

KERRY COMMUNITY COUNCIL ANNUAL MEETING AGENDA PACK AND NOTES
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

Ria Roberts – 22nd May 2024

Email: clerk@kerrycommunitycouncil.gov.uk

PUBLIC AGENDA PACK & NOTES– COUNCIL ANNUAL MEETING to be held on Wednesday 29th MAY 2024 - 19.00,
SARN Village Hall and Remote via Skype Meeting ID - <https://join.skype.com/Joc6hqUbFS6L>

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.
	Summons Issued to: 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 L Powell (Kerry), Cllr S Robertson (Kerry), Cllr E Meredith-Jones (Kerry)Cllr D Lush (Kerry) County Councillors invitations: PCC Cllr B Breeze & Cllr K Lewis Councillors to sign attendance register
2.	Declaration of Interest of any items on the agenda
	To receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk either prior to the meeting or at the meeting.
3.	Election of Chair/ Vice-Chair
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 circulated with Agenda and reviewed by Finance & Governance Sub-Committee 16/05/2024.
c.	Cemetery Charges, Cemetery Rules, and Annual Cemetery Inspection
	Draft Cemetery Charges for 24-25 circulated to Cllrs – 7 th May, Cemetery Rules adopted February 24 – update not required, Annual Cemetery Inspection circulated to Cllrs 6 th May for review/approval by Council.
d.	Chair's Report & Annual Report 23-24
	Chair's Report to be circulated by Cllr D Jones and Annual Report circulated to Cllrs 13 th May for approval.
e.	Review and Adoption Model Financial Regulations updated 2019
	Updated Model Financial Regulations circulated by email to Cllrs 22 nd May – proposed amendments/ clarifications in red.
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
	Updated Risk Assessment – circulated to Cllrs 13 th May & Insurance renewal questionnaire circulated to Cllrs 22 nd May. Insurance Policy no 8188746/512646733 renewal date 1 st August 2024. Reviewed by Finance & Governance Sub-Committee 16 th May.
h.	Welsh Language Scheme as adopted 25th April 2007 amended 29th May 2013 & 20th May 2024
	Updated KCC – Welsh Language Scheme circulated to Cllrs 22 nd May
i.	Review/ Adoption of Model Standing Orders inc Scheme of Delegation & approval of delegated powers to committees.

Page 1 of 5 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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	Updated Model Standing Orders circulated to Cllrs 22 nd May – reviewed by Finance & Governance Sub-Committee 16 th May.
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) - Code of Conduct, Safeguarding Policy, Health & Safety Policy, Complaints Procedure, Disciplinary Procedure, Grievance Procedure, Privacy Statement 'Document Retention & Disposal Policy, Training Plan, Lone working.
	Documents circulated to Cllrs – 22 nd May for review, comment, approval.
l.	Councillor £156 Remuneration Acceptance & Additional Allowances to be reviewed/approved, as appropriate
	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. Please note that the payment is mandatory unless an opt out form is received. Council to resolve to approve additional allowances as outlined in "OVW Members' Allowances: Annual Timetable of Actions".
m.	Assets under Management
	Updated Assets under Management circulated to Cllrs 13 th May
n.	Election of Councillors to receive planning applications for Kerry, Sarn and Dolfor
	Current Kerry – Cllr. V. Wildish, Cllr. D. Lush, Vacancy Sarn - Cllr. B. Pryce, Cllr. D. Jones Dolfor- Cllr. I. Jones (Vacant from May 24), Cllr. R. Gardner
o.	Clarification of Councillors to be responsible for the village notice boards
	Current Kerry – Cllr V Wildish, Sarn – Clerk, Dolfor – Vacancy May 24
p.	Clarification of who will be responsible for the KCC website/ Facebook
	Current: 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.
5	Appointment of members to represent the Community Council on the following Committees: Current appointees
a	Village Hall Committees
	Kerry - Cllr V Wildish Sarn - Cllr. B. Pryce Dolfor - Cllr. I. Jones (Vacancy May 24)
b	School Governors- Kerry
	Cllr. D. Lush
c	Kerry Eisteddfod Committee
	Cllr. D. Jones Cllr. I. Jones (Vacancy May 24) Cllr. V. Wildish
d	One Voice Wales, Montgomeryshire Area Committee (2 representatives)

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	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
g	Garreg Lwyd and Garnach Wind Farm
	Garreg Lwyd Hill Wind Farm - Cllr. I. Jones (Vacancy May 24), Cllr. D. Jones Garn Fach Wind Farm - Cllr. R. Gardner
h	Community Grants Sub-Committee
	Cllr. D. Lush Cllr. D. Jones Cllr. I. Jones (Vacancy May 24) Clerk
i	Finance & Governance Sub-Committee
	Cllr. C. Seal Cllr. D. Lush Cllr B. Pryce Clerk
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.
	Annual Return to be approved and signed before submission to Audit Wales. The Annual Return to be published as per the regulations. Annual Return, Statement of Accounts, Explanation of Variances & Internal Auditor's report circulated to Council 22 nd May 2024.
a	Final approval of Budget 24-25 & Regular payments schedule, Financial Reserves Policy 24-25, Memberships
	Budget, Regular Payments & Financial Reserves Policy circulated to Cllrs 22 nd May and reviewed by Finance & Governance Sub-Committee 16 th May 2024. Council to approve annual memberships to SLCC, OVW & VMRC Regular Payments see appendix 1

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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

Direct Debits & SO Orders Agreed 24th April item id 12

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DD - EDF, HAFREN DYFRDWY, HMRC SDDS, ICO.	
Standing Orders -Toilet Contract Cleaner	

End of Agenda Pack.