**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

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

**29th MAY 2018**

Present: Cllrs H Bellamy, L Williams, J Davies, M Clarke, E Thomas, K Griffiths, K McEneany, D Worth, J Wimhurst,

Apologies: Cllrs P Bottom, N Evans, G Evans

605 Election of Chairman for 2018/2019 - Cllr Wimhurst proposed **Cllr L Williams** take the seatand was seconded by Cllr Griffiths. All in favour. Cllr Williams signed the Declaration of Acceptance of Office.

606 Election of Vice Chair for 2018/2019 - Cllr Williams proposed **Cllr M Clarke** and was seconded by Cllr Davies. All in favour.

607 Election of Internal Financial Auditor for 2018/2019 - Cllr Davies proposed to reappoint **Mrs Bethan Phillips** and was secondedby Cllr Wimhurst. All in favour.

608 Election of Financial Officer for 2018/2019 - Cllr Davies proposed **the Clerk** and was seconded by Cllr Williams. All in favour.

609 To appoint representatives to outside bodies:

609.1 Village Hall Committee – Cllr Davies proposed that **Cllr J Wimhurst** be reappointed and was seconded by Cllr Griffiths. All in favour.

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

609.3 School Governor – Cllr Davies pointed out that the role was a fixed term appointment, with the Community Council being advised when needed.

610 Cllr Worth arrived at the meeting.

611 To receive pre-audited Accounts for 2017/2018. Balance Sheet for the year ending 31/3/2018. Cllr Davies proposed to accept the accounts and seconded by Cllr Wimhurst. All in favour.

611.1 To approve the Accounting Statement and to acknowledge Part 1 of the Annual Governance Statement of the Annual Return. Cllr Davies proposed to approve the return and seconded by Cllr Wimhurst. All in favour.

612 Annual Business

612.1 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.

612.2 Clerk’s Salary – The Clerk’s Salary remains at Scale LC1-SCP18. The pay rise that came into effect on 1st April 2018 will be backdated and applied accordingly. Additional hours have been recorded by the Clerk totalling 10.5 hours, agreed by Cllr Davies and all in favour. The Clerk was asked to put them through PAYE next month.

612.3 Fidelity Guarantee Insurance – This was reviewed by members, Cllr Davies proposed that the cover be renewed. Seconded by Cllr Griffiths and all in favour.

612.4 The Welsh Language Scheme was and accepted unanimously.

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

612.6 Review of Risk Assessment – Cllr Griffiths proposed that this be accepted and seconded by Cllr Davies. All in favour.

612.7 Review of Asset Register – The only assets acquired were the 3 picnic benches. Cllr Griffiths proposed that this be accepted and seconded by Cllr Davies. All in favour.

612.8 The Communication Strategy was reviewed and based upon the new GDPR rules, new e-mails will be set up for each member. The ability to have information available on the website, notice boards and the’ Corwg’, was accepted unanimously.

613 Cllr Wimhurst proposed a vote of thanks to the outgoing Chairperson, Cllr Bellamy for his role as Chair for the last 4 years. All members expressed their thanks.

614 The Clerk was asked to update the plaque that is held in the village hall.

The Annual Meeting closed at 8.50pm.

**Date of next Annual Meeting: – 27th May 2019**

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

Chair

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

Clerk to Cilgerran Community Council