**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE ANNUAL MEETING HELD IN THE VILLAGE HALL COLWINSTON ON WEDNESDAY MAY 14TH 2014 AT 7.00PM FOR THE PURPOSE OF THE ELECTION OF OFFICERS AND OTHER ANNUAL BUSINESS.

1. **ATTENDANCE**

 Councillors: E.H. Lewis Deputy Chairman

 W. Bellin

 Mrs J. Horton

 B. Kennard

 Mrs C Roach

 Clerk: Jane Motte

 One member of the public was present

 Apologies: Councillor Bates

 Councillor Maclehose

 County Councillor R Thomas

1. **ELECTION OF OFFICERS**

**Election of Chairman**

The Clerk took the Chair and invited nominations for the office of Chairperson. Councillor G. Bates was nominated by Councillor Kennard and seconded by Councillor Lewis. There being no further nominations, Councillor G.W. Bates was elected unopposed and unanimously to the office of Chairman.

In the absence of the Chairman, the Clerk invited nominations for the office of Vice Chairperson.

**Election of Deputy Chairman**

Councillor E.H. Lewis was proposed by Councillor Mrs Horton and seconded by Councillor B. Kennard and was duly elected unopposed.

In the absence of the Chairman, the Vice Chairman then took over the conduct of the meeting.

1. **MINUTES OF THE 2013 ANNUAL MEETING**

The minutes of the Annual Meeting which took place on Tuesday May 14th 2013 had been circulated previously to Councillors and signed as a true record at the Community Council meeting in June 2013.

1. **ELECTION OF REPRESENTATIVES TO:**
* **the Vale Joint Liaison Committee**

Councillor Lewis proposed that Councillor Bellin should be the representative and Councillor Mrs Roach the Deputy as required. This was seconded by Councillor Kennard and agreed unanimously.

* **the Vale Conservation Area Sub-Committee**

Councillors Bellin and Kennard were re-nominated by Councillor Lewis and seconded by Councillor Horton. This was agreed unanimously.

* **One Voice Wales**

Councillor Mrs Maclehose and the Clerk, Jane Corwin, were re-nominated by Councillor Kennard and seconded by Councillor Bellin. This was agreed unanimously.

* **Local Police Liaison Committee**

This committee appears to be in abeyance currently.

1. **Review of appropriate Standing Orders and Financial Regulations:**

It was agreed that the Clerk should recirculate the most recent updates of these documents for discussion at the meeting in June

1. **Review of the inventory of land and assets:**

**I**t was agreed that the Clerk would circulate Councillors with an updated inventory in due course. Councillor Lewis will investigate the ownership of both Little Hill and Spinney Bank with the Land Registry

1. **Review and confirmation of arrangements for Insurance Cover:**

The Clerk confirmed that she had received the renewal documentation from Zurich Insurance for the existing cover to be continued for a further year from 1/6/2014. The insurance cover was last reviewed in 2012 and it was agreed that the Clerk should go to the market for other quotations in time for the renewal in 2015

1. **Review of Council’s and/or Employees membership of other bodies:**

The Council had recently renewed its membership of One Voice Wales and is a member of the bodies listed above.

1. **Establishing or reviewing the Council’s policy for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Clerk will investigate whether template policies that would cover these issues are available from One Voice Wales and report to the Council in due course. The Community Council does have a Publications Policy in place, details of which can be found on the website.

1. **Establishing the Council’s policy for dealing with the press/media:**

It was recognised that the Council should establish a policy for this purpose. The Clerk will contact One Voice Wales for advice.

1. **Dates, Times and places of ordinary meetings of the full Council for the year ahead:**

It was agreed that the meetings of the Community Council should continue to be held on the second Tuesday of each month, excepting August, at 7.30pm in the Village Hall or other available location.

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

 DATE……………………………………………………………………