**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the AGM Meeting held at 7.30pm, on 13th May 2019 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors:Cllrs Ian Pearson, Pat Cadwalladr, David Moody-Jones, Kate Hurley, Diana Powell, Hywel Thomas and David Field

**Also Present:** Tor Trundle (Clerk to the Council), CC Michael Morgan, and five members of the public.

**Apologies:**  Cllr Phillips and Sian Roberts, PCSO

1. **Election of Chair**

The Clerk asked for nominations for the Chairperson, Cllr Moody-Jones proposed that the previous chairperson Cllr Pearson be elected, this was seconded by Cllr Cadwalladr and was agreed by all.

It was **resolved** that Cllr Pearson be elected Chairperson for the next year.

1. **Election of Vice-Chair**

The Chair asked for nominations for the Vice Chairperson, Cllr Field proposed that Cllr Moody-Jones be elected as vice chairperson, this was seconded by Cllr Hurley and was agreed by all.

It was **resolved** that Cllr Moody-Jones be elected Vice-Chairperson for the next year.

**At this point the Chair confirmed that this would be his last year as standing for this position as he will have been in term for three years.**

1. **To review the report of the internal auditor**

The Chair referred the Council to the previously circulated report by the internal auditor. A few minor points had been raised in relation to BACS payments and the hours being undertaken by the Clerk but these were not significant points and both in relation to the MUGA project.

There were no further points in relation to the report and no matters that required further work. It was proposed by Cllr Thomas to accept the internal auditors report, this was seconded by Cllr Powell and agreed by all.

1. **To review the year end accounts**

The Chair referred the Council to the previously circulated accounts and went on to ask if there were any questions. There were no questions and comments.

Cllr Pearson proposed acceptance of the accounts for 2018/19, this was seconded by Cllr Powell and agreed by all.

1. **Review and Signing of Annual Report for year ended March 2019**

The Chair referred to the annual return, there were no questions on the return. Cllr Pearson proposed acceptance of the annual return and compliance with the governance questions, this was seconded by Cllr Powell and agreed by all.

It was **resolved** that the accounts and annual report be fully approved and the chairman and RFO signed the annual report.

*AP Clerk to arrange annual return and external audit pack to be sent to external auditors*

1. **Appointment of any committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. To include Playing Field committee (MUGA Subcommittee), playground committee, Community action planning committee, PROW Committee and Churchyard Committee**

It was proposed by Cllr Pearson that all committees stand as in the prior year, this was seconded by Cllr Moody-Jones and agreed by all.

It was **resolved** that all existing committees, committee members and terms of reference stand as in the prior year.

1. **Review standing orders, Code of Conduct, Risk Management policies, Council expenses policy, Concerns and Complaints policy, Welsh language policy, Use of Social Media policy and Financial Regulations**

The Chair asked the Council to refer to the previously circulated policies and regulations. The Clerk had noted the changes in the policies and the required updates by email.

After a short discussion of the changes in policies since last year. Cllr Moody-Jones proposed that all policies be approved as drafted, this was seconded by Cllr Field and agreed by all

It was **resolved** to approve the Standing Orders, Councillor expenses policy, Code of Conduct, Welsh Language Policy, Risk Management Policies, Use of Social Media policy and Financial regulations for 2019/20, as they stand.

1. **Review of representation on or work with external bodies**

The Council agreed the representatives would remain as last year and it was re-confirmed

Peterston super Ely Primary School Governor – Cllr Powell to remain as representative.

Community Liaison Rep with the VoG – Cllr Moody-Jones to remain as representative with Cllr Thomas agreed as deputy in Cllr Moody-Jones’ absence.

OVW Rep – Cllr Pearson to remain as representative.

Cllr Phillips acts as representative for the M4: Airport Link road Stakeholders group.

These were proposed by Cllr Moody-Jones and seconded by Cllr Hurley and agreed by all.

*AP Clerk to update all groups on representatives*

1. **Review of confirmation of arrangements for insurance**

The Chair explained that the Council had received a renewal from Zurich. A local Broker had been approached to determine whether this renewal was competitive. The Broker had pointed out that the Fixed Asset Register was out of date and much of the cover needed updating or more up to date valuations obtained.

The Chair had approached John Hooper for a quote on the value of the Lychgate and would liaise with the Clerk in respect of the other assets.

*Chair and Clerk to liaise regarding Insurance renewal*

1. **Setting the dates of the ordinary meetings**

It was agreed that the meetings would continue to be held on the second Monday of each month other than August and December.

This was proposed by Cllr Field and seconded by Cllr Thomas

1. **Annual review of the Clerk’s salary & conditions**

The Chair and the Clerk had previously discussed this item and had both agreed that as the Clerk had only just been appointed a review was not applicable.

The AGM was closed at 8:00pm.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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