



**Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan**  
**Forden with Leighton and Trelystan Community Council**  
 Cefn Derw, Forden, Welshpool, Powys. SY21 8LZ

Clerc i'r Cyngor | Clerk to the Council: Lee Davies

**DRAFT MINUTES of COUNCILS ANNUAL MEETING**  
**held on Thursday 27th May 2021, 7:00pm**  
 held remotely via Microsoft Teams

**1. Welcome, Attendance:**

- 1.1. The Chairperson welcomed Councillors and Clerk to the council's remote live-streamed Annual Meeting and sought assurance that everyone could be heard and could engage in the meeting.
- 1.2. Attendance: Cllr Suzanne Rowlands, Cllr Anthony Day, Cllr Rachael Briggs, Cllr Neil Edwards, Cllr Mark Williams, Cllr Linda Corfield, Cllr Clive Eaton-Stevens and Cllr Bill Jones.
- 1.3. *In attendance:* Lee Davies (Clerk to the Council).

**2. Declarations of Members' Interests and Dispensations:**

- 2.1. None

**3. Elections to Offices of Chairperson & Vice-Chairperson for the Municipal Year 2021-22**

- 3.1. *Chairperson: to receive nominations, to resolve the election of Chairperson, and the new Chairperson to sign the Declaration of Acceptance of Office and take the 'Chair'.*  
 Cllr Suzanne Rowlands was proposed and seconded and unanimously elected as Chairperson for a second term.

**ACTION: Declaration of Acceptance form to be signed and held on file.**

- 3.2. *Vice-Chairperson: receive nominations and to resolve the election of the Vice-Chairperson.*  
 Cllr Linda Corfield was nominated and although Cllr Corfield was happy to step down as there were no other nominations Cllr Corfield was unanimously elected as Vice Chairperson.

**4. Apologies for Absence**

- 4.1. *for absence approved by Council:*  
 Cllr Shaun Rees (with an unavoidable work commitment).
- 4.2. *for absence received:*  
 None.
- 4.3. *Other Members Absent:*  
 None.

**5. Public Participation:** *to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk no later than 15 minutes prior to the start of the meeting.*

None.

**6. Chairpersons Reports & Announcements:**

- 6.1. *Incoming Chairperson: to receive the incoming Chairperson's address if required.*  
 Cllr Suzanne Rowlands announced the retirement of long-standing councillor Carol Alexander. It was proposed and resolved to get a card and donations to mark the 21 years Carol had been a councillor (Cllr Linda Corfield agreed to arrange this).

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Cllr Suzanne Rowlands proposed and it was unanimously agreed to have it recorded in the minutes that Carol will be missed and that the council thank her for all her long years of service to the community and to wish her well for the future.

**ACTION: Cllr Linda Corfield to arrange a card etc.**

## 7. Finance & Insurance

7.1. *Bank Mandate Authorised Signatories: to resolve the mandate and authorised signatories on the council's bank accounts including where appropriate BACS or CHAPS methods of payments as per section 6.9 of the FLTCC Financial Regulations 2021-22 – paper 8.2.*

It was resolved to continue with the authorised signatories being the Chairperson, the Vice Chairperson, the ROF and the Clerk.

7.2. *Insurance: to confirm the levels of insurance cover for 2021-22 (paper 7.2a & 7.2b)*

The in date insurance certificate was present to council and it was agreed that cover was in place.

## 8. Corporate Governance

8.1. *Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders (paper 8.1).*

**RESOLVED**

8.2. *Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations (paper 8.2).*

**RESOLVED**

8.3. *Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2021-22 (paper 8.3).*

**RESOLVED**

## 9. Committees & Delegations

9.1. *Term of Reference: to resolve the continuation of standing committee(s) and their Terms of Reference for 2021 – 22:*

a) *Cemetery Committee (paper 9.1a)*

**RESOLVED**

9.2. *Committee Membership: to resolve the election of councillors to committee(s) as approved above (nominations taken from the 'floor').*

**RESOLVED – Members Cllr Suzanne Rowlands, Cllr Anthony Day, Cllr Neil Edwards, Cllr Rachel Briggs, (Cllr Shaun Rees as agreed in the March meeting).**

10. **Dates of Meetings:** *to note the frequency and dates for Council and Committee meetings for 2021-22 (paper 10).*

A discussed took place as to why the pattern of meeting in Forden to Leighton had no methodology to it. It was resolved to continue with the same random pattern as in previous years and the meeting dates as presented in paper 10 were adopted.

**Meeting closed at 7:18 pm**

**Signed on behalf of the council as a correct record ..... Date.....**

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