



CYNGOR CYMUNED
CEFN
COMMUNITY COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON 23rd MAY 2023 AT GEORGE EDWARDS HALL, CEFN & VIA ZOOM PLATFORM

1.PRESENTCouncillors: Mrs S Benbow-Jones, P Blackwell, Mr H Brimfield, Mrs J Jones, D Metcalfe, Mrs P Roberts, Mrs K Tiltman, Mrs I Twigg, B Twigg, P Vaughan, G Wood, D Wright & Mrs G Wright .

Mrs K Tiltman Joined on the Zoom Platform

2.ELECTION OF CHAIRPERSON

Resolved – As only one nomination was received it was unanimously resolved that Councillor P Vaughan be re-elected to serve as Chairperson for 2023/24
The Chairman signed the Declaration of Acceptance of Office.

3.APOLOGIES Apologies for absence: Mrs S Matthews, Mr D Shaw

4.DECLARATION OF OFFICE

All members proceeded to complete and sign their declaration of office

5.ELECTION OF VICE CHAIRPERSON

Resolved – – As only one nomination was received it was unanimously resolved that Councillor D Wright be re-elected to serve as Vice - Chairperson for 2023/24
The Vice -Chairman signed the Declaration of Acceptance of Office.

6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF FINANCE & GP MEETING

Resolved for Councillor Mrs S Benbow-Jones be re-elected to serve as Chairperson for 2023/24
Resolved for Councillor P Blackwell to be re-elected to serve as Vice Chairperson for 2023/24

7. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF BURIAL MEETING

Resolved - Councillor D Wright proposed that any burial concerns or reports are incorporated into full council meetings, following the successful suspension of burial committee meetings.
Seconded by Councillor Mrs Pam Roberts. All in favour.

8. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIGHTING MEETING

Resolved - Councillor D Wright proposed that any lighting concerns or reports are incorporated into full council meetings, following the successful suspension of lighting committee meetings. Seconded by Councillor Mrs Sonia Benbow-Jones, all members in favour.

9.ELECTION OF STATUTORY MEETINGS

Resolved - That all members of the Council Constitute the Statutory meetings,
i.e. Finance & General Purposes Meeting
Burial Meeting – Cancelled
Lighting Meeting – Cancelled

10.ELECTION OF STAFFING COMMITTEE

Resolved – Staffing committee to remain as Councillors Mr Phil Vaughan, Mr Derek Wright, Mr Paul Blackwell, Mrs Pam Roberts, and Mrs Sonia Benbow-Jones.

11.ELECTION OF CHRISTMAS SUB-COMMITTEE

Resolved – Christmas Committee to remain as councillors Mr Phil Vaughan, Mr Ben Twigg, Mrs Isabel Twigg, Mrs Joan Jones, Mrs Sonia Benbow Jones and Mrs Kate Tiltman.

12.ELECTION OF PROJECT DEVELOPMENT COMMITTEE

Resolved – Project Development Committee to remain as Councillors Mr Phil Vaughan, Mr Derek Wright, Mrs Gaynor Wright, Mrs Isabel Twigg, Mrs Joan Jones and Mrs Sonia Benbow-Jones.

Councillor D Metcalfe stated that he felt the committee was a ‘secret committee’ and that he would like to be included in the committee and had tried to do so for the last two years. It was explained by chair that due to the fact many projects are coming to fruition, current members of the committee should remain in post for the coming year. All members were in favour to leave the committee as is.

Cllr Mrs Isabel Twigg reiterated that all members were given an opportunity to join the committee when it was initially set up. Committee minutes are circulated to all members of the council and all recommendations from the committee are approved at full council.

13.WAR MEMORIAL MEETING (Registered Charity)

Resolved - All Councillors act as Trustees of the Cefn Mawr War Memorial meeting

14.DAY & TIMES OF MEETINGS

Resolved to leave as is: Full Council meetings will be held on the 4th Tuesday of the month starting at 6.45p.m, finance meeting, every quarter on the same evening as Full Council meetings. Staffing, Christmas, Project Development committee meetings to be held as required. Meetings to be adjusted in July, December and around bank holidays.

15. TO RECEIVE ATTENDANCE & DECLARATION LIST FOR YEAR ENDED APRIL 2023

The Clerk had previously distributed the attendance and declaration of interest list to members, this will also be displayed on the website

16. CORRESPONDENCE RELATING TO AGM

There was no correspondence relating to Annual General Meeting.

17. APPOINTMENT OF THE INTERNAL AUDITOR

Following a discussion Members agreed to continue with the appointment of JDH for 2023/24 as the internal auditors as required by the Welsh Audit Office.

18. TO CONFIRM BANKING MANDATE FOR PAYMENTS – current signatories are Councillors PV, DW, PB

Members resolved for the signatories to remain as Councillors P Vaughan, D Wright, P Blackwell.

19. TO CONSIDER AMENDMENTS TO STANDING ORDERS

Minor changes to be made to reflect, cancellation of committee meeting (Burial & Lighting) and dates of meetings, Resolved to re-adopt standing orders for 2023/24

20. TO CONSIDER AMENDMENTS TO FINANCIAL REGULATIONS

Following a discussion the Clerk was requested to change the amount required for receiving quotations to 10K, on implementation, Resolved, to re-adopt for 2023/24

21. PROCEDURAL MATTERS: TO AGREE AND RE-ADOPT THE FOLLOWING:

- (a) Annual Investment Strategy 2023-24
- (b) Schedule of Assets 2023-24
- (c) Risk Assessment Schedule 2023-24
- (d) Policy of Reserves 2023-24
- (e) Internal Financial Controls
- (f) Terms of reference for standing committees

Resolved – to re-adopt policies listed (a)-(f) for 2023-24

22. TO AGREE CHAIRMANS ALLOWANCE

Members resolved for the Chairmans allowance to be increased to £1500.00 for the 2023/24 municipal year.

The Chairman thanked members for their attendance and declared the Annual Meeting closed.