

Llanddewi Velfrey Community Council

Minutes of Annual Meeting held Wednesday 8th May 2019

Present – Cllrs Wynn Griffiths, Tudor Eynon, Keith Thomas, Deryck Prosser, County Cllr David Simpson.

At the start of a meeting those present elected a temporary Chair for the first two items, in the absence of Cllr Jamie Lewis the outgoing Chair. The Cllr elected was Cllr Thomas.

1. Apologies for absence. Cllrs Meurig James and Jamie Lewis had offered their apologies.
2. Election of chair for coming year. After brief discussion Cllr Keith Thomas was proposed by Cllr Griffiths and seconded by Cllr Eynon, and all present agreed. The Clerk then read out a letter from the outgoing Chair expressing his thanks for the support of his fellow Councillors throughout the year. He also wished to note his particular thanks to the Clerk for all her hard work that made the position of Chairman an easy one. He stated that he was extremely grateful for her guidance through the reams of legislation and clarifying whether or not it applied to small councils.
3. Election of vice chair for coming year. After brief discussion Cllr Meurig James was proposed by Cllr Eynon and seconded by Cllr Prosser, and all present agreed.
4. Minutes of previous annual meeting. These had been previously circulated and agreed in the July 2018 meeting.
5. Matters arising from previous meeting. It was agreed that there were no matters arising from these minutes.
6. Financial report, annual governance statement and statement of accounts. These were circulated and reviewed. After a discussion they were agreed as accurate and accepted – proposed by Cllr Thomas, seconded by Cllr Griffiths and agreed by all. The Chair duly signed that the annual accounting statement and governance statement were approved by Council.
7. Report on internal audit. The audit had been completed in the week before the meeting, and the internal auditor's report received. The Clerk briefly took the meeting through the report. The books and records were found to be in good order, however there were a few minor items that required recording in the minutes to ensure a wholly transparent audit trail was evidence for all transactions. These would be attended to. It was agreed to appoint Llewelyn Davies as internal auditors for another year.
8. Standing orders review. The Clerk stated that the only change in the previous year had been to formally include email as a means of correspondence. The revised Standing orders had been accepted in March 2019.

9. Risk assessment review. There were no changes to the previously accepted one, so the Council was happy to agree this for another year.
10. Code of Conduct review. There were no changes to the previously accepted one, so the Council was happy to agree this for another year.

There was no other business to consider, so the meeting concluded at 8.25pm.