

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

26th May 2026

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 considered the schedule and timing of meetings for the Municipal Year 2024-25.
 - 1.2.2 As from 28th July 2025 the Standing Committees of Finance and Policy and Leisure & Amenities will held Bimonthly, Staffing Committee will be held when required.
 - 1.2.3 Committee Membership will be five Members for the Standard Committees and other Sub committees will be as per Agenda Item 7 (Terms of Reference)
 - 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(aa) and in Standing Order 5(c) in respect of the time of annual meetings of the Council.

1.3 **Review of Financial Regulations**

1.3.1 There has been no further changes to the Council's Financial Regulations since they were adopted in May 2025. Therefore, the Clerk will updated Members when needed.

1.4 **Insurance Policy (Yellow Pages)**

1.4.1 The Council's insurance policy is due for renewal on the 1st June, 2026 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 status of the Council.

1.4.4 At the Extraordinary Meeting of the Finance & Policy Committee held on 19 May 2026, Members considered quotations for the renewal of the Council's insurance arrangements following the end of the Long-Term Agreement with Zurich Insurance. The quotations received were as follows:

- a. Company A – £6,135.88
- b. Company B – £6,343.96

The successful provider agreed by the Finance & Policy Committee will be verbally reported to Council at the Annual General Meeting. The Clerk will then undertake the necessary procedures to renew the Council's insurance cover for the 2026/27 financial year. (Confidential paper)

1.4.5 The sum of £5,850 was set aside within the budget for insurance for the 2026 /27 financial year. This show an overspend for the year with both companies therefore a virement will be needed at year end tidy up for 2026/27

1.4.6 Vehicle insurance is due for renewal in July and Members the quote received is £1,513.02 the sum set aside in the budget is £1,600

1.5 **Other Policies**

1.5.1 The Council is required to review and confirm several policies at the annual meeting there are no changes to the following policies and the Clerk recommends retaining the existing policies: -

- Health & Safety Policy

- Code of Conduct
- Biodiversity Plan
- Social Media Policy
- Playground Risk Assessment
- Digital Security Policy
- IT Acceptance Policy
- Freedom of Information Policy
- Equality & Diversity Policy
- Document Retention Policy
- Resolution & Complaints Policy

1.5.2. Investment Policy and Investment Strategy, This policy has been developed in accordance with:

- Statutory Guidance on Local Government (3rd Edition) issued under section 15(1) of the Local Government Act 2003 and effective for financial years commencing on or after April 2018
- The Treasury Management Code issued by CIPPA – “Treasury Management IN Public Services Code of Practice AND Cross-Sectional Guidance Notes. (pink paper)

1.6 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 (cream paper)
 Investment Strategy (pink paper)

2. RECOMMENDATIONS

- 2.1 To agree the changes made to the Council’s Financial Regulations as set by the NALC/OVW as of April 2025.
- 2.2 To agree the Standing Order of the Council subject to any changes made during discussion of other items on the agenda.
- 2.3 To confirm the arrangements for the Council’s Insurance cover for 2026/27
- 2.4 To agree and adopt the Investment Strategy for 2026/27 Municipal year.
- 2.5 Agree to retain the existing policies found at 1.5.1 of the report be retained for the year 2026/27

