

**WELSH ST DONATS COMMUNITY COUNCIL
MINUTES OF ANNUAL MEETING ON 3RD MAY 2016**

PRESENT: Councillors Andrew Foyle (in the Chair), Ann Thomas, Nick Craddock, Peter Castle and Graham Duffield and, as members of the public, Christine Evans and Emma Hall.

1 (721) WELCOME FROM THE CHAIR

Andrew Foyle welcomed those present.

2 (722) RECEIVE APOLOGIES

Bill Fawcett, Glyn Jenkins, Rhodri Treharne and PC Mark Goulding.

3 (723) CHAIR'S REPORT 2015/16

The Chair

submitted his report. The report will be available on the website and published in the update on notice boards and parish magazine.

4 (724) ELECT CHAIR FOR 2016/2017

Graham Duffield was elected to the Chair and signed the Acceptance of Office Form.

5 (725) ELECT VICE-CHAIR

This was postponed to the next meeting.

Action: Clerk to put on agenda

6 (726) REVIEW SIGNATORIES TO THE BANK ACCOUNT, FINANCIAL REGULATIONS, SERVICES OF THE INTERNAL AUDITOR AND CLERK'S SALARY

1. It was agreed the Clerk, Andrew Foyle and Bill Fawcett should continue as signatories.

2. It was agreed to add online banking payments to the financial regulations.

Action: Clerk to draft an addition to the financial regulations to cover online payments

3. As our internal auditor had retired and new internal auditor had recently been appointed, a review of his services would be carried at the next AGM.

4. An increase in the Clerk's salary would be discussed at the next meeting after salary rates had been circulated.

Action: - Clerk to circulate part time salary scales

7. (727) 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.

8. (728) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – Andrew Foyle

2. Community Liaison Committee - Graham Duffield and Nick Craddock

3. Hall Committee - Graham Duffield and Bill Fawcett

Action: Clerk to inform appropriate Committees.

9 (729) REVIEW OF RISK ASSESSMENTS

1. Financial and Administrative Risk Assessment – approved and signed
2. Clerk's Work Place Risk Assessment – approved and signed
3. Health and Safety Risk Assessment – error so postponed to next meeting
4. The Register of Assets - approved and signed

Action: Clerk to put Health and Safety Risk Assessment on next agenda

10 (730) REVIEW AND RECORD CHANGES TO:

1. **Register of Members Interests** – this would be completed by the next meeting when those not present had reviewed their entries

Action: Clerk to contact those absent from the meeting.

2. **Standing Orders** – it was agreed to change the 'Planning Applications' item on the agenda to 'Planning' to more general discussion of planning issues.

Action: Clerk to amend agenda

11 (731) PENDOYLAN AND WELSH ST DONATS CHARITY TRUST

Ann Thomas reported that the trust comprises two parts, relief for individuals in need, and funds for recreational purposes for the public benefit. Efforts were being made to spend the capital of the Welsh St Donats part of the Trust. Ann confirmed that Louise O'Shea could continue as a trustee even though she was no longer a Community Councillor. Pendoylan trustees are Sue Parnell and Peter Fox.

12. (732) DATES OF MEETINGS 2016-17

Approved

There being no other business the Chairman closed the AGM meeting.