**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE ANNUAL MEETING HELD IN THE SYCAMORE TREE INN, COLWINSTON ON WEDNESDAY MAY 10TH 2016 AT 7.30PM

1. **ATTENDANCE**

Cllrs: G Bates Chairman

E.H. Lewis

W. Bellin

T Cook

Clerk: Joanna Howell

Apologies: Cllr Roach

Mrs H Maclehose

1. **ELECTION OF OFFICERS**

**Election of Chairperson**

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 Cook. 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.

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

At this point the Chair invited nominations for the office of Vice Chairperson.

**Election of Vice Chairperson**

Cllr Lewis was proposed by Cllr Cook and seconded by Cllr Bates 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. **ELECTION OF REPRESENTATIVES TO:**

* **the Vale Joint Liaison Committee**

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

* **the OVW representative**

Cllr Cook was renominated by Cllr Lewis and seconded by Cllr Bates to attend the OVW area meetings. This was agreed unanimously.

There were no other representatives deemed necessary.

1. **Proposal by Cllr Bates to establish a Ways and Means Working Party**

The previously circulated proposal was as follows:-

* The working party will from time to time, consider matters as directed by the Council and report on its deliberations to the Council.
* The Working party will progress projects as directed by the Council and make reports on them to the Council. All associated costs will have to be approved by the Council.
* The members of the Working Party at any time, will be those Council Members and others who the Council appoints

The proposal was seconded by Cllr Lewis and agreed by all.

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

The internal auditor Mr Paul Griffiths had not deemed it necessary to issue a formal report but had confirmed with the Chair that he had completed the internal audit and there were no issues to bring to the attention of the Council. He also confirmed he had completed the internal audit section of the Annual Return as appropriate.

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

The previously circulated year end accounts and annual report were reviewed. There were no questions or queries. Cllr Lewis commented that there had been a good financial performance in the last 12 months and hoped that this would be matched in 2016/17. Cllr Lewis went on to propose the Council accept the accounts and annual return as presented, this was seconded by Cllr Cook and agreed by all. The annual return was signed by the Chair.

It was RESOLVED that the annual accounts and annual return for 2015/16 was accepted.

1. **Review of appropriate Standing Orders, Financial regulations, Code of Conduct and Risk Management policies**

All of the previously circulated documents were reviewed.

The Clerk explained that there was no required change to the Standing orders from last year. It was proposed by Cllr Lewis and seconded by Cllr Bellin to accept the standing orders as they stood, this was agreed by all.

The Clerk pointed out the paragraphs in the updated financial regulations relating to bank reconciliation review and budget review. Cllr Cook agreed to review the bank reconciliations on a quarterly basis. Cllr Lewis proposed to accept the financial regulations as they stood; this was seconded by Cllr Cook and agreed by all.

The Clerk explained that the code of conduct had been updated from the previous year and checked everyone was happy with the new version. It was proposed by Cllr Cook and seconded by Cllr Belling to accept the new version of the code of conduct, this was agreed by all.

The Clerk introduced the new Risk Register that she had produced which was a new priority for the auditors to see the Council had considered all their risks, and that these were periodically reviewed. Cllr Lewis proposed the acceptance of the risk register as it stood and this was seconded by Cllr Bellin and agreed by all.

It was RESOLVED that the Standing orders, Code of Conduct, Risk Register 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 and also a quote from Aon. As the Zurich renewal was the cheapest it was proposed by Cllr Lewis and seconded by Cllr Cook that the renewal be accepted. This was agreed by all.

*AP Clerk to confirm renewal with Zurich.*

1. **Update of register of interests**

The Clerk had previously circulated the current register of interests. There members present confirmed that they had no additional interests to disclose at this point, however Cllr Bates confirmed he was no longer on the Tenovus Committee.

The Chair asked the Clerk to contact those absent to confirm that there were no changes to the register.

*AP Clerk to contact those absent and update register*

1. **Review and approve the policy on paying Councillor expenses**

Cllr Lewis who had previously produced a report on the required policy proposed that in principle that travel and other allowed expenses could be reclaimed by the Council members; however approvals must be made on an individual basis by the full Council. This was seconded by Cllr Cook and agreed by all.

It was RESOLVED that allowable travel expenses and other allowable expenses could be reclaimed by the Council members provided they were approved by the full Council.

1. **Consideration of charity requests – Y Bont**

It was suggested by the Clerk that local organisations only be supported by the Council as the money was not available to support all charity requests. This was agreed by the Council.

1. **Annual Review of the Clerk’s salary, performance and terms of conditions**

At this point the Clerk left the room, whilst this was discussed by the Council. There were no changes to the Clerks terms and conditions, but a pay increase to band SCP 22 was agreed by the Council. The Clerk thanked the Council.

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. All meetings started at 7.30pm in The Sycamore Tree Inn, Colwinston.

The AGM was concluded at 8pm.

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

DATE……………………………………………………………………