**Peterston-super-Ely Community Council**

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

**Minutes of the Council Meeting held at 7.30pm, on 14th May 2018 at the Church & Community Hall, Peterston-super-Ely**

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

**Also Present:** Joanna Howell (Clerk to the Council), CC Michael Morgan, PCSO Dan Rees and a number of members of the public.

**Apologies:**  Cllr Thomas

1. **Election of Chair**

The Clerk asked for nominations for the Chairperson, Cllr Cadwalladr proposed that the previous chairperson Cllr Pearson be elected, this was seconded by Cllr Phillips and was agreed by all. Cllr Pearson thanked the other councillors for their support.

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 Cadwalladr proposed that Cllr Moody-Jones be elected as vice chairperson, this was seconded by Cllr Field and was agreed by all.

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

At this point (7.35pm) the Council agreed to defer the AGM in order that the ordinary meeting public session and review of the M4: Airport Link road consultation response be completed.

Minutes of this can be found in the ordinary meeting minutes.

The AGM was resumed at 8.15pm.

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

The Chair referred the Council to the previously circulated report by the internal auditor. The Chairman had also spoken to the internal auditor and was pleased with the report and thanked the Clerk for all her hard work.

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

1. **To review the year end accounts and review of signing of annual report**

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 Hurley proposed acceptance of the accounts for 2017/18 this was seconded by Cllr Powell and agreed by all.

The Chair referred to the annual return, there were no questions on the return. Cllr Moody-Jones 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 Phillips 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.

After a short discussion of the changes in policies since last year. Cllr Field proposed that all policies be approved as drafted, this was seconded by Cllr Cadwalladr 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 2018/19, as they stand.

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

The Council agreed the following representatives:-

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.

It was proposed by Cllr Pearson that Cllrs Field and Phillips acts as representatives for the M4:Airport Link road Stakeholders group. This was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to update all groups on representatives*

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

The clerk explained that the Council had received a renewal from Zurich with a small increase from £380 to £385. She had received a quote from Came and Co however this was over £500.

The level of cover for gates was discussed it was agreed that the level for the lych gate was too low. The Clerk had confirmed that an increase in this cover would cost £72 the Council agreed that the additional cover should be requested. The Council agreed to accept the renewal and pay the additional £72 for the increased cover.

*AP Clerk to arrange increase in cover and renewal*

1. **Discussion and decision needed on awarding of Basil Watkins Cup**

The Chair explained that the cup had been awarded to the Council as part of the win of village of the year in 2015. It was to be awarded each year to a villager who helped uphold the appearance and / or community activities within the village.

Cllr Pearson proposed that Dave Phillips received this cup for his extensive work around the village, seconded by Cllr Moody-Jones and agreed by all.

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.

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

The Chairperson had previously discussed the performance of the Clerk with Councillors. The Chair wished to thank the clerk for her work over the last year and was delighted to inform the clerk that she would receive a pay rise to SCP 28. The Clerk thanked the Council.

 The AGM was closed at 8.35pm.

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

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