

<b>Minutes from the ANNUAL GENERAL MEETING of RHAYADER TOWN COUNCIL held at: 7pm on the 20<sup>th</sup> May 2024</b> in the Council Chamber, Cwmdauddwr Old School Community Centre.	
1	<p><b>The meeting opened at 07.05pm</b>  <b>ATTENDING:</b> Cllr. R. Thomas (RT) Chairing.            Cllrs A. Davies (AD), C. Evans (CE), D.O. Evans (DOE), C. Walton (CW), D Davies (DD), W. Davies (WD), J. Stuart (JS), K. Cronin (KC), L. Lloyd (LL), D. Lloyd (DL), C. Hamer (CH) , Clerk J. Stephens (Clerk) and Finance Officer S. Lipscomb (RFO) K. Compton (press) attended remotely  <b>APOLOGIES:</b> None</p>
2	<b>DECLARATIONS OF INTEREST:</b> None
3	<p><b>OUTGOING CHAIRMANS REPORT:</b>            Cllr Rhys Thomas as outgoing Chair delivered a short overview of his year in office beginning by noting the importance of the need to look forward to find solutions given the pressure the Council is under. He shared some of the highlights of his year in office including: Meeting the Lord Mayor of Birmingham, securing council support to implement changes to the operation of the toilets and reducing costs, support for a change in staff and agreement to employ a town caretaker, Installing broadband in the Chambers, writing regular Parish News reports, supporting the award of almost £16k from the Bryntitli Fund to help the community and driving the production of the Rhayader 2000 promotional video. He expressed his thanks to the staff team for their contribution over the last year.            On a more reflective note, he expressed his pride in representing the community as Chair and Mayor, taking actions to attract more visitors and promote Rhayader as the Outdoors Capital of Wales. Whilst reflecting on the Town Council itself, he noted the need for an equitable division of tasks going forwards and urged members to reflect and focus on key tasks to ensure the council is able to deliver those tasks.</p>
4	<p><b>ELECTION OF THE CHAIR FOR 2024-2025:</b>            In accordance with C. Evans being “next in order of standing” having been Vice-Chair for 2023-2024, DD moved that she be approved as Mayor and Chair of the Council for the year 2024-2025. Seconded by JS and resolved unanimously.            Having thanked members for her election, CE went on to note she knows the role will entail a lot of hard work and challenges but will embrace the role with enthusiasm. She thanked the outgoing Mayor for all his hard work and encouraged members to look forward and focus on key tasks.</p>
5	<p><b>NOMINATION, ELECTION and APPOINTMENT of VICE-CHAIR:</b>            Cllr J. Stuart proposed Cllr A. Davies. AD responded that whilst it would be a huge honour, she felt she would be better placed to support the Mayor and Deputy as the County Councillor. JS then withdrew his nomination.            Cllr W. Davies then nominated Cllr C. Walton, this was seconded by Cllr D. Davies. There were no other nominations and Cllr C. Walton accepted the nomination with thanks. The proposition was put to the members and was resolved unanimously.</p>
6	<p><b>CONFIRMATION of NEW CHAIR and VICE-CHAIR:</b>            Following their elections, the Chair and Vice-Chair completed and signed their declarations of acceptance of office witnessed by the Clerk.</p>
7	<p><b>CONFIRMATION OF ADHERANCE TO THE CODE OF CONDUCT:</b>            A summary of the Code of Conduct was presented to all members. All members read the document and reiterated their commitment to abide by the Code.            It was agreed the Clerk would circulate a full copy of the code to all members which includes useful guidance and important background. <b>Clerk to action</b></p>
8	<p><b>MEMBERS EXPENSES:</b>            Members noted the option to receive an annual allowance for household expenses or consumables, all opted out of the allowance. Opt-Out Forms signed and held by the Clerk</p>
9	<b>MINUTES OF PREVIOUS AGM and MATTERS ARISING:</b>

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Chairman: Councillor C. Evans \_\_\_\_\_

Date \_\_\_\_\_

	Minutes of the last AGM were reviewed and approved and actions addressed at the Ordinary Meeting held on the 28 <sup>th</sup> June 2023. No further action required.
10	<p><b>REVIEW OF COMMITTEES, WORKING GROUPS AND APPOINTMENT OF MEMBERS:</b></p> <p>The Committees were reviewed: CH to join the Allotment Committee, CE to replace RT as the Chair of the Asset Committee, the Remembrance Sub-Committee is no longer required and will be incorporated into the Events Committee.</p> <p>There is one vacancy on the Toilet Committee that will be addressed at a future meeting when the new Cllrs have joined.</p> <p>It was clarified the Staffing and Policy Committee would cover HR Policy Only. Clerk noted.</p> <p>The Clerk will arrange for each Committee to meet to review and agree their Terms of Reference. <b>Clerk to Action</b></p> <p>The Clerk raised the Topic of RTC representation at the PCC Quarterly Town and Community Meeting. It was agreed the Chair would attend future meetings.</p>
11	<p><b>APPOINTMENT OF COUNCIL REPRESENTATIVES ON LOCAL GROUPS and PORTFOLIO HOLDERS:</b></p> <p><i>Portfolio Holders:</i> KC is joining AD for Education, Schools and Youth replacing LL. LL replacing KC to Join RT for Tourism, Economic Development and Regeneration. CH joins DL for Environment, Rights of Way and Parks. Housing and Planning are now combined. DD is joining Democracy and Elections. AD has stepped down from Emergency Services leaving one vacancy, Older people, Health and Social Care also have one vacancy. <b>To be reviewed again and discussed with new Cllrs in June.</b></p> <p><i>External Organisations:</i> Clerk to approach the Groe Trust to ask if its possible for a council member to attend as a Council Representative. <b>Clerk to action.</b> LL replaces KC as the Rhayader 2000 council Representative with RT. CE now representing the Council on the Smithfield Trust as Chair. <b>Clerk to notify the Trust.</b> It was noted the Council does not have a representative on the Elan Valley Trust, clerk to write and ask if there is the opportunity to attend as an observer only with no voting rights. <b>Clerk to action.</b></p> <p>This leaves vacancies for the Powys Teaching Health Board/Llais and The Sports Association. <b>Clerk to note for future meeting.</b></p>
12	<p><b>TO REVIEW AND APPROVE GOVERNANCE DOCUMENTS</b></p> <p><i>Standing Orders:</i> The One Voice Wales Model Standing Orders 2023 were reviewed, it was clarified public participation at meetings should generally be no more than 15 minutes and would take place at the start of the meeting. Contributions or speeches by Councillors or members of the public would generally be limited to 3 minutes. They were then re-adopted in full.</p> <p><i>Financial Regulations:</i> The NALC Model Financial Regulations 2019 were reviewed, proposed figures included within the document were discussed and then approved. Regulations re-adopted in full. Clerk to circulate the approved document at the next Ordinary Meeting. <b>Clerk to action.</b></p> <p><i>Finance and Business Risk Assessment:</i> The Clerk presented the latest version for review. It was noted regular maintenance checks of Council Assets would be incorporated into the remit of the new Town Caretaker role. Responsibility for Social Media falls to RT, DD, CE and JS. The use of personal emails was discussed. <b>Clerk to add to the June Agenda.</b> Responsibility for the Pump Track requires further clarification. Clerk to arrange a meeting with the Sports Association and review the current lease. <b>Clerk to action.</b> The Risk Assessment was then approved.</p> <p><i>Asset List:</i> The current list was circulated and updates by the Clerk noted. To be added to the Agenda of the next Asset Committee for further review. <b>Clerk to action.</b></p>
13	<p><b>TO CONSIDER DATES and TIMES OF MEETINGS FOR THE ENSURING YEAR.</b></p> <p>After discussion it was agreed meetings would continue to take place throughout the year on the penultimate Tuesday of each month at 7pm</p>
CLOSE	The meeting closed at 08.20pm, thanks were expressed to Karen Compton for attending

**ACTION POINTS: Actions from the meeting and carried forward from previous meetings:**

Clerk	• Re-circulate the full Code of Conduct.
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| <ul style="list-style-type: none"><li>• Photo of New Chair and Vice Chair to be forwarded to Karen Compton</li><li>• Update the figures in the Financial Regs and recirculate at the next meeting</li><li>• Personal Emails; discuss at the June meeting</li><li>• Arrange Committee Meetings to review and approve ToRs</li><li>• Arrange review of the Committee &amp; External Representatives in June</li><li>• Contact the Groe Trust, opportunity for Council Rep</li><li>• Notify R2K LL is replacing KC</li><li>• Notify the Smithfield Trust CE is now the Council Chair</li><li>• Elan Valley Trust, ask if it's possible for a council rep to attend</li><li>• Pump Track, arrange a meeting with the sports association and review the lease</li><li>• Add the Asset list to the next Agenda of the Asset Committee.</li></ul> |
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Date \_\_\_\_\_

### Rhayader Town Council Committees May 2024

COMMITTEE	2023-24 Membership	2024-25 Membership
<b>ALLOTMENT</b>	<b>A. Davies (Chair)</b> V. Jones Davies J. Stuart W. Davies	<b>A. Davies (Chair)</b> J. Stuart W. Davies L. Lloyd C. Hamer
<b>PUBLIC TOILETS</b>	<b>C. Walton (Chair)</b> R. Thomas D. Davies W. Davies V. J. Davies	<b>C. Walton (Chair)</b> R. Thomas D. Davies W. Davies Vacant
<b>EVENTS</b>	<b>L. Lloyd (Chair)</b> A. Davies K. Cronin C. Walton W. Davies J. Stuart	<b>L. Lloyd (Chair)</b> A. Davies K. Cronin C. Walton W. Davies J. Stuart
<b>ASSET &amp; PROJECT MANAGEMENT</b>	<b>R. Thomas (Chair)</b> D. Davies C. Walton L. Lloyd C. Evans J. Stuart D. Lloyd	<b>C. Evans (Chair)</b> R. Thomas D. Davies C. Walton L. Lloyd J. Stuart D. Lloyd
<b>STAFFING &amp; HR POLICY</b> To comprise current Council Chair, Deputy Chair, previous Chair and Toilet Committee Chair	<b>R. Thomas (Chair)</b> D. Davies C. Evans C. Walton	<b>C. Evans (Chair)</b> R. Thomas C. Walton
<b>COUNCIL &amp; COMMUNITY FORUMS</b>		
<b>PCC Town and Community Council Forum</b> Chair to attend Quarterly Meetings		

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**Rhayader Town Council, Portfolio Holders May 2024**

<b>PORTFOLIO AREA</b>	<b>2023-2024</b>		<b>2024-2025</b>	
Education , Schools & Youth Group	A. Davies	L. Lloyd	A. Davies	K. Cronin
Sport and Recreation	D. Davies	R. Thomas	D. Davies	R. Thomas
Tourism, Economic Development & Regeneration	R. Thomas	K. Cronin	R. Thomas	L. Lloyd
Housing & Planning Policy	C. Walton	C. Evans D. Lloyd	C. Walton	D. Lloyd
Police, Fire & Ambulance	A. Davies	J. Stuart	<i>Vacant</i>	J. Stuart
Democracy & Elections	C. Evans	V. Jones Davies	C. Evans	D. Davies
Older people & Health & Social Care	A. Davies	D. Thomas	A. Davies	<i>Vacant</i>
Environment, R of W & Parks	V. Jones Davies	D. Lloyd	D. Lloyd	C. Hamer
Recycling	K. Cronin	D. Evans	K. Cronin	D. Evans
Health and Safety	W. Davies	J. Stuart	W. Davies	J. Stuart
Welsh Language	A. Davies	C. Hamer	A. Davies	C. Hamer
GDPR (Data Protection)	L. Lloyd	D. Lloyd	L. Lloyd	D. Lloyd
Funding & Assets	Asset Committee Remit			

**Rhayader Town Council Representatives on external organisations May 2024**

<b>COMMITTEE/ORGANISATION</b>	<b>Representative 2023 -2024</b>	<b>Representative 2024-2025</b>
School Governor	V. Jones Davies	K. Cronin
Waun Capel Park Trust	V. Jones Davies D. Lloyd L. Lloyd	D. Lloyd L. Lloyd <i>Vacant</i>
The Groe Park Trust		TBA
Rhayader 2000 Ltd	R. Thomas K. Cronin	R. Thomas L. Lloyd
R & D Community Support	A. Davies	A. Davies
Bryntitli Trust	J. Stuart	J. Stuart
Dolymynach House	R. Thomas C. Evans	R. Thomas C. Evans
Powys Teaching Health Board, Llais	V. Jones Davies D. Thomas	<i>Vacant</i>
Old School Management Committee/ Charles Price Trust	J. Stuart K. Cronin	J. Stuart K. Cronin
Elan Links	C. Evans C. Walton	C. Evans C. Walton
Rhayader & District Sports & Recreation Association	C. Walton C. Evans	C. Walton C. Evans + <i>1 vacancy</i>
Smithfield Trust	R. Thomas (Council Chair) C. Walton D. Davies C. Evans D. Evans C. Hamer	C. Evans (Council Chair) C. Walton D. Davies R. Thomas D. Evans C. Hamer
Elan Valley Trust		TBA

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