

KERRY COMMUNITY COUNCIL ANNUAL MEETING MINUTES
Cyngor Cymuned CERI /KERRY Community Council – Serving the villages of Kerry, Sarn and Dolfor
 Clerk: Ria Roberts, Oak Cottage, Sarn. SY16 4HG. Phone: 01686 671275
 Email: clerk@kerrycommunitycouncil.gov.uk

MINUTES– COUNCIL ANNUAL MEETING held on Wednesday 29th MAY 2024 - 19.00, SARN Village Hall/ Remote via Skype

In accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1, extended by Local Government Act 1972 Section 100, and amendments to that act provided in Schedule 4 of the Local Government and Elections (Wales) Act 2021. The meeting is open to the public to attend as observers except where excluded (during the whole or part of the proceedings) by resolution of the Community Council by reason of the confidential nature of the nature of the business to be transacted.

1.	Welcome by current Chair, Attendance, Apologies for Absence and Remote Meeting Etiquette.
	Attendees: Cllr. D. Jones (Sarn), Cllr. C. Seal. (Kerry), Cllr. R. Gardner (Dolfor), Cllr D. Lush (Kerry), Cllr P Jenkins (Kerry), Cllr S Holloway (Kerry), Cllr I. Jones (Dolfor), Cllr V Wildish (Kerry), Cllr. B. Pryce (Sarn), Cllr M. Morgan (Sarn), Cllr S Robertson (Kerry), Cllr E Meredith-Jones (Kerry) Apologies: Cllr L Powell (Kerry), Absent:0 County Councillors attendees: 0 Remote Attendees: 0 Members of the Public: 0 Minutes taken by Clerk
2.	Declaration of Interest of any items on the agenda
	Declarations received: NONE
3.	Election of Chair/ Vice-Chair
	Note: The current Chair Cllr D. Jones has been in post for 2.5 years (elected Nov 21) – the Council decided unanimously to allow Cllr D Jones to stand for election again. Therefore clause 2 of the current Standing Orders were suspended in accordance with Clause 17. Elected – Chair – Cllr David Jones Elected – Vice-Chair – Cllr Carmen Seal
4.	Matters Arising – Councillors to review and resolve to approve the following, as appropriate
a.	Compliance to Data Protection Act and Registration – KCC GDPR Checklist
	KCC GDPR Checklist for Councillors. ICO registration Certificate no: ZA117453 expires 02/06/2024 – automatic renewal.
b.	Compliance to Freedom of Information Act. May 2015 – Scheme of Publication
	Draft Scheme of Publication. Reviewed by Finance & Governance Sub-Committee 16/05/2024. Council resolved to approve Scheme of Publication.
c.	Cemetery Charges, Cemetery Rules, and Annual Cemetery Inspection
	<ul style="list-style-type: none"> • Draft Cemetery Charges for 24-25 (no change to overall fees) – Council resolved to amend. • Cemetery Rules adopted February 24 – update not required – Council reapproved current. • Annual Cemetery Inspection 22/04/2024. Council resolved to approve
d.	Chair’s Report & Annual Report 23-24
	Chair’s Report completed & signed by Cllr D Jones. Annual Report – Council resolved to approve.
e.	Review and Adoption Model Financial Regulations updated 2019
	Updated Model Financial Regulations – Council resolved to approve amendments to Model Financial Regulations and adopted amended document.
f.	Confirmation of Compliance of Section 137 Grants Guidelines
	Max S137 per electorate (1435 @ 2022 elections) = £15512.00/ £10.81 ea. Allowance for Grants awarded 23/24 in budget 24/25 and additional S137 held in general reserve. Amount paid FYE 31/05/2025 £4,800.00. Grants awarded complies with regulations.
g.	Risk Assessment & Insurance Cover - Insurance Policy no 8188746/512646733 renewal date 1st August 2024
	Documents reviewed by Finance & Governance Sub-Committee 16 th May <ul style="list-style-type: none"> • Updated Risk Assessment for 24-25 – Council resolved to approve.

Page 1 of 4 Any member of the public wishing to attend in person/ via telephone/remotely and/or address the Council in Welsh, please contact the clerk as above and supply any questions via email. Agenda Pack for the meeting & copies of draft/ approved Minutes are available from our website at www.kerrycommunitycouncil.gov.uk.

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	<ul style="list-style-type: none"> Insurance renewal questionnaire – Council resolved to approve completed questionnaire however insurance company to be advised of rebuild cost (£250,000.00) for Dolforgan Bridge. Action Cllr D Lush/ Clerk.
h.	Welsh Language Scheme as adopted 25th April 2007 amended 29th May 2013 & 20th May 2024
	Updated KCC – Welsh Language Scheme - Council resolved to approve amended WLS.
i.	Review/ Adoption of Model Standing Orders inc Scheme of Delegation & approval of delegated powers to committees.
	<ul style="list-style-type: none"> Updated Model Standing Orders completed by Working Group – Cllr C Seal/ Clerk and reviewed by Finance & Governance Sub-Committee 16th May. Council resolved to approve Model Standing Orders and Scheme of Delegation. Amenities Committee – Council approved delegated powers under Scheme of Delegation 27.a.for financial year 24-25.
j.	Employment - Clerk's Appraisal and Remuneration/ Playground Caretaker
	<ul style="list-style-type: none"> Suitable employment contracts are in place. Appraisals for Clerk/ Playground Caretaker are now completed on an Annual Basis unless a review is requested by either the Council (employer) or employee. All employee remuneration is either in line with minimum hourly rate or NALC salary guidelines. NALC has recommended (16/05/2024) a pay increase as follows: "With effect from 1 April 2024, an increase of £1,290.00 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive." This has not yet been accepted by the trade unions.
k.	Documents (other),
	<ul style="list-style-type: none"> Safeguarding Policy, Health & Safety Policy, Complaints Procedure, Disciplinary Procedure, Grievance Procedure, Privacy Statement 'Document Retention & Disposal Policy – no change – Council reapproved current Training Plan, Lone working, Code of Conduct – Council resolved to approve amended/ new documents.
	Documents circulated to Cllrs – 22 nd May for review, comment, approval.
l.	Councillor £156 Remuneration Acceptance & Additional Allowances
	<p>Cllrs are entitled to £156.00 'Work from Home Allowance', which will be paid in March 2025. This allowance is not subject to PAYE processing unless the WFH allowance is being paid via another employer. Cllrs that would like to opt out of the payment will be provided with an opt out form.</p> <p>Please note that the payment is mandatory unless an opt out form is received.</p> <p>Council resolved not to accept additional allowances for post holders.</p>
m.	Assets under Management
	Updated Assets under Management 24-25 – Council resolved to approve.
n.	Election of Councillors to receive planning applications for Kerry, Sarn and Dolfor
	Approved 24-25
	Kerry –Cllr. V. Wildish, Cllr. D. Lush, Cllr E.Meredith- Jones
	Sarn - Cllr. B. Pryce, Cllr. D. Jones
	Dolfor- Cllr. R. Gardner
o.	Clarification of Councillors to be responsible for the village notice boards
	Approved 24-25 Kerry – Cllr V Wildish, Sarn – Clerk, Dolfor – Cllr. R. Gardner
p.	Clarification of who will be responsible for the KCC website/ Facebook
	Approved 24-25: KCC Website – Clerk, Facebook – Cllr C Seal with Clerk as back up.
q.	Confirmation of Ordinary Council Meeting dates to May 2025.
	Meeting agreed until November 24 as approved November 23 Minutes. Dates to May 25 – Wednesday - January 29 th , 2025, February 26 th , April 30 th -Kerry Village Hall & May 28 th (Sarn Village Hall) for Annual Meeting & Ordinary Meeting. Council resolved to approve meeting dates.
5	Appointment of members to represent the Community Council on the following Committees: Current appointees – Council resolved to approve the following appointees.

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a	Village Hall Committees
	Kerry - Cllr V Wildish Sarn - Cllr. B. Pryce Dolfor - Cllr. R. Gardner
b	School Governors- Kerry
	Cllr. D. Lush
c	Kerry Eisteddfod Committee
	Committee not active currently – Council to reinstate appointees as necessary.
d	One Voice Wales, Montgomeryshire Area Committee (2 representatives)
	Cllr. V. Wildish Cllr. C. Seal
e	The Vale of Montgomery Rural Cluster (2 representatives)
	Cllr. C. Seal (Chair) Cllr. S. Robertson Cllr E. Meredith-Jones (Clerk) Clerk – R Roberts (RFO)
f	Amenities Committee
	Cllr. S. Holloway (Chair) Cllr. B. Pryce Cllr. V. Wildish (Clerk) Cllr C. Seal Cllr D Lush (St Michael's School liaison for Sub-Committee).
g	Garreg Lwyd and Garnach Wind Farm
	Garreg Lwyd Hill Wind Farm - Cllr. R. Gardner, Cllr. D. Jones Garn Fach Wind Farm - Cllr. R. Gardner
h	Community Grants Sub-Committee (inc Clerk)
	Cllr. D. Lush Cllr. D. Jones Cllr. P.Jenkins
i	Finance & Governance Sub-Committee (inc Clerk)
	Cllr. C. Seal Cllr. D. Lush Cllr B. Pryce
j	Biodiversity Sub Committee/ Officer
	Cllr L.Powell
k	Powys County Council & Town and Community Council Meetings
	Cllr. V. Wildish
6	Financial Year End March 31st, 2024 – Approval of Annual Return/ Accounts/ & Internal Auditors Report.
	<ul style="list-style-type: none"> • Annual Return – Council resolved to approve and sign the Annual Return. The Annual Return to be published as per the regulations. • Council resolved to approve - Statement of Accounts, Explanation of Variances & Internal Auditor's report
a	Final approval of Budget 24-25 & Regular payments schedule, Financial Reserves Policy 24-25, Memberships
	<ul style="list-style-type: none"> • Council resolved to approve the final Budget, Regular Payments schedule & Financial Reserves Policy 24-25 (reviewed by Finance & Governance Sub-Committee 16th May 2024). • Council resolved to approve annual memberships to SLCC, OVW & VMRC & use of Scribe/PAVO. • Regular Payments see appendix 1 (note all payments are authorised & checked by Chair/Vice-Chair before processing). • Note: Direct Debits & SO Orders Agreed 24th April item id 12 - DD - EDF, HAFREN DYFRDWY, HMRC SDDS, ICO.

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| | <ul style="list-style-type: none"> • Standing Orders - Toilet Contract Cleaner |
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Appendix 1

Regular Payments to be processed, by internet banking, in between meetings

Supplier	Description of Payment	Frequency
Audit Wales	External Audit Payments	Annual
Border Janitorial Ltd	Toilet Supplies i.e. cleaning material/ toilet rolls	As required
Monthly Payroll excluding OT Authorisation/ Pay rises	Statutory/ Contractual Payment requirement	Monthly
One Voice Wales (Training)	Training Invoices (training will still be authorised via Ordinary Meeting)	As required
IPRW Councillor Payments	Paid FYE - Statutory payments unless Cllrs have signed an opt out form.	Annual
Vision ICT Hosting, Email & Domain	Website & Hosting payments to ensure continuity of business	Annual
VMRC Membership	Association/ Professional Memberships to be approved at Annual Meeting	Annual
Planning Aid Wales	Training Invoices (training will still be authorised via Ordinary Meeting)	As required
SLCC Membership - Clerk	Association/ Professional Memberships to be approved at Annual Meeting	Annual
OVW Membership	Association/ Professional Memberships to be approved at Annual Meeting	Annual
Bridgen Contracting	Cemetery Maintenance - as per contract awarded 24-26	Monthly 6 pymts
Starboard Systems (Scribe)	Accounting Software - use to be authorised at Annual Meeting	Annual
PAVO Payroll Administration	Payroll Administration - use to be authorised at Annual Meeting	Quarterly
Andrew Evans Landscapes Ltd	Grass Cutting Contract - as per contract awarded 24-26	Monthly 6 pymts
Waterplus	Cemetery water supply	Annual
L R Stephens - Internal Auditor	Internal Auditor - appointment of the IA to be authorised annually - February Meeting	Annual
Rentokil Initial plc	Kerry Toilets - FHU - Contract	Annual
RoSPA Reports - via PCC	Annual playground inspections - as authorised April 24th	Annual

Meeting Ended: 19:39

Approved by: *D. Jones*

Date: 26th June 2024

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