**CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL**

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

**28th MAY 2019**

Present: Cllrs L Williams, J Davies, M Clarke, E Thomas, K Griffiths, K McEneany, J Wimhurst, H Bellamy

Apologies: Cllrs P Bottom, N Evans

 615 Election of Chairman for 2019/2020 - Cllr Wimhurst proposed **Cllr L Williams** take the seatand was seconded by Cllr Clarke. All in favour. Cllr Williams signed the Declaration of Acceptance of Office.

616 Election of Vice Chair for 2019/2020 - Cllr Williams proposed **Cllr M Clarke** and was seconded by Cllr Wimhurst. All in favour.

617 Election of Internal Financial Auditor for 2019/2020 - Cllr Davies proposed to reappoint **Mrs Bethan Phillips** and was secondedby Cllr Williams. All in favour.

618 Election of Financial Officer for 2019/2020 - Cllr Davies proposed **the Clerk** and was seconded by Cllr Wimhurst. All in favour.

619 To appoint representatives to outside bodies:

619.1 Village Hall Committee – Cllr Williams proposed that **Cllr J Wimhurst** be reappointed and was seconded by Cllr Clarke. All in favour.

619.2 Festive Committee – Cllr Clarke proposed **Cllr L Williams** be reappointed and was seconded by Cllr Wimhurst. All in favour.

620 To receive pre-audited Accounts for 2018/2019. Balance Sheet for the year ending 31/3/2019. Cllr Davies proposed to accept the accounts and seconded by Cllr Wimhurst. All in favour.

620.1 To approve the Accounting Statement and to acknowledge Part 1 of the Annual Governance Statement of the Annual Return. Cllr Davies proposed to approve the return and seconded by Cllr Wimhurst. All in favour.

621 Annual Business

621.1 Signatories on cheques – The signatories are to remain the same being any two of the four namely, Cllr Bellamy, Cllr Evans and Cllr Wimhurst and the Clerk. All in favour.

621.2 Clerk’s Salary – The Clerk’s Salary remains at Scale LC1-SCP18. However with changes in the scaling criteria now become Scale 7. The pay rise that came into effect on 1st April 2019 will be backdated and applied accordingly.

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

621.4 The Welsh Language Scheme was reviewed and accepted unanimously.

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

621.6 Review of Risk Assessment – Cllr Griffiths proposed that this be accepted and seconded by Cllr Davies. All in favour. A copy will be sent to Cllr Griffiths for a further review.

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

621.8 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 7.50pm.

 **Date of next Annual Meeting: – 26th May 2020**

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

Chair