



Be kind



Byddwch yn garedig

COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council held on 26th May 2021 at 7:00pm – The meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021.

Due to a technical error, there is no recording of the meeting available.

Present: Mayor, Councillor S Vaughan
Deputy Mayor, Councillor J Andrew
Councillor A Trousdell
Councillor M Arnold
Councillor Gwen Baty
Councillor Gus Baty
Councillor V Ellis
Councillor A Pritchard
Councillor R Watkins
Councillor M Wilson
Councillor H Weddell

Ms C Kennedy - Town Clerk
Mr A Davies - Assistant Town Clerk

The outgoing Mayor (Councillor Vaughan) welcomed all attendees, particularly the new Assistant Town Clerk and reminded Members of the Town Council's virtual meetings protocol.

Cllr Vaughan informed the meeting that last week's scheduled Mayor Making Ceremony and Annual Meeting had been postponed due to Cllr Spencer-Downe (the Mayor Elect) being unwell and consequently withdrawing from accepting the role of Mayor for 2021/22.

Furthermore, due to the Pandemic and the issues with social distancing the Mayor Making ceremony will probably not take place for the year 2021/22.

ITEM 1 TO ELECT A TOWN MAYOR FOR THE YEAR 2021/22 AND TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE

Rev Weddell opened the meeting with a Prayer.

Cllr Trousdell nominated Cllr Vaughan for the office of Town Mayor.

Cllr Wilson seconded Cllr Trousdell's nomination.

RESOLVED: By the majority vote, it was approved that Cllr Vaughan would be installed as Mayor for the year 2021/22.

Cllr Vaughan made the customary Oath of Allegiance.

Cllr Vaughan gave thanks for being elected into office for another term and confirmed her husband, Mr Robert Vaughan as Consort.

ITEM 2 TO APPOINT THE DEPUTY MAYOR FOR THE ENSUING YEAR

Cllr A Trousdell nominated Cllr Andrew for the office of Deputy Town Mayor for 2021/22

Cllr Wilson seconded Cllr Trousdell's nomination.

RESOLVED: By the majority vote, it was approved that Cllr Andrew would take up the office of Deputy Mayor for the year 2021/22.

Cllr Andrew gave thanks for being elected as Deputy Mayor and confirmed his wife, Mrs Anna Andrew as Consort.

ITEM 3 DECLARATIONS OF ACCEPTANCE

The incoming Mayor and Deputy Mayor read the Declaration of Acceptance of Office to be signed and formally witnessed by the Town Clerk on a mutually agreed date.

ITEM 4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs; G Cox, S Cox and Spencer-Downe.

RESOLVED: The above apologies were approved by Members.

ITEM 5 DECLARATIONS OF INTEREST

There were no Personal or Prejudicial Declarations of Interest received from Members in accordance with the Code of Conduct.

ITEM 6 COMMITTEE TIMES AND FREQUENCY

A discussion took place regarding the timings and frequency of committee meetings.

RESOLVED: To move the Town Hall Committee and the Finance & Governance Committee meetings from the second Tuesday to the first Tuesday of each month.

For the Town Hall Committee to change from the current starting time of 6:00pm to 7:00pm and the Finance & Governance Committee to change from 7:00pm to 8:00pm.

ITEM 7 COMMITTEE MEMBERS

The following councillors expressed a preference for the ***Finance & Governance Committee***; Cllrs: S Vaughan, J Andrew, A Trousdell, M Wilson, Geraint Baty, R Watkins, G Cox, S Cox, N Thomas and Gwen Baty.

Cllr Gwen Baty withdrew, leaving 9 Members who wish to sit on the Finance & Governance Committee, whereby, Standing Order 2 of the Council states the following;

The Council at its Annual Meeting shall elect standing Committees and may at any other time appoint such Committees by election as are necessary and

decide upon their members, remit and authority for the ensuing year. Membership of each Committee is limited to a maximum of 8 to include the Mayor and Deputy Mayor.

RESOLVED: To discuss amending Standing Orders at the next meeting of the Council.

RESOLVED: *The following members were appointed to serve on the committees.*

a) **Leisure & Amenities**

Cllrs: S Vaughan, J Andrew, V Ellis, M Arnold, A Trousdell, N Thomas, R Spencer-Downe.

b) **Town Hall**

Cllrs: S Vaughan, J Andrew, Geraint Baty, A Pritchard, R Watkins, M Wilson, G Cox, Gwen Baty.

c) **Planning**

Cllrs: S Vaughan, J Andrew, S Cox, M Arnold, H Weddell, A Pritchard, V Ellis.

d) **Staffing**

Cllrs: S Vaughan, J Andrew, A Trousdell, R Watkins, H Weddell.

ITEM 8 EXTERNAL BODIES

The following members were appointed to represent the Council as external bodies;

1. One Voice Wales:	A Trousdell, N Thomas (reserve)
2. Cowbridge Town Twinning:	H Weddell, S Cox
3. Joint Liaison Association of footpaths:	
4. Cowbridge Chamber of Trade:	J Andrew, N Thomas
5. Cowbridge in Bloom	
6. Community Liaison Committee:	H Weddell, N Thomas
7. Vale of Glam. Destination Management:	A Trousdell
8. Local Access Group (LAG):	

ITEM 9 MEETING DATES

The following meeting dates were approved for 2021/22

RESOLVED: Full Council - Third Tuesday of every month at 7:00pm

Leisure and Amenities – First Monday of every month at 7:00pm

Planning committee – First Monday of every month at 8:00pm

Town Hall – First Tuesday of every month at 7:00pm

Finance and Governance – First Tuesday of every month at 8:00pm

ITEM 10 MINUTES

RESOLVED: The minutes of the Town Council Meeting held at 7:00pm on the 20th April 2021 were approved, subject to the following amendment;

To remove Cllr Wilson's name from item 11 as he did not attend the Chamber of Trade meeting as a Councillor

ITEM 11 MATTERS ARISING

RETAIL IMPACT ASSESSMENT – COWBRIDGE MARKET

Councillor Andrew asked if the terms of reference were available since they had not been received.

RESOLVED: Councillor Wilson agreed to try and obtain a copy.

ITEM 12 PUBLIC QUESTION TIME

There were no questions from members of the public.

ITEM 13 COMMUNITY POLICE MATTERS

No update received.

ITEM 14 ROAD SAFETY

Cllr Pritchard informed the meeting that the Vale Council were implementing a 20mph zone through Aberthin and rumble strips would be installed. He went on to say that in partnership with South Wales Police he had set up two community speed watch groups and volunteers were required. Posters have been placed in the community notice boards outside the Town Hall, Aberthin and Llanblethian and added to the Town Council website.

ITEM 15 REPORTS

a) Mayors Report

On the 29th April 2021, I attended a review meeting of the Independent Remuneration Panel for Wales as discussed and agreed at Full Council on the 16th Feb 21. The review meeting was being held as the measure was introduced in 2011 ie 10 years ago. The session I attended was a mixture of clerks and councillors. Discussions took place on the £150 payment, responsibility payments, chair allowances, taxation and whether the financial loss allowance should continue due to low take up. The review meeting also reminded Councils that the contribution to costs of care allowance was now mandatory and as such should be an item in a council's budget and if not spent rolled over to the following year as an earmarked reserve. This was discussed at F and G committee on the 11th May. The outcome of the review and any changes should be ready for next year before the elections.

I held an outdoor socially distanced garden party event on Saturday 15th May 2021 in aid of Cancer Research Wales and raised the fantastic sum of £850. The weather miraculously stayed dry for the event. Raffle prizes were donated by Tesco, Waitrose, Hair Studio Llantwit Major, Councillors Gwen Baty, Alec Trousdell, Gus Baty and family and friends. Many thanks to all those who generously supported the event.

I took a photo of the new staff team on the 17th May and sent a press release to the Cowbridge nub news and for our Town Council website. This was also sent to all Councillors on the 17th May 2021.

b) Town Clerks Report

Meetings Attended;

13th May 21, remote joint Society of Local Council Clerks and One Voice Wales conference.

Subject areas were; Challenges and Opportunities, Insurance, Financial Risk, the General Power of Competence (GPOC), a new course for Clerks - FILCA (Financial Introduction to Local Council Administration), Training and Development of Councillors, land registration, financial risk, effective governance & accountability, the Local Government and Elections (Wales) Act 21.

On the 14th May 21, Cllr Andrew and I met remotely with Ellis Whittam to discuss Risk and Fire Safety. The pros and cons of installing an evacuation chair were discussed, updating the Town Hall conditions of hire, how the refuge area should be utilised, the importance of communication for hirer, including an available mobile phone. It was agreed for me to be given access to the Ellis Whittam Portal and arrange an annual assessment in a month's time.

On the 14th May 21, IT providers HDCS visited the Town Hall to boost the Wi Fi, set up the Assistant Clerks lap top and discuss technology required for Hybrid meetings.

On the 19th May, I attended a Vale Clerks meeting with the Monitoring Officer, the main points discussed were; changes to the Audit requirements with an in-depth Audit carried out every 3 years, management of remote meetings, all attendees should use first and last name when entering meetings, insufficient respect and consideration to other attendees from some councillors, a meeting commenced in the absence of a clerk. Discussion regarding the intricacies of the Electoral Wales Act 21, the General Power of Competence and the future of Hybrid meetings. Some councils live stream meetings and all councils now have to provide hybrid facilities, until we are set up for hybrid, meetings will continue virtually.

General Update;

On the 10th May 21, the new Caretaker/Maintenance Person started employment.

On the 17th May 21, the new Assistant Clerk started employment.

As stated in the April meeting of Full Council, a complaint had been lodged with the Public Service Ombudsman regarding a member of Cowbridge Town Council. I can now report that following investigation by the Ombudsman, the decision was reached that was no breach of the code of conduct.

The Town Hall will continue to stay open by appointment only.

ITEM 16 THE FINANCIAL REPORT

The following documents were circulated to members prior to the meeting:

- a) Income & Expenditure Account - 01/04/2020 to 31/03/2021
- b) Balance Sheet – 31st March 2021

Both reports were circulated and approved at the council meeting held on 20th May 21.

ITEM 17 REPORTS FROM COMMITTEES

a) Planning

RESOLVED: Minutes of 4th May were approved.

b) Leisure and Amenities

RESOLVED: Minutes of 4th May were approved.

c) Town Hall

RESOLVED: Minutes of 11th May were approved.

d) Finance and Governance:

RESOLVED: Minutes of 11th May were approved, including the draft grant application form sent to all councillors with the meeting papers.

ITEM 18 REPORTS FROM BODIES/COMMITTEES

No reports.

ITEM 19 CORRESPONDENCE

Walkers are Welcome Status for Cowbridge

- a) Clarification has been received that the proposal includes the whole of the Cowbridge with Llanblethian Town Council area.

RESOLVED: Cowbridge with Llanblethian Town Council support the aim of gaining Walkers are Welcome Status for Cowbridge and agreed to have a representative on the Steering Group.

SCHOOL CONSULTATION

- b) A letter was circulated from the Leader of the Vale of Glamorgan Council in response to Members' expressing dismay that Cowbridge with Llanblethian Town Council's objections were not acknowledged in the consultation report and that proposals are going ahead despite 65% of respondents objecting.

RESOLVED: A copy of the letter received from the Leader be sent to Cowbridge Comprehensive School Governors.

ITEM 20 DOCUMENTS FOR SEALING

There were no documents for sealing.

ITEM 21 CONFIDENTIAL SECTION OF THE MEETING

Under Standing Order 6 (a) (xi) “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and will be instructed to withdraw”.

ITEM 22 CONFIDENTIAL MINUTES

The confidential minutes from the Town Council meeting held on the 20th April 2021 were approved.

ITEM 23 DATE AND TIME OF NEXT MEETING

The date and time of the next meeting of the Town Council was confirmed for 15th June 2021 at 7:00pm.

The meeting ended at 8:50pm