

**WELSH ST DONATS COMMUNITY COUNCIL
CYNGOR CYMUNED LLANDDUNWYDD
MINUTES OF ANNUAL MEETING ON 1ST SEPTEMBER 2020**

1. (602) WELCOME FROM THE CHAIR

Emma Hall welcomed those present.

2 (603) RECEIVE APOLOGIES: Councillors Ann Thomas, Peter Castle and Glyn Jenkins

3 (604) CHAIR'S REPORT 2019/20 No report submitted

4 (605) ELECT CHAIR FOR 20/21

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

5 (606) ELECT VICE-CHAIR

It was agreed a Vice-Chair would be elected at the next meeting.

Action: Add to next agenda

6. (607) DECLARATION OF INTERESTS: None

7. (608) 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 20-21 as per letter of engagement 1.3.16

4. Clerk's Salary. It was agreed the Clerk's salary should remain for 20-21 at SPC 20 on the NALC salary scale for part time Clerks.

5. Councillors' Allowance. No Independent Remuneration Panel report had been received yet for 20-21 to indicate any changes so it was agreed that the allowance should remain as recommended in the 19-20 report (£150.00 pa per Councillor).

8. (609) 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. (610) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – Mark Hastings

2. Community Liaison Committee - Graham Duffield and Nick Craddock

3. Hall Committee - Graham Duffield

4. PSECC Community Group – Emma Hall

Action: Clerk to inform appropriate Committees.

10 (611) REVIEW OF RISK ASSESSMENTS

1. Financial and Administrative Risk Assessment – no changes were recorded, assessment approved and signed.
2. Clerk's Work Place Risk Assessment – no changes, approved and signed
3. Health and Safety Risk Assessment – it was noted the notice boards were reduced from six to one, approved and signed
4. The Register of Assets - changes were recorded to reflect the reduction in noticeboards, approved and signed

11. (612) REVIEW AND RECORD CHANGES TO:

1. Standing Orders – no changes recorded
2. Code of Conduct – no changes
3. Social Media use - no changes and it was agreed that the policy was for no Welsh St Donats Community Councillor to use social media in their role as Community Councillor
Action: Clerk to check with Councillors individually and record response that this is the case.
4. Biodiversity Plan and Review – no changes were made to the plan, the review was updated
Action: Clerk to update review

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

No report was submitted.

Action: Add to agenda of next meeting

13. (614) DATES OF MEETINGS 2020/21

2020 - 6th October, 3rd November, 1st December

2021 - 12th January, 2nd March, 13th April (Easter is April 4th), AGM 4th May.

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

There being no other business the Chairman closed the AGM meeting.
(9.00pm)