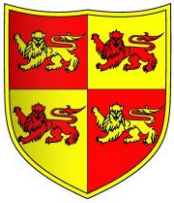
An updated media policy was discussed but it was agreed it needs more work. The policy will be considered and ratified at a future meeting. It was agreed that these policies will be considered through the year for updating and approving. **Unanimously resolved to receive and take note**

14. To agree the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

These had previously been circulated, are available on the website and included on page 4 of this document.

Unanimously resolved to receive and take note

Meeting closed at 8:30pm and Mayor Alun Rhys Jones thanked everyone for attending



CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL

Mayor Alun Rhys Jones

Deputy Mayor Nia Jones

01248 681697

Town Clerk:

jayne@llanfairfechan.net

AMSERLEN CYFARFODYDD Y CYNGOR TIMETABLE OF COUNCIL MEETINGS 2024/2025

Nos Fercher, am 7yh, yn Siambr y Cyngor Wednesday, 7pm in the Council Chamber
Neuadd y Dref, Ffordd y Pentref, Llanfairfechan Town Hall, Village Road, Llanfairfechan

PWYLLGOR	COMMITTEE	DYDDIAD / DATE
Cyngor Llawn	Full Council	10/04/2024
Cyngor Llawn	Full Council	01/05/2024
Cyfarfod Blynyddol	Annual Meeting	22/05/2024
Cyngor Llawn	Full Council	12/06/2024
Cyngor Llawn	Full Council	03/07/2024
Cyngor Llawn	Full Council	24/07/2024
Summer Break		
Cyngor Llawn	Full Council	04/09/2024
Cyngor Llawn	Full Council	02/10/2024
Cyngor Llawn	Full Council	23/10/2024
Cyngor Llawn	Full Council	13/11/2024
Cyngor Llawn	Full Council	04/12/2024
Christmas Break		
Cyngor Llawn	Full Council	15/01/2025
Cyngor Llawn	Full Council	05/02/2025
Cyngor Llawn	Full Council	26/02/2025
Cyngor Llawn	Full Council	19/03/2025

Dyddiadau ac amseroedd yn gywir ar adeg gyhoeddi, ond efallai y bydd newid o bryd i'w gilydd.
Dates and times are correct at time of publishing but may be subject to change from time to time.