

Trellech United Community Council
Annual Meeting Agenda 18th May 2026

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Trellech United Community Council via Zoom or in person at Pelham Hall on **Monday 18th May 2025, at 7pm**, for the transaction of the business specified in the following agenda.

Yours faithfully,

Sue Baker

Clerk to Trellech United Community Council

<https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGlNTAochbLL.1>

Public Forum - 15 minutes may be allocated for members of the public to address the council on matters for future consideration.

(Note: Members of the Council are not required to respond, except to ask questions for the purposes of clarification. There is a maximum of 5 minutes speaking time per person.)

1. ELECTION OF CHAIR FOR 2025-6

To receive nominations and elect the Chairman for 2026-2027.

For Chairman to sign declaration of acceptance of office.

2. APOLOGIES

To receive apologies.

3. DECLARATIONS OF INTEREST

4. OUTGOING CHAIR'S ADDRESS

Cllr. Decker-Thomas to address the Council on the year 2025-6 Council year

5. ELECTION OF VICE-CHAIR FOR 2026-27

To receive nominations and elect a Vice Chair.

6. Approval of Minutes

To approve the minutes of the last Annual Meeting 19 May 2025 [TUCC draft Annual Minutes May 2025](#)

7. REVIEW OF POLICIES

To review and confirm use of the policies with any changes agreed.

Policy & Date	Link	Action
Standing Orders (revised 2025)	Website	Nil
Financial Regulations (revised 2025)	Website	Nil
Code of Conduct (updated 2026)	Website	Nil
Grant Funding-Village Halls and Projects (revised 2025)	Website	Nil
TUCC Resignation of Councillors (2024)	Onedrive	Nil-Clerk reviewed, no action required
Asset Register and Land Holdings-updated March 2026	onedrive	Nil-approved March 2026
Local Resolution Protocol (based upon OVW version)	shared	To approve 2026 updated version.
Register of Members Interests-published March 2026	Website	Nil-Ongoing updates by Clerk
Freedom of Information and DPA (to include email address and privacy notice -updated 2026	To be shared	To approve 2026 updated version
E mail policy	See above	Under review-to be included within the updated 2026 FOI & Data Protection Policy.
Privacy Policy for website	shared	To approve 2026 updated version
Health and Safety	shared	To approve 2026 updated version
Training Plan (July 2025), published February 2026.	Website-	To be reviewed in detail in July 2026 OM
Complaints Policy		To be reviewed 2026/7 by the Clerk using the OVW templates
Unacceptable Actions Policy		To be reviewed 2026/7 by the Clerk using the OVW templates
Document and Retention Policy		To be reviewed 2026/7 by the Clerk using the OVW templates
Council's employment policies and procedures.	Onedrive	To be reviewed 2026/7 by the Clerk using the OVW templates

8. ADVISORY WORKING GROUPS

To appoint members to:

Advisory Group	Current Members 2025/6	2026/7
a) Finance Working Group	Cllr Scarr Cllr Wakerley Cllr Roderick Working with the RFO and Clerk	
b) Biodiversity and Land Holdings Working Group, including playparks.	Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick Cllr Weston Cllr Dunsford.	
c) Staffing Group	Cllr Geddes, Cllr May Cllr Decker-Thomas.	
d) Rights of Way	Cllr May, Cllr Wakerley, Cllr Ash Cllr Roderick Cllr Harling.	

9. OUTSIDE BODIES

To appoint/confirm representative to outside bodies and reporting back arrangements.

Body	Representative	Action
1 Village Hall-Pelham	D May	
2 Village Hall-Llanishen	G Weston	
3 Babington Centre	K Darlow	
4 Trellech School Governor	N Scarr	
5 Wye Valley Consortium	R Decker-Thomas L Wakerley	
6 Catbrook Educational Trust	L Wakerley	
7 Wye Valley Villages Group	S Geddes G Weston	
8 Charity of William Jones	G Weston	

10. REGULAR PAYMENTS

To authorise the regular bank payments which may be paid prior to meetings but reported to the next meeting.

- a) Merlin Waste (monthly)
- b) Pelham Hall Hire (annually)
- c) Councillors' Annual Remuneration Payments (annually)
- d) One Voice Wales annual membership for Clerk and RFO (annually)
- e) SLCC membership (for Clerk and RFO (annually)

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- f) Information Commissioners' Office (annually)
- g) Monthly salary and admin allowance for Clerk and RFO (monthly)
- h) Microsoft Office annual subscription
- i) Zoom annual subscription
- j) Catherine Williams payroll provider (monthly)
- k) Audit Fees (annually)
- l) Bank Charges (monthly)
- m) Mobile Phones (monthly)
- n) Cloud Next Website (annually)
- o) Insurance (annually)
- p) Scribe Fee (monthly)

11 PAYMENT AUTHORISATION

To approve the recurring schedule of payment authorisations which are updated according to availability each month and are recorded in the monthly OMs.

To approve Bank Reconciliations to be carried out quarterly by Cllr Geddes

12 MEETING DATES

To agree the schedule of meeting dates on the third Monday of the month (excluding August) which have been sent out as Calendar appointments.

20 TH April 2026- hybrid	19 th October 2026- hybrid
18 th May 2026 and Annual Meeting- hybrid	16 th November 2026- hybrid
15 th June 2026- hybrid	14 December 2026-1 week earlier, online only
20 th July 2026- hybrid	18 th January 2027-online only
August-no meeting-	15 th February 2027-online only
21 st September 2026- hybrid	15 th March 2027-hybrid
19 th April 2027	18 TH May 2027 Annual Meeting and OM