

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

16TH MAY, 2022

REPORT OF THE CLERK AND EXECUTIVE OFFICER

**SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2022-2023 AND THE
HOLDING OF HYBRID MEETINGS**

1. SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2022-23

- 1.1 In accordance with Standing Order 5(j)(xx), Members consideration is sought in determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.
- 1.2 In considering the schedule of meetings for the Municipal Year, Members also need to be mindful of Standing Order 3(y) which states *“meetings of Llantwit Fardre Community Council shall be held within the Community on the last Monday of each month commencing at 5 p.m.”*
- 1.3 Below is the list of dates of meetings of the Council which have been scheduled to take place on the last Monday of each month:-
 - 30th May, 2022
 - 27th June, 2022
 - 25th July, 2022
 - August Recess
 - 26th September, 2022
 - 31st October, 2022
 - 28th November, 2022
 - 19th December, 2022 (the last Monday of the month in December is a Bank Holiday)
 - 30th January, 2023
 - 27th February, 2023
 - 27th March, 2023
 - 24th April, 2023

- Annual Meeting of the Council – 22nd May, 2023 (as Spring Bank Holiday is the 29th May, 2023)
- 1.4 As stated in paragraph 1.1 above, Members also need to determine the times of the above meetings.
 - 1.5 It is proposed that Committees will meet as and when necessary and will be arranged as determined by the respective Chairs when the business allows.

2. PART 3, SECTION 47 OF THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT, 2021 - HOLDING OF HYBRID MEETINGS

Access to Meetings

- 2.1 As Members are aware Part 3, Section 47 of the Local Government and Elections (Wales) Act, 2021 (“the Act”) makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings – where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations.
- 2.2 Since June 2020, all meetings of this Community Council have been held by remote means via the ZOOM application as due to financial and technical constraints we were unable to facilitate hybrid meetings.
- 2.3 However, at the Council Meeting held on the 31st January, 2022, Members noted that this Council along with the other Town/Community Councils within RCTCBC had been awarded £1,111.11 from the Unitary Authority to assist them in complying with the provisions of Part 3, Section 47 of the Act. It was also agreed at that meeting that until such time as a report is brought forward by the Clerk in respect of the most suitable arrangement for the development of hybrid meetings that meetings of this Community Council continue to be held by virtual means.
- 2.4 On the 12th April, 2022, I was invited to attend a hybrid meeting of Llantrisant Community Council in order that I could see the set up that they were using.
- 2.5 The meeting went very smoothly without any technical hitches and complied with the provisions of the Act, in that a number of the Councillors were attending in person and one other person was attending virtually from another location.
- 2.6 The Officers of Llantrisant Community Council have been kind enough to provide me with details of the equipment purchased together with costs.

The equipment consists of:-

- Microphones
- Monitor (43” 4K Ultra HD Smart Monitor)

- Camera
 - Stand
 - Speakers
 - Various extension leads and cables
 - Cable Mats
- 2.7 Initially, Llantrisant Community Council experienced some `teething problems` with regards to the positioning of the microphones as the sound of people shuffling papers could be heard and therefore a stand/s for the microphones is being looked into. On hindsight a bigger monitor would also have been purchased and a better quality camera.
- 2.8 The cost of the afore-mentioned equipment was a little less than the grant funding of £1,111.11 but did not come as a complete kit as the items were purchased from different sources. However, due to the rise in inflation the purchase of the said equipment has now increased and exceeds the grant funding.
- 2.9 Nevertheless, further research has shown that a `Video Conference` system can be purchased for approximately £600 but does not include a TV. A suitable `smart` 50" TV can be purchased for approximately £350 and this could be placed on a bracket (approximate cost £50). The overall cost for this system would come within the grant funding but following trialling of the system would in all probability result in having to buy further equipment such as additional microphone(s), cables etc to achieve a hybrid meeting whereby all can be involved and be able to fully partake in the proceedings successfully.

3. LOCATION OF MEETINGS

- 3.1 Earlier on, in my report at paragraph 1.1, reference was made to Standing Order 5(j)(xx) where consideration needs to be given to the time and place of ordinary meetings of the Council.
- 3.2 Prior to Covid, it was agreed at the Council Meeting held on the 25th February, 2020 that following the completion of the refurbishment works at Ty Illtud that meetings of the Council would be held in that location.
- 3.3 The provisions of the Act and the impact of the pandemic necessitated meetings being held by virtual means, whereas previous meetings were held in the `Chamber` which was set up in the Community Council Office. Internet access is also available in this location but is not available at the Carnegie Parish Hall and whilst there is a hub at Ty Illtud the connection can, on occasions be poor and unstable and would therefore not facilitate a new system.
- 3.4 Therefore, should Members agree to the purchase of the equipment similar to that procured by Llantrisant Community Council or as outlined in paragraph 2.9 above, then it is recommended that meetings be held as previously in the `Chamber` which is located in the Community Council Office. Thus allowing the equipment to be left permanently set-up. This would also allow for the

Carnegie Parish Hall and Ty Illtud to continue to be let out for hire and receipt of a steady income.

4. RECOMMENDATIONS

- 4.1 To agree to the schedule of meetings of the Council for the 2022-2023 Municipal Year as listed in paragraph 1.3 of the report;
- 4.2 To consider the timing of meetings of the Council; and if necessary the Council's Standing Orders be amended should it not be agreed that meetings continue to be held at 5 p.m.
- 4.3 That Committees will meet as and when necessary and will be arranged at a date and time as determined by the respective Chairs when the business allows.
- 4.4 That the Clerk takes the necessary action in purchasing the equipment that is deemed to be the most suitable to facilitate hybrid meetings and until such time as the system is `up and running` meetings continue to be held on a `virtual` basis via the ZOOM application.
- 4.5 That following the satisfactory installation of the new system, meetings be held in the Chamber which is located in the Community Council Office thus allowing the system to remain secure and safe, without the need of transporting.