

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Virtual Extraordinary Meeting of the Llantwit Fardre Community Council held on Thursday, 5th November, 2020 at 5.00 p.m.

PRESENT

Community Councillor B.James – Chair

Community Councillors

S.Bristo, R.Butler, J.James, C.Johnson, G.Stacey, A.Raines, D.Stone, N.Tizard-Lee
and L.Walker

In Attendance

Ms.K.May – Clerk & Executive Officer

1. ANNOUNCEMENTS

Prior to consideration of the items as shown on the agenda for today's meeting, the Chair made the following announcements:-

- (a) Following queries made by some Members regarding the legitimacy of the convening this meeting to the Clerk, the Chair stated that the meeting was called in accordance with Standing Order 6(a) – “The Chair of the Council may convene and Extraordinary Meeting of the Council at any time”.
- (b) Following the email that was sent to Members by the Clerk on Tuesday, 3rd November, 2020, the Chair confirmed that the Carnegie Parish Hall was being used as a Testing Centre for suspected Coronavirus cases as from today (5th November, 2020 up to and including Wednesday, 11th November, 2020. Therefore, the arrangements made for Remembrance Sunday on the 8th November, 2020, as agreed at the last Council Meeting held on the 27th October, 2020 (Minute No. 12 refers) have had to be cancelled.
- (c) The Chair stated that as this is an Extraordinary Meeting of the Council then `urgent items` are not normally considered, however, he had been informed by the Clerk that a request had been made by a Member that a donation of £3,000

be made to the British Legion by this Council. He reported that the Clerk has looked into this and the matter will be placed as an agenda item for the next Ordinary Council Meeting.

- (d) The Chair announced that at the end of this meeting he would like to make a statement on a matter that had been brought to his attention. This statement would be made `in camera` and he would be asking the Clerk as well as the members of the public to leave the meeting. He therefore asked that a Member be nominated to co-host the meeting in order that the Zoom application could be closed down at the appropriate time and that the nominated Member also makes notes during this session.

It was moved and seconded that Community Councillor J.James be the nominated Member to co-host the meeting and to make notes following the departure of the Clerk and it was **RESOLVED** – accordingly.

2. **APOLOGY FOR ABSENCE**

The Chair accepted the apology for absence submitted at the meeting in respect of Community Councillor M.Diamond.

3. **DECLARATIONS OF INTEREST**

RESOLVED – to note that there were no declarations of interest made at the meeting pertaining to the agenda.

Note: At this juncture in the meeting, Councillor Walker referred to the fact that he had emailed the Chair and the Clerk requesting that he be allowed to make a submission in between agenda items 2 and 3 as it related to the Protocol. The Chair stated that he would not be allowing the submission and it was suggested by another Member that during consideration of Agenda Item 3 an amendment could be proposed and seconded if not in favour of any motion put forward.

4. **COUNCILLOR AND STAFF RELATIONS PROTOCOL**

In accordance with Minutes Nod.4.1 and 4.2 of the Appointments/Staffing Committee held on the 14th November, 2018 where it was acknowledged that there was a need for all the policies held by the Community Council to be reviewed/revise on a rolling programme. The Clerk informed Members that during the initial lockdown in March/April of this year, whilst working from home she had written many policies such as – Whistleblowing; Gifts & Hospitality; Alcohol, Drugs & Substance Misuse; Grievance; all of which had been shared with the Chair of the Council and the Chair of the Staffing Committee together with the Councillor and Staff Relations Protocol – Principles of Good Practice which was before Members today for consideration.

Following the observations made by the Clerk, it was **RESOLVED** – to adopt the Councillor and Staff Relations Protocol – Principles of Good Practice subject to bullet point 4 at paragraph 5.8 of the protocol being amended to read *responses to enquiries and complaints to be made within 10 working days.*

Note: At the request of a Member the vote was recorded as follows:-

For the Motion – Community Councillors S.Bristo, R.Butler, B.James, J.James, A.Raines, G.Stacey, and D.Stone.

Against the Motion – C.Johnson, N.Tizard-Lee and L.Walker.

5. CLOSING OF MEETING

With reference to Minute No.1(d) above, the Chair asked the Clerk and the members of the public in attendance at this meeting to leave as he had a statement to make to Community Councillors `in camera`.

**B.JAMES
CHAIR**

The meeting closed at 5.29 p.m.

Signed..... Dated.....

