**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE ANNUAL MEETING HELD IN THE SYCAMORE TREE INN, COLWINSTON ON WEDNESDAY MAY 12TH 2015 AT 7.30PM

1. **ATTENDANCE**

 Cllrs: G Bates Chairman

 E.H. Lewis

 W. Bellin

 Mrs J. Horton

 B. Kennard

 Mrs H Maclehose

 Clerk: Joanna Howell

Two members of the public were present

 Apologies: Cllr Roach

 County Cllr R Thomas

 PCSO Griffiths

1. **ELECTION OF OFFICERS**

**Election of Chairman**

The Clerk took the Chair and invited nominations for the office of Chairperson. Cllr G. Bates was nominated by Cllr Lewis and seconded by Cllr Kennard. There being no further nominations, Cllr G.W. Bates was elected unopposed and unanimously to the office of Chairman. The Chair thanked everyone for their support and hoped for a smoother year this year.

It was RESOLVED that Cllr Bates be re-elected as Chairman.

At this point the Chair welcomed the new Clerk and invited nominations for the office of Vice Chairperson.

**Election of Vice Chairman**

Cllr E.H. Lewis was proposed by Cllr Kennard and seconded by Cllr Maclehose and was duly elected unopposed. The Vice Chairman thanked everyone for their support.

It was RESOLVED that Cllr Lewis be re-elected as Vice Chairman.

1. **MINUTES OF THE 2014 ANNUAL MEETING**

The minutes of the Annual Meeting which took place on Wednesday May 14th 2014 had been circulated previously to Cllrs, there were no amendments required and so the minutes were accepted and signed by the Chair.

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

Cllr Kennard proposed that Cllr Bellin should continue to be the representative and Cllr Roach the Deputy as required. This was seconded by Cllr Maclehose and agreed unanimously.

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

Cllrs Bellin and Kennard were renominated by Cllr Lewis and seconded by Cllr Horton to attend this committee. This was agreed unanimously.

1. **To review the report of the internal auditor**

The Clerk read through the report which had been presented by the internal auditor Mr Paul Griffiths. The main requirements of the report related to holding an appropriate reserve, changing the bank account details and making a VAT reclaim. The Council accepted this report and agreed to act on its recommendations.

1. **To review the year end accounts and annual return**

The year end accounts and annual report were circulated to the Council by the Clerk. There were no questions or queries. Cllr Lewis proposed the Council accept the accounts and annual return as presented, this was seconded by Cllr Maclehose and agreed by all. The annual return was signed by the Chair.

It was RESOLVED that the annual accounts and annual return for 2014/15 was accepted.

1. **Review of Standing Orders and Financial Regulations (previously circulated)**

The Clerk and the Chair believed that the Standing Orders required no update from those of 2014. This was agreed by the Council.

The Chair highlighted that the Council in their Financial Regulations had set themselves a reserve target of six months expenditure i.e. approx. £2.5k. In light of the last twelve months the Chair believed the Council may wish to review this, in case there were additional planning consultations that would require similar expenditure to that occurred this year. He therefore suggested that the financial regulations be accepted however that in six months’ time the reserves level be reassessed if necessary. The Council believed this was a prudent suggestion and this was proposed by Cllr Kennard, seconded by Cllr Lewis and agreed by all.

It was RESOLVED that the Standing orders and Financial Regulations as previously circulated be accepted.

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 1/6/2015, and that the renewal had been agreed in the April meeting.

1. **Update of register of interests**

The Clerk had previously circulated a register of interest’s forms and asked that everyone completed for the next meeting.

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 when there is no meeting and June when the meeting was changed to Monday 8th June. All meetings started at 7.30pm in The Sycamore Tree Inn, Colwinston.

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

 DATE……………………………………………………………………