

Whitecastle Community Council

Cyngor Cymuned Castellgwyn

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Minutes of the Annual Meeting of the Council 14 May 2026 7.00pm at the Hogs Head, Treadam

Present : Cllr. D. Astill-Parsons (Chair), Cllr. R. Metters, Cllr. C. Duncan, Cllr. J. Biggs, Cllr. C. Lewis, Cllr. N. Graham

In attendance : L. Taylor (Clerk)

1. To elect Chair.

Resolution: To appoint Cllr. Astill-Parsons as the Chair of Whitecastle Community Council for a second term. Proposed by Cllr. J. Biggs and agreed unanimously.

2. To elect Vice-Chair.

Resolution: To allow the position to be vacant. Proposed by Cllr. J. Biggs and agreed unanimously.

3. Delivery by the Chair of the Council of their acceptance of office form.

The Chair was presented with an acceptance form and duly signed the document.

4. Confirmation of the accuracy of the minutes of the last meeting of the Council.

Resolution: to accept the minutes of the meeting on 9 April 2026 as a true record of proceedings. Proposed by Cllr. Biggs and seconded by Cllr. Graham. The minutes were signed by the Chair of the Council.

5. Review of delegation arrangements to committees.

Resolution: to continue to complete the work of the council in full council meetings. Proposed by Cllr. Biggs and seconded by Cllr. Graham.

6. Review and adoption of appropriate standing orders and financial regulations.

The Clerk circulated the documents in advance of the meeting and invited members to review them. The Chair then discussed the format of council meetings, emphasising the importance of balancing compliance with agreed procedures with the need to engage members in issues that directly affect the community. Members agreed that appropriate measures should be taken to achieve and maintain this balance.

Resolution: To confirm the Council's Standing Orders, Financial Regulations and policies was proposed by Cllr. C. Lewis, seconded by Cllr. J. Biggs.

7. Review and adoption of the council's annual report.

The Chair's report had been circulated before the meeting and its content was discussed. The Chair thanked David Edwards for his work as member for Rockfield and St Maughans ward since 2024 and confirmed that he is no longer a member of the council. **Resolution:** to accept the Chair's report, to publish it on the council's website and to work towards the key objectives for 2026-27 set out in the report. Proposed by Cllr. Biggs and agreed unanimously.

8. Review and adoption of the council's training plan.

Members reviewed the council's training plan and discussed the importance of members attending training courses.

Resolution: to adopt the training plan and consider and monitor the training completed by members. Proposed by Cllr. Biggs and agreed unanimously.

9. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Members reviewed the agreement between the council and the Village Life Community Group.

Resolution: to confirm the conditions of the agreement. Proposed by Cllr. Biggs and agreed unanimously.

10. Review of inventory of land and other assets including buildings and office equipment.

The Clerk asked members to consider the updated asset list.

Resolution: to confirm the accuracy of the list. Proposed by Cllr. Biggs and agreed unanimously.

11. Confirmation of arrangements for insurance cover in respect of all insurable risks.

The Clerk explained the council's arrangements for insurance cover and received questions about the details of the cover. The Clear Council policy is designed for community councils and covers specific needs and general covers applying to all locations. The policy is set to be renewed on 10 June 2026.

Resolution: to confirm arrangements for insurance cover. Proposed by Cllr. Lewis and agreed unanimously.

12. Review of the Council's policies, procedures and practices including the annual Risk Assessment.

The Clerk asked members to review the council's Risk Assessment and asked them to confirm that appropriate measures are in place to mitigate the identified risks.

Resolution: to confirm the measures outlined in the Risk Assessment. Proposed by Cllr. Lewis and agreed unanimously.

13. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

The Clerk presented a list of expenditure incurred through the use of the council's powers under the act.

Resolution: to confirm that the expenditure is in line with s.137 of the Local Government Act 1972. Proposed by Cllr. Lewis and agreed unanimously.