**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING HELD ON MONDAY**

**22nd MAY 2017**

Present: Cllrs H Bellamy, N Evans, L Williams, E Thomas

Apologies: Cllrs J Davies, J Wimhurst, M Clarke, P Bottom

598 Election of Chairman for 2017/2018 - Cllr Evans proposed **Cllr H Bellamy** take the seatand was seconded by Cllr Williams. All in favour. Cllr Bellamy signed the Declaration of Acceptance of Office.

599 Election of Vice Chair for 2017/2018 - Cllr Evans proposed **Cllr L Williams** and was seconded by Cllr Thomas. All in favour.

600 Election of Internal Financial Auditor for 2017/2018 - Cllr Williams proposed to reappoint **Mrs Bethan Phillips** and was secondedby Cllr Evans. All in favour.

601 Election of Financial Officer for 2017/2018 - Cllr Evans proposed **the Clerk** and was seconded by Cllr Thomas. All in favour.

602 To appoint representatives to outside bodies:

602.1 Village Hall Committee – Cllr Williams proposed that **Cllr J Wimhurst** be reappointed and was seconded by Cllr Thomas. All in favour.

602.2 Festive Committee – Cllr Evans proposed **Cllr L Williams** be reappointed and was seconded by Cllr Thomas. All in favour.

603 To receive pre-audited Accounts for 2016/2017. Balance Sheet for the year ending 31/3/2017. Cllr Williams proposed to accept the accounts and seconded by Cllr Evans. All in favour.

603.1 To approve the Accounting Statement and to acknowledge Part 1 of the Annual Governance Statement of the Annual Return. Cllr Evans proposed to approve the return and seconded by Cllr Thomas. All in favour.

604 Annual Business

604.1 Signatories on cheques – The signatories are to remain the same being any two of the four namely, Cllr Bellamy, Cllr Evans and Cllr Wimhurst and the Clerk. All in favour.

604.2 Clerk’s Salary – Cllr Williams proposed that the Clerk’s Salary remain at Scale LC1-SCP18. Any pay rises within the Scale would be applied accordingly when required and any additional hours to be recorded by the Clerk, seconded by Cllr Evans and all in favour.

604.3 Fidelity Guarantee Insurance – This was reviewed by members, Cllr Bellamy proposed that the cover be renewed. Seconded by Cllr Evans and all in favour.

604.4 The Welsh Language Scheme was reviewed. Cllr Williams proposed that the matter be reviewed in more detail at the next meeting, seconded by Cllr Evans and all in favour.

604.5 The Freedom of Information Scheme was reviewed and accepted unanimously.

604.6 Review of Risk Assessment – Cllr Bellamy proposed that this be accepted and seconded by Cllr Evans. All in favour.

604.7 Review of Asset Register – Cllr Evans proposed that this be accepted and seconded by Cllr Williams. All in favour.

604.8 The Communication Strategy was reviewed and based upon the ability to have information available on the website, notice boards and the’ Corwg’, it was accepted unanimously.

 The Annual Meeting closed at 8.30pm.

 **Date of next Annual Meeting: – 21st May 2018**

Signed…………………………………………………. Date……………………

Chair

Signed…………………………………………………. Date……………………

Clerk to Cilgerran Community Council