

**WELSH ST DONATS COMMUNITY COUNCIL**  
**CYNGOR CYMUNED LLANDDUNWYDD**  
**MINUTES OF ANNUAL MEETING ON 17th May 2022**

**1. (19) WELCOME FROM THE CHAIR**

Emma Hall welcomed those present and on behalf of all members expressed thanks to Mark Hastings for his contribution to the community as a Councillor.

**2 (20) RECEIVE APOLOGIES:** Councillor Cheryl McNamee-Brittain

**3 (21). RECEIVE ANNUAL REPORT 2022:** the report was approved.

**ACTION:** Clerk to put on website

**4 (22) ELECT CHAIR FOR 22-23**

Emma Hall was elected to the Chair and signed the acceptance of office form.

**5 (23) ELECT VICE-CHAIR 22-23**

Natalie Bosworth was elected as Vice-Chair

**6. (24) DECLARATION OF INTERESTS:** None

**7. (25) REVIEW:**

**1. Signatories to bank account.** Current signatories are Ann Thomas and the Clerk. Following the election one previous signatory will be removed. It was agreed that Natalie Bosworth should be a signatory and a fourth signatory added after the vacancies on the Community Council have been filled.

**ACTION:** Clerk to submit application for Natalie Bosworth and removal of Graham Duffield

**2. Financial Regulations.** Reviewed and no changes recorded.

**3. Services of Internal Auditor.** It was agreed that AD Williams should conduct the internal audit for the year 22-23 and his fee (£300) was approved.

**ACTION:** Clerk to send letter of engagement

**4. Clerk's Salary.** It was agreed the Clerk's salary should remain for 22-23 at SPC 20 on the NALC salary scale for part time Clerks.

**5. Councillors' Allowance.** Independent Remuneration Panel report guidance recommends an allowance of £150 pa per Councillor for 22-23.

**6. Current Status of Community Council for qualification as an Eligible Council under General Power of Competence:** Welsh St Donats Community Council does not currently meet the necessary qualifications.

**8. (26) APPOINT A GENERAL PURPOSES COMMITTEE AND A PLANNING COMMITTEE AND GRANT PLENARY POWERS TO THOSE COMMITTEES.**

It was agreed that all Councillors should form a General Purposes Committee and Planning Committee with plenary powers when required.

**9. (27) APPOINT REPRESENTATIVES TO:**

**1.** General meetings of One Voice Wales – Natalie Bosworth

2. Community Liaison Committee - Ann Thomas
3. Hall Committee – to be decided at the next meeting
4. PSECC Community Group – this is no longer active.

**ACTION:** Clerk put Hall Committee representative on next agenda and inform committees of change to representatives

#### **10 (28) REVIEW OF RISK ASSESSMENTS**

1. Financial and Administrative Risk Assessment – changes (marked in red) were recorded, approved and signed.
2. Clerk's Work Place Risk Assessment – no changes, approved and signed
3. Health and Safety Risk Assessment – changes (marked in red) were recorded, approved and signed
4. The Register of Assets – changes were recorded to reflect replacement of a bench, approved and signed.

**Action:** Clerk to put on website

#### **11. (29) REVIEW AND RECORD CHANGES TO:**

1. Standing Orders – provision for multi-location meetings was recorded in the Standing Orders. 'Meetings will be normally held in-person at the Community Hall. If a request to attend remotely is received at least seven days before the meeting, alternative arrangements will be made'.

**ACTION:** Clerk to amend

2. Code of Conduct – no changes.
3. Social Media Policy – amended to reflect use of social media. 'Any social media posts should be authorised by full Council'.

**ACTION:** Clerk to amend

4. Biodiversity Plan 22– updated version discussed and approved.

**Action:** Clerk to put on website and submit report.

#### **12. (30) DATES OF MEETINGS 2022/23:**

2022: 31<sup>st</sup> May (to be held remotely), 26<sup>th</sup> July, 6<sup>th</sup> September, 4<sup>th</sup> October, 8<sup>th</sup> November, 13<sup>th</sup> December.

2023: 10<sup>th</sup> January, 7<sup>th</sup> February, 7<sup>th</sup> March, 18<sup>th</sup> April, 9<sup>th</sup> May (AGM)

These are provisional dates. Adequate notice will be given of any changes.

**ACTION:** inform Hall Clerk of dates

There being no other business the Chairman closed the AGM meeting.  
(9.54pm)