**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE ANNUAL MEETING HELD IN THE SYCAMORE TREE INN, COLWINSTON ON WEDNESDAY MAY 8th 2017 AT 7.30PM

1. **ATTENDANCE**

Cllrs: E.H. Lewis

T Cook

C Roach

H Maclehose

P Graham-Woollard

Clerk: Joanna Howell

Other: G Bates (Outgoing Chairman), member of the public

Apologies: Cllr Bellin and County Councillor C Cave

1. **ELECTION OF OFFICERS**

**Election of Chairperson**

The outgoing Chair Geoff Bates took the Chair and invited nominations for the office of Chairperson. Cllr Peter Graham-Woollard was nominated by Cllr Lewis and seconded by Cllr Cook. There being no further nominations, Cllr Graham-Woollard was elected unopposed and unanimously to the office of Chairman. The Chair thanked everyone for their support.

It was RESOLVED that Cllr Graham-Woollard be elected as Chairman.

At this point Cllr Graham-Woollard thanked G Bates for his hard work over some difficult years.

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 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. **Delivery by Councillors of their declarations of acceptance of office and register of interest’s form**

At this point all Councillors present signed their declarations of office; these were witnessed by the Clerk as a proper officer of the Council. They also provided the Clerk with their register of interests forms which were signed by the Clerk as monitoring office. *AP Clerk to update register of interests and place on website*

At this point, Cllr Graham-Woollard gave his apologies and left the meeting due to ill health. Cllr Lewis as Vice Chair took over the Chair’s role.

1. **Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them**

It was agreed that at this point no committees were required.

1. **ELECTION OF REPRESENTATIVES TO:**

* **the Vale Joint Liaison Committee**

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

* **the OVW representative**

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

**School Governor at Colwinston Community Council**

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

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 completed all the internal audit sections of the Annual Report and had emailed the Council to confirm that he had completed the internal audit and had no issues to rise on the audit. However, he did provide a comment on the level of reserves the Council should consider appropriate going forward. Mr Griffiths confirmed that whilst there is no definitive or precise guidance regarding the level of balances to be held by community councils there is an expectation that balances will normally be no more than the sum of an appropriate working balance (say 4-8 months’ annual expenditure) and the level of earmarked reserves specifically set aside, and agreed by the Community Council, be for a specific and justifiable purpose. The Council confirmed that this would be discussed during the ongoing budgeting process.

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 Cook proposed that the Council accept the accounts and annual return as presented, this was seconded by Cllr Roach and agreed by all. The annual return would be signed by the Chair at the July meeting.

It was RESOLVED that the annual accounts and annual return for 2016/17 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 any of the documents since the last time they were accepted. It was proposed by Cllr Lewis and seconded by Cllr Roach to accept the policies as they stood, this was 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 but despite asking for one she had not received a quote from Aon. As the Zurich renewal was only a small increase from last year (due to an increase in IPT) at £257.60 it was proposed by Cllr Maclehose and seconded by Cllr Roach that the renewal be accepted. This was agreed by all.

*AP Clerk to confirm renewal with Zurich.*

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

The pre-circulated policy and expenses form was reviewed. It was proposed by Cllr Lewis that the policy and form be accepted and this was seconded by Cllr Cook and agreed by all.

It was RESOLVED to accept the Councillors expenses policy and form.

1. **Consideration of charity requests**

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, Cllr Lewis proposed a resolution to exclude all members of the public from this part of the meeting only, due to the sensitivity and confidentiality of the discussion, this was seconded by Cllr Cook and the member of the public present left the room. The Clerk also left the room, whilst item this was discussed by the Council. There were no changes to the Clerks terms and conditions, but a pay increase to band SCP 24 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 date of the meetings of the Community Council should be changed to the third Monday of each month, excepting August when there is no meeting and any other pre-agreed changes. All meetings will start at 7.30pm in The Sycamore Tree Inn, Colwinston.

The AGM was concluded at 7.55pm

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

DATE……………………………………………………………………