**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE ANNUAL MEETING HELD IN THE VILLAGE HALL, COLWINSTON ON WEDNESDAY 21st MAY 2018 AT 7.30PM

1. **ATTENDANCE**

 Cllrs: E.H. Lewis

 T Cook

 C Roach

 H Maclehose

 P Graham-Woollard

 J Savery

 B Morris

 G Jones

 Clerk: Joanna Howell and County Councillor C Cave

1. **ELECTION OF OFFICERS**

**Election of Chairperson**

The Clerk 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 Chairman thanked everyone for their support.

It was RESOLVED that Cllr Graham-Woollard be 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 Jones 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. **Role of Clerk**

There was a discussion of how best to recruit for the role of Clerk. It was proposed by Cllr Graham-Woollard that this Council appoint Cllr Roach as a deputy Clerk for a handover period. This was seconded by Cllr Lewis and agreed by all.

*AP Clerk to send recruitment information to the Chairman*

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 Graham-Woollard proposed that Cllr Roach should continue to be the representative. This was seconded by Cllr Cook and agreed unanimously. It was proposed by Cllr Graham-Woollard that Cllr Savery be a deputy for this role, this was seconded by Cllr Jones and agreed unanimously.

* **the OVW representative**

Cllr Morris was nominated by Cllr Graham-Woollard and seconded by Cllr Cook to attend the OVW area meetings. This was agreed unanimously.

-**School Governor at Colwinston Community Council**

Cllr Cook was renominated by Cllr Lewis and seconded by Cllr Roach, this was agreed by all. This was agreed unanimously.

* **Evaluation of the Strengthening of Grant Committees**

Cllr Lewis renominated Cllr Roach this was seconded by Cllr Jones and was agreed unanimously. Cllr Lewis nominated Cllr Graham-Woollard as a deputy for this role, this was seconded by Cllr Roach and agreed unanimously.

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

The internal auditor Mr Paul Griffiths 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 3-9 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 budget monitoring process and also at the December 2018 meeting in terms of the 2019/20 budget setting process.

Cllr Cook proposed acceptance of the internal audit report, this was seconded by Cllr Lewis and agreed by all.

It was also pointed out that Mr Griffiths felt he was no longer able to act as internal auditor for the 2018/19 audit.

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, the annual governance statement was reviewed. Cllr Lewis proposed that the Council accept the accounts and annual return as presented and agrees the annual governance statements, this was seconded by Cllr Cook and agreed by all. The annual return was signed by the Chairperson

It was RESOLVED that the annual accounts and annual return for 2017/18 was accepted.

1. **Review of appropriate Review standing orders, Councillor expenses policy, Code of Conduct, Risk Management policy, Welsh language policy, Use of Social Media policy, Concerns and Complaints policy and Financial regulations**

All of the previously circulated documents were reviewed.

The Clerk explained that there was a new Welsh Language Policy and that there was an introduction of a Concerns and Complaints policy. It was proposed by Cllr Cook and seconded by Cllr Roach to accept the policies as they stood with a few minor corrections to the Welsh Language Policy, this was agreed by all.

It was RESOLVED that the Standing orders, Code of Conduct, Welsh Language Policy, Use of Social Media, Concerns and Complaints Policy, Risk Register and Financial Regulations as previously circulated be accepted.

1. **Review and adoption of policy documents in respect to the GDPR**

It was proposed by Cllr Lewis that all of the GDPR policies were approved as drafted and that no data protection officer be appointed, this was seconded by Cllr Cook and agreed by all.

It was RESOLVED to approve the following policies and not to appoint a DPO at this point: - Document Retention and Disposal Policy, Information Data Protection Policy, Subject Access Request form, Data Audit Schedule, Data Breach Reporting Form and Consent to hold data form

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

The Clerk confirmed that she had received the renewal documentation from Zurich Insurance and the cost was the same as the previous year at £257.60. She had obtained a quote from Came & Co but that had been over £100 more expensive. It was proposed by Cllr Lewis to accept this renewal, this was seconded by Cllr Roach and agreed by all.

*AP Clerk to confirm renewal with Zurich.*

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, and it was agreed that the Clerk’s salary would continue at SCP24.

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 pm in The Sycamore Tree Inn, Colwinston.

Cllr Graham-Woollard proposed that a small monthly payment was made to The Sycamore Tree Inn for the hire of the room, and that a budget of £220 be added for this room hire. This was seconded by Cllr Roach and agreed by all.

The AGM was concluded at 8.05pm

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

 DATE……………………………………………………………………