**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

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

**23rd MAY 2016**

Present: Cllrs H Bellamy, N Evans, J Davies, P Bottom, J Wimhurst, J Green, S Coles, L Williams, K Griffiths, E Thomas, M Clarke

Apologies: Cllrs D Worth

591 Election of Chairman for 2016/2017 - Cllr Evans proposed **Cllr H Bellamy** take the seatand was seconded by Cllr Bottom. All in favour. Cllr Bellamy signed the Declaration of Acceptance of Office.

592 Election of Vice Chair for 2016/2017 - Cllr Davies proposed **Cllr L Williams** and was seconded by Cllr Bellamy. All in favour.

593 Election for Internal Financial Auditor 2016/2017 - Cllr Davies proposed to reappoint **Mrs Bethan Phillips** and was secondedby Cllr Bellamy. All in favour.

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

595 To appoint representatives to outside bodies:

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

595.2 Festive Committee – Cllr Coles proposed **Cllr L Williams** be reappointed and was seconded by Cllr Bellamy. All in favour.

596 To receive pre-audited Accounts for 2015/2016. Balance Sheet for the year ending 31/3/2016. Cllr Wimhurst proposed to accept the accounts and seconded by Cllr Coles. All in favour.

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

596.2 To acknowledge Section 2, the Annual Governance Statement of the Annual Return. Cllr Davies proposed to approve the return and seconded by Cllr Evans. All in favour.

597 Annual Business

597.1 Signatories on cheques – The same signatories are to remain, namely, Cllr Bellamy, Cllr Evans and Cllr Wimhurst. Cllr Bellamy proposed that the Clerk be added as a signatory, seconded by Cllr Wimhurst and all in favour.

597.2 Clerk’s Salary – Cllr Davies proposed that the Clerk’s Salary remain at Scale LC1-SCP18.Any pay rises within the Scale would be applied accordingly when required. Seconded by Cllr Bottom and all in favour.

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

597.4 The Welsh Language Scheme was reviewed and accepted unanimously.

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

597.6 Review of Risk Assessment – Cllr Davies proposed that this be accepted and seconded by Cllr Bellamy. All in favour. A more detailed Financial Risk Assessment would be reviewed in due course.

597.7 Review of Asset Register – Cllr Davies proposed that this be accepted and seconded by Cllr Evans. All in favour.

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

 The Annual Meeting closed at 8pm.

 **Date of next Annual Meeting: – To be arranged following Elections.**

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

Chair

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

Clerk to Cilgerran Community Council