

WELSH ST DONATS COMMUNITY COUNCIL
MINUTES OF ANNUAL MEETING ON 9th MAY 2017

PRESENT: Councillors Graham Duffield (in the Chair until Item 4), Ann Thomas, Nick Craddock (in the Chair from Item 5 onwards), Andrew Foyle and Emma Hall.

1 (1) WELCOME FROM THE CHAIR

Graham Duffield welcomed those present.

2 (2) RECEIVE APOLOGIES

Glyn Jenkins, Michael Morgan and PC Mark Goulding.

3 (3) CHAIR'S REPORT 2016/17 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 (4) ELECT CHAIR FOR 2017/2018

Nick Craddock was elected to the Chair and signed the Acceptance of Office Form. All members present signed Acceptance of Office Forms following Town and Community Council Elections. Glyn Jenkins will sign at the following meeting.

5 (5) ELECT VICE-CHAIR

Emma Hall was elected as Vice-Chair for 2017/18

Action: Notify Vale Council, Philip Glanville and Committees of all changes on the Community Council and start the process for filling the two vacancies. Clerk to contact OVW for model notices for advertising vacancies

DECLARATION OF INTERESTS None

6 (6) REVIEW:

1. It was agreed the Clerk and Andrew Foyle should continue as signatories and it was agreed Emma Hall and Nick Craddock should be added.

Action: Barclays Bank to be notified and an adjustment to the Financial Regulations to reflect the increase in signatories to be approved at the next meeting.

2. No changes recorded to the Financial Regulations at the meeting however the Regulations may require changes in the following months.

3. It was agreed to continue using the services of AD Williams as internal auditor and review of his services at the next AGM.

4. It was agreed the Clerk's salary should be moved up from SPC 17 to SPC 18 on the NALC salary scale for part time Clerks

5. It was agreed to keep the Councillors' incidental expense (annual payment) at £30.

However, it was agreed that Ann Thomas who currently represents the Community Council as an additional Governor to Pendoylan School should receive extra to cover her stationery and travel costs.

Action: Ann Thomas to calculate these costs. Include as an agenda item at the next meeting.

7. (7) 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. (8) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – Andrew Foyle
2. Community Liaison Committee - Nick Craddock with Graham Duffield as alternate.
3. Hall Committee - Graham Duffield

Action: Clerk to inform appropriate Committees.

9 (9) 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 – it was noted that the seat in Prisk and the knee rail around the pond behind Welsh St Donats Church were beginning to show signs of age although considered safe at present

Action: noted and action to be considered. Residents in Prisk would be asked for their views on replacing the seat. A draft letter would be circulated for approval by Andrew Foyle.

Action: Andrew Foyle to draft letter and circulate amongst Councillors for approval

4. The Register of Assets - approved and signed

10 (10) 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 – no changes
3. Code of Conduct – no changes

11 (11) PENDOYLAN AND WELSH ST DONATS CHARITY TRUST

Ann Thomas read out her report which is attached.

12. (12) DATES OF MEETINGS 2017-18

The list circulated was approved

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