

CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL
Minutes of the annual meeting held on Monday 9th May, 2022
at Abercych Village Hall

Present:

Councillors Elizabeth Hall (Chair), Pamela Parsons, Aled Lewis, Lynda Williams, Christian Thould
County Councillor Iwan Ward
Clerk – Judith Kings

1. Declarations of acceptance of office

All Councillors signed their declarations, witnessed by the Proper Officer.

2. Apologies for Absence

None

3. Election of Chairman & declaration of acceptance of office

Cllr Pamela Parsons was elected unanimously as Chairman and signed the declaration of office, witnessed by the Proper Officer. Cllr Parsons then chaired the remainder of the meeting.

4. Election of Vice-chairman

Cllr Lynda Williams was proposed as Vice-chairman by Cllr Lewis, seconded by Cllr Hall. Unanimously accepted.

5. Appointment of Internal Auditor

RESOLVED to appoint Siân Jenkins to the post of Internal Auditor and approve the terms of engagement.

6. Appointment of Responsible Financial Officer (RFO)

RESOLVED to appoint the Proper Officer to act as the Responsible Financial Officer.

7. Annual financial statement & approval of financial risk assessment

The clerk informed the meeting that the Annual Return and Governance Statement will be presented to the June meeting for approval after the Internal Audit Report has been received. A summary annual financial statement was presented, setting out the financial transactions for the year 2021-22.

RESOLVED to approve the annual financial statement and risk assessment as presented by the RFO.

8. Clerk terms of employment

RESOLVED: The clerk's salary to remain at £1,800 per annum, payable half in September, half in February on a PAYE basis.

The clerk informed the meeting that currently the hours worked were exceeding those stipulated by the contract. This to be monitored up until the end of September to allow for a full year but the matter may need to be reviewed at the next annual meeting.

9. Consideration of the report from the Independent Remuneration Panel for Wales (Councillor allowances)

RESOLVED to pay mandatory payments only. (£150 basic allowance, payable to all members unless a Councillor writes to the clerk to indicate they do not wish to receive it; Carer's allowance, payable upon the production of receipts). Members to indicate their

preferences by completing an allowance form prepared by the Proper Officer.

10. Adoption of updated policies and schemes

a. Standing Orders

RESOLVED to adopt the updated Standing Orders.

b. Freedom of Information Act model publication scheme

RESOLVED to adopt the updated Fol Act model publication scheme.

c. Fair processing notice (GDPR) including appointment of GDPR compliance officer

RESOLVED to adopt the updated privacy notice. Cllr Hall to remain as GDPR compliance officer.

11. Review of other policies and schemes

a. Code of Conduct

Noted.

b. Welsh Language scheme

The clerk informed the meeting that currently the Council were not compliant with the scheme and this needed to be addressed.

RESOLVED: that the clerk will liaise with Cllr Lewis and Cllr Williams when any correspondence needs to be dealt with through the medium of Welsh.

ACTION: The clerk to update the scheme to reflect new arrangements.

c. Financial Regulations

Noted

d. Communication & Electronic information strategy

All relevant documents will be posted on the Council's website, hosted by Pembrokeshire County Council.

12. Review of insurance – particularly Fidelity Guarantee Insurance

The insurance has been updated and the Council have Fidelity Guarantee Insurance in place through the policy.

13. Review of bank account signatories

RESOLVED: Cllrs Hall, Parsons and Williams to act as signatories on the bank account.