

**WELSH ST DONATS COMMUNITY COUNCIL
CYNGOR CYMUNED LLANDDUNWYDD
MINUTES OF ANNUAL MEETING ON 7th MAY 2019**

1. (395) WELCOME FROM THE CHAIR

Andrew Foyle welcomed those present.

2 (396) RECEIVE APOLOGIES: None

3 (397) CHAIR'S REPORT 2018/19 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 (398) ELECT CHAIR FOR 2018/2019

Ann Thomas was elected to the Chair.

5 (399) ELECT VICE-CHAIR

Emma Hall was elected as Vice-Chair.

6. (400) DECLARATION OF INTERESTS None

7. (401) REVIEW:

1. Signatories to bank account. Nick Craddock, Ann Thomas, Graham Duffield and the Clerk are currently signatories for Lloyds Bank accounts. No further changes recorded.

2. Financial Regulations. Reviewed and no changes recorded.

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

Action: Clerk to request his services for 19-20 as per letter of engagement 1.3.16

4. Clerk's Salary. It was agreed the Clerk's salary should be moved up from SPC 19 to SPC 20 on the NALC salary scale for part time Clerks for 19-20.

5. Councillors' Allowance. The Independent Remuneration Panel guidance recommended that Councillors would receive £150.00 each annually. Determinations to this effect were adopted in April 2019. Those not wishing to receive this payment should inform the Clerk using the 'Opt Out' form by December 2019. No further changes recorded.

8. (402) 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. (403) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – Andrew Foyle
2. Community Liaison Committee - Graham Duffield and Ann Thomas

3. Hall Committee - Graham Duffield
4. PSECC Community Group – Emma Hall

Action: Clerk to inform appropriate Committees.

10 (404) REVIEW OF RISK ASSESSMENTS

1. Financial and Administrative Risk Assessment – changes were recorded to potential consequence of loss of money, this was raised to 5 - approved and signed.
2. Clerk's Work Place Risk Assessment – approved and signed
3. Health and Safety Risk Assessment – approved and signed
4. The Register of Assets - changes were recorded (reduction of £400 with cheaper replacement bench) -approved and signed

11. (405) REVIEW AND RECORD CHANGES TO:

1. Standing Orders – these would be reviewed at the next meeting. It was agreed to consult Paul Egan on the correct procedure for smaller Councils regarding motions at meetings.

Action: Clerk to put on next agenda and contact Paul Egan

2. Code of Conduct – no changes
3. Independent Remuneration Panel – determinations are considered and approved in April.

Action: Clerk to remove from AGM agenda

4. Social Media use – it was recorded that no member present used social media in their capacity as a Community Councillor.

Action: Clerk to check with Peter Castle at the next meeting.

Ann Thomas requested a review of the Concerns and Complaints policy.

Action: Clerk to put on next agenda

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

Ann Thomas circulated her report and accounts (both attached) prior to the meeting.

13. (407) DATES OF MEETINGS 2019-20

2019: 4th June, 16th July, 3rd September, 1st October, 5th November, 3rd December.

2020: 14th January, 3rd March, 31st March, 5th May (AGM)

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

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