

**PLEASE NOTE THIS IS A DRAFT. THE FINAL TEXT WILL BE APPROVED AT OUR NEXT
MEETING ON 4th July 2023**

**WELSH ST DONATS COMMUNITY COUNCIL
CYNGOR CYMUNED LLANDDUNWYDD
MINUTES OF ANNUAL MEETING ON 9th May 2023**

1. (238) WELCOME FROM THE CHAIR

Emma Hall welcomed those present.

2 (239) RECEIVE APOLOGIES: Councillor Tim Rich and Natalie Bosworth

3 (240). RECEIVE ANNUAL REPORT 2023: the report was approved.

ACTION: Clerk to put on website

4 (241) ELECT CHAIR FOR 23-24

Natalie Bosworth was elected to the Chair and will sign the acceptance of office form at the next meeting.

ACTION: acceptance forms

5 (242) ELECT VICE-CHAIR 23-24

It was agreed that to defer election of a Vice-Chair to the next meeting. However, as the elected Chair Natalie Bosworth was unable to attend the meeting and the Vice-Chair was yet to be elected, it was agreed that Emma Hall should take the meeting.

ACTION: elect Vice-Chair at next meeting

6. (243) DECLARATION OF INTERESTS: None

7. (244) REVIEW:

1. Signatories to bank account. Current signatories are Ann Thomas, Natalie Bosworth and the Clerk. Emma Hall is currently applying to be a fourth signatory.

2. Financial Regulations. Reviewed and no changes recorded. Additional Financial Regulations were reviewed and changes approved.

ACTION: add Additional Financial Regulations

3. Services of Internal Auditor. It was agreed that AD Williams should conduct the internal audit for the year 23-24 and his fee (£300) was approved.

ACTION: Clerk to send letter of engagement

4. Clerk's Salary. It was agreed the Clerk's salary should remain for 23-24 at SPC 20 on the NALC salary scale for part time Clerks. New salary rates are awaited.

5. Councillors' Allowance. Independent Remuneration Panel report guidance recommends an allowance of £156 pa per Councillor plus £52 per Councillor for reimbursements of consumables for 23-24.

6. Current Status of Community Council for qualification as an Eligible Council under General Power of Competence: Welsh St Donats Community Council does not currently meet the necessary qualifications.

8. (245) 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. (246) APPOINT REPRESENTATIVES TO:

1. General meetings of One Voice Wales – postponed to next meeting
2. Community Liaison Committee - Ann Thomas
3. Hall Committee – Natalie Bosworth
4. Environmental Cluster Group – as and when required
5. 20s Plenty – Tim Rich

ACTION: Clerk put OVW representative on next agenda and inform committees of change to representatives

10 (28) REVIEW OF RISK ASSESSMENTS

1. Financial and Administrative Risk Assessment – changes noted, approved and signed.
2. Clerk's Work Place Risk Assessment – no changes, approved and signed
3. Health and Safety Risk Assessment – changes noted, approved and signed
4. The Register of Assets – no changes, approved and signed.

Action: Clerk to put on website

11. (29) REVIEW AND RECORD CHANGES TO:

1. Standing Orders – no changes
2. Code of Conduct – no changes.
3. Social Media Policy – no changes
4. Biodiversity Plan – updated, discussed and approved.

Action: Clerk to put on website and submit report.

5. Training Plan – updated, discussed and approved

ACTION: Clerk to put on website

12. (30) DATES OF MEETINGS 2023/24:

2023 4th July, 8th August, 5th September, 3rd October, 7th November, 5th December.

2024 9th January, 6th February, 5th March, 16th April, 7th May.

ACTION: inform Hall Clerk of dates

There being no other business the Emma Hall thanked those present closed the AGM meeting.

(21.16)