

Cyngor Cymuned Maenclochog Community Council

AGM

Minutes of the Annual General Meeting held at Neuadd Gymunedol Maenclochog  
Community Hall on Wednesday the 19<sup>th</sup> of May 2021 at 7 p.m

Present - Open Meeting

Cllr Teifion John (Chair), Cllr Myfanwy Williams, Cllr Eifion Evans, Cllr David Nicholas, Cllr Ian Eynon, Shan Harries (Clerk)

Apologies for Absence: Cllr Geraint John, Cllr Brian Edwards, County Cllr Huw George (due to unforeseen circumstance).

Election of Chairperson – It was proposed by Ian and seconded by Myfanwy to elect Cllr David Nicholas to the chair.

Election of Vice Chairperson – It was unanimously approved to elect Cllr Eifion Evans.

Election of Members to the Hall Committee. It was unanimously approved to ask Cllr. Teifion John, Cllr Ian Eynon and Cllr Myfanwy Williams to continue as representatives of the Community Council on the Hall Committee. (All agreed).

Election of proper Financial Officer for 21/22 – It was unanimously approved to ask Shan Harries to continue as Clerk and RFO for 21/22.

Election of Internal Auditor – it was unanimously approved to re-elect Ross Moore to conduct the Internal Audit for 21/22.

Financial -Receive financial balance sheet, explanatory notes and Risk assessment and Financial Regulations Policies. It was unanimously approved as presented along with the Annual Governance Statement and a positive Internal Audit process.

Cheque signatories- it was agreed to maintain Cllr Myfanwy Williams, Cllr Eynon and Cllr Teifion John.

Monthly Meeting

Minutes of the meeting held on 12<sup>th</sup> of May. After electronic circulation and acceptance of the minutes prior to the meeting, they were unanimously accepted as a correct record and signed by the Chair.

Matters arising

Playpark inspections will continue to be undertaken by Pembrokeshire CC. The billing for this provision has been postponed until November. The last remaining frame at the Play Park in Maenclochog has been repaired and deemed safe by PCC inspectors. Communication has been made by residents using the park that they would like to develop the Park area. It was proposed that a new park committee be set up to begin on the vast work needed to apply for grants and communicate with Partners involved. Communication is still on going with various Partners on this.

Financial Matters

Annual Audit – this year's requirements

*D. H. Nicholas*

16/6/2021

In March community councils were notified by Audit Wales that in 2020/21 the audit will be moving to a 3-year cycle; however, the COVID-19 pandemic has caused significant backlog in the completion of the audit work and it has been decided to defer the new arrangements for one year.

Audit of Accounts 2021 – the Auditor General has appointed Monday 20 September 2021 as the date from which electors can exercise their rights under the Public Audit (Wales) Act 2004. The annual return must be certified by the RFO and approved by the Council by 30 June 2021. The audit notice must be published on the noticeboards and on the website for a minimum of 14 calendar days, and after the 14 calendar days arrangements for the public to inspect the accounts and supporting documents for a total of 20 working days to be completed by 17 September 2021. This year's requirements are:

- A copy of the Clerk/RFO contract of employment
- Where the Clerk/RFO salary is not specified in the contract or is set annually minutes of the meeting at which the salary was agreed by the Council.
- Payslips and tax record for Clerk/RFO for October 2020.

The approval of the statement and the External Audit at the AGM earlier was noted along with the audit date.

Insurance quotes had been received but waiting on one more quote. It was also suggested to ask a local insurance broker for a quote. Clerk to action.

Balance as at Bank on 19/05/21 same as previous meeting -£14,303.50. It was requested that online banking would be useful to enable the clerk to view up to date Bank Balances online. Myfanwy to acquire the necessary forms from the bank.

Asset register- This was discussed in detail. The Community Council do not own any buildings at present. They have purchased the village Defibrillator and Notice Board. They are in discussions with land registry of Village Spaces. The Public Conveniences are still owned by the County Council but are paid for through the Precept. This will be reviewed on a regular basis.

#### Any other Business

Bins in the Public Car park and in the Play Park in Rosebush had not been collected. Clerk to contact the relevant department to action this.

Clerk has failed on several occasions to make any communication with Cariad Cymru with regards to Defibrillator training via email or phone or Social Media as yet.

#### Date of next meeting

Wednesday 16<sup>th</sup> of June at 7 p.m. Neuadd Gymunedol Maenclochog subject to covid regulations.

The meeting closed at 9.15pm.

Signed

 (Chair)

Date

16/6/2021