

**WELSH ST DONATS COMMUNITY COUNCIL
CYNGOR CYMUNED LLANDDUNWYDD
MINUTES OF ANNUAL MEETING ON 1st MAY 2018**

1. (204) WELCOME FROM THE CHAIR

Nick Craddock welcomed those present.

2 (205) RECEIVE APOLOGIES: PC Dan Rees

3 (206) CHAIR'S REPORT 2017/18 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 (207) ELECT CHAIR FOR 2018/2019

Andrew Foyle was elected to the Chair and signed the Acceptance of Office Form.

5 (208) ELECT VICE-CHAIR

Ann Thomas was elected as Vice-Chair.

6. (209) DECLARATION OF INTERESTS None

7. (210) REVIEW:

1. Signatories to bank account. Nick Craddock, Ann Thomas, Graham Duffield and the Clerk were made signatories when the Community Council account was moved to Lloyds TSB in September 2017. No further changes recorded.

2. Financial Regulations. It was agreed to change the Financial Regulations to reflect the change of bank to Lloyds TSB and increase in signatories for cheques and online banking transactions. The Additional Financial Regulations would be changed to show the Community Council would only be reviewing financial transactions annually. Regarding quarter reviews of transactions, it was agreed the amount of transactions did not warrant a quarterly review and the review would be conducted at the AGM.

Action: Adjustment to the Financial Regulations and Additional Financial Regulations to reflect the changes.

3. Services of Internal Auditor. It was agreed to continue using the services of AD Williams as internal auditor.

4. Clerk's Salary. It was agreed the Clerk's salary should be moved up from SPC 18 to SPC 19 on the NALC salary scale for part time Clerks.

5. Councillors' incidental annual expenses. The Independent Remuneration Panel guidance recommended that Councillors would receive £150.00 each annually. Those not wishing to receive this payment should inform the Clerk. Determinations to this effect were adopted in April 2018. No further changes recorded.

8. (211) 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.

9. (212) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – Andrew Foyle
2. Community Liaison Committee - Graham Duffield and Andrew Foyle
3. Hall Committee - Graham Duffield
4. PSECC Community Group – Emma Hall

Action: Clerk to inform appropriate Committees.

10 (213) REVIEW OF RISK ASSESSMENTS

1. Financial and Administrative Risk Assessment – the change in signatories and move to Lloyds TSB was noted - approved and signed.
2. Clerk's Work Place Risk Assessment – approved and signed
3. Health and Safety Risk Assessment –the issues noted will be discussed at the next meeting.

Action: Clerk to add to agenda

4. The Register of Assets - approved and signed

11. (214) REVIEW AND RECORD CHANGES TO:

1. Register of Members Interests – this is no longer mandatory. It was agreed to cease keeping a register of Members Interests.

Action: Clerk to remove from agenda.

2. Standing Orders – no changes
3. Code of Conduct – no changes
4. Independent Remuneration Panel – determinations 2018 previously adopted.
5. Social Media use – it was recorded that no member of the Community Council uses social media in their role as Councillor.

12. (215) PENDOYLAN AND WELSH ST DONATS CHARITY TRUST

Report postponed to June meeting.

Action: Clerk to add to agenda

12. (12) DATES OF MEETINGS 2018-19

Approved. 2018 5th June, 14th August, 4th September, 2nd October, 4th December.

2019 8th January, February to be agreed, 5th March, 2nd April, 7th May AGM

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