

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

22ND MAY, 2023

REPORT OF THE CLERK AND EXECUTIVE OFFICER

1. REVIEW OF DOCUMENTS

1.1 In accordance with Standing Order 5(j)(ix) there is a need to review the Council's Standing Orders and Financial Regulations at the Annual Meeting of the Council. In reviewing these documents it is also a requirement under Standing Order 5(j)(xiii) to confirm the arrangements for insurance cover in respect of all insurable risks.

1.2 Review of Standing Orders (Green Pages)

1.2.1 Earlier on in the meeting at Agenda Item 8, Members gave consideration to the schedule and timing of meetings for the Municipal Year 2023-24.

1.2.2 As from June of last year, this Council complied with Part 3, Section 47 of the Local Government and Elections (Wales) Act, 2021 in the holding of Hybrid meetings, thereby allowing individuals to attend in person or virtually from a range of other locations. Standing Order 15(b) (third bullet point) has been amended accordingly.

1.2.3 Subject to the decision made earlier on in the meeting at Agenda Item 8, the time of meetings of the Council may need to be amended in Standing Order 3(y) and also in Standing Order 5(c) in respect of the time of annual meetings of the Council.

1.2.4 Other than the necessary changes to be made to the Standing Orders following the introduction of hybrid meetings as referred to in paragraph 1.2.2 above and any changes in the timing of meetings as referred to in paragraph 1.2.3 above, there are no further suggested amendments to be made to the Council's Standing Orders.

1.3 Review of Financial Regulations (Blue Pages)

- 1.3.1 Following the appointment of the Responsible Finance Officer (RFO) in June of last year there is only one suggested amendment to be made to the Council's Financial Regulations and that is deletion of the following words at paragraph 2.8 of the said document – *“The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly”*.

1.4 Insurance Policy (Yellow Pages)

- 1.4.1 The Council's insurance policy is due for renewal on the 1st June, 2023 and in accordance with Standing Order 5(j)(xiii) arrangements for insurance cover in respect of all insurable risks needs to be confirmed at this meeting.
- 1.4.2 As indicated in the previous report that was presented at Agenda Item 10 an essential part of the Financial Risk Management process is that Members review the scope and level of insurance cover on an annual basis to ensure that they are satisfied that it covers the identified risks to an appropriate level.
- 1.4.3 The Council's insurance policy is amended as and when required to reflect the current status of the Council.
- 1.4.4 As Members will see from the attached document (yellow pages), there is an increase of £452.95 since last year's renewal and a long term agreement reached with Zurich in 2019 that the Council would remain with that company until June, 2023. This agreement has now ended and the cost of the policy is £5,231.95 subject to the Council setting up a Long Term Agreement (LTA) of three years with Zurich, otherwise the cost for this year would be £6,009.78 as shown on the attached.
- 1.4.5 The original price quoted by Zurich was £5,507.25 but as the sum of £5,250.00 was set aside within the budget for insurance for the 2023/24 financial year, the Clerk negotiated the reduced cost of £5,231.95 with a representative of the Company, subject to the LTA of three years.

1.5 Documents

The said documents are attached at the end of this agenda thereby avoiding the need to alter their original pagination and for ease of reference are printed on different coloured paper:-

Standing Orders (green paper)
Financial Regulations (blue paper)
Insurance Policy (yellow paper)

2. RECOMMENDATIONS

- 2.1 To agree to the amendment to Standing Order 15(b) (third bullet point) in respect of compliance with Part 3, Section 47 of the Local Government and Elections (Wales) Act, 2021 in the holding of hybrid meetings.
- 2.2 To note that there are no further suggested changes to be made to the Council's Standing Orders subject to any changes that may be necessary in respect of the timing of meetings as referred to in paragraph 1.2.3 of the report.
- 2.3 To agree that following a review of the Council's Financial Regulations that there are no amendments to be made to this document other than at paragraph 2.8 where the following wording needs to be deleted "*The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly*".
- 2.5 To confirm the arrangements for the Insurance Cover to be renewed on 1st June, 2023 and to agree that a Long Term Agreement (LTA) of three years with Zurich.

