**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

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

**19th MAY 2014**

Present: Cllrs J Snowden, H Bellamy, N Evans, Cllr J Davies, K Griffiths, L Williams, P Bottom, P Jones, J Wimhurst

Apologies: Cllr D Worth

Not Present: Cllr T Thomas

 574 Cllr Snowden opened the annual meeting and announced that he was stepping down as Chairman and resigning as Councillor. As County Councillor, Cllr Davies expressed his appreciation for the co-working they had shared over the years. Members thanked Cllr Snowden for his work and commitment for the good of the community.

 575 Election of Chairman for 2014/2015 - Cllr Davies proposed that the Vice Chair **Cllr H Bellamy** take the seat and was seconded by Cllr Wimhurst.

 576 Cllr Bellamy signed the Declaration of Acceptance of Office.

 577 Election of Vice Chair for 2014/2015 - Cllr Davies proposed **Cllr L Williams** and was seconded by Cllr Wimhurst. All in favour.

 578 Election for Internal Financial Auditor 2014/2015 - Cllr Davies proposed to reappoint **Mrs Bethan Phillips** and was secondedby Cllr Wimhurst. All in favour.

 579 Election of Financial Officer - Cllr Wimhurst proposed **the Clerk** and was seconded by Cllr Griffiths. All in favour.

 580 To appoint representatives to outside bodies:

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

 580.2 Community Forum – Cllr Bottom proposed that **Cllr K Griffiths** was reappointed, seconded by Cllr Wimhurst and all in favour.

 580.3 Festive Committee – Cllr Evans proposed **Cllr L Williams** and was seconded by Cllr Griffiths. All in favour.

 581 To receive pre-audited Accounts for 2013/2014. Balance Sheet for the year ending 31/3/2014. Cllr Griffiths proposed to accept the accounts and seconded by Cllr Wimhurst. All in favour.

 581.1 To approve Section 1 of the Annual Return. Cllr Davies proposed to approve the Return and seconded by Cllr Wimhurst. All in favour.

 582 Annual Business

 582.1 Signatories on cheques – Cllr Davies proposed that Cllr Bellamy and Cllr Evans become signatories on the account with Cllr Wimhurst to remain. Seconded by Cllr Bottom and all in favour.

582.2 Clerk’s Salary – Cllr Wimhurst proposed that the Clerk’s Salary be increased by 2 spinal points in accordance with Scale LC1-SCP18 and that hours be increased by 1 hour a week making a total of 6 hours per week with effect from 1st April 2014. Any pay rises within the Scale would be applied accordingly when required. Seconded by Cllr Jones and all in favour.

582.3 Fidelity Guarantee Insurance – This was reviewed and Cllr Davies proposed that the cover be renewed with item values being updated as well as acceptance of the 5 year long term agreement seconded by Cllr Wimhurst. All in favour.

582.4 The Welsh Language Scheme was reviewed and accepted unanimously.

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

582.6 Review of Financial Risk Assessment – Cllr Griffiths proposed that the risk assessment be accepted but asked members to recognise that some of the risk levels would need rectification in due course. Seconded by Cllr Davies and all in favour.

582.7 Review of Asset Register – Cllr Davies proposed that this be updated in due course. Seconded by Cllr Griffiths and all in favour.

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

 The AGM meeting closed at 8.45pm.

 **Date of next Annual Meeting: – 18th May 2015**

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

Chair

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

Clerk to Cilgerran Community Council