

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

16TH MAY, 2022

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 (Salmon Pages)

1.2.1 At the last Annual Meeting of the Council held on the 18th May, 2021, Members were presented with a report outlining the provisions of the Local Government and Elections (Wales) Act, 2021 ("the Act"). Many of the provisions enhanced the profile of Town and Community Councils and many mirrored those required by the Principal Council such as public participation and remote attendance. The necessary changes were reflected in the Council's Standing Orders together with the amendments in respect of electronic publication of documents.

1.2.2 It was also agreed to include the Terms of Reference of the Council's Standing Committees and Sub-Committees together with other key information and the Standing Orders were amended accordingly.

1.2.3 Earlier on in the meeting at Agenda Item 8, Members gave consideration to the schedule and timing of meetings for the Municipal Year 2022-23 and the holding of Hybrid meetings. As and when, this Council is compliant with Part 3, Section 47 of the Act then the Council's Standing Orders will need to be amended to include this new development.

1.2.4 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.

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

1.3 Review of Financial Regulations (Blue Pages)

1.3.1 There are no suggested amendments to be made to the Council's Financial Regulations following the review that was carried out at the Annual Meeting held on the 18th May, 2021.

1.4 Insurance Policy (Cream Pages)

1.4.1 The Council's insurance policy is due for renewal on the 1st June, 2022 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 (cream pages), there is an increase of £299 since last year's renewal and a long term agreement was reached with Zurich in 2019 that the Council would remain with that company until June, 2023.

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 (salmon paper)

Financial Regulations (blue paper)

Insurance Policy (cream paper)

2. RECOMMENDATIONS

- 2.1 To note that there are no 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 1.2.4 of the report.
- 2.2 To note that the Council's Standing Orders will need to be amended on the introduction of Hybrid meetings during this Municipal Year.
- 2.4 To agree that following a review of the Council's Financial Regulations that there are no amendments to be made to this document.
- 2.5 To confirm the arrangements for the Insurance Cover be renewed on 1st June, 2022.

