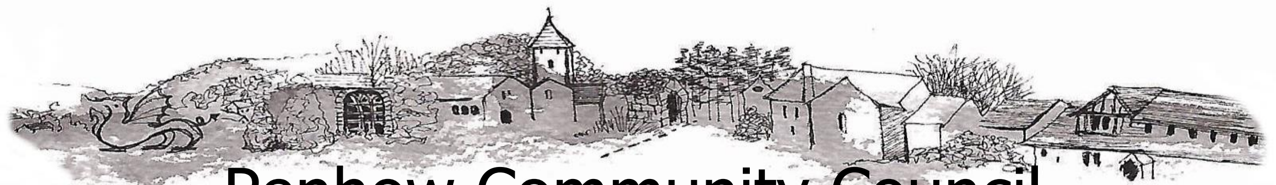


Penhow Community Council

Clerk@penhowcommunity.org www.penhowcommunity.org

DRAFT Minutes of the **Annual Meeting** held on

Wednesday, 3rd May 2023 at 7.15pm at St John's Hall, Penhow

Clerk – Nicola Sutherland (01633 401106) email clerk@penhowcommunity.org

Present:

Councillors
Jan Bartlett
Rebecca Hughes
Keith Jones
Kyle Park
John Wagstaff
Michael Weekes

Members of the public

Mr F Weston
Mr R Fehler
Mr W Morse

Clerk – Nicola Sutherland

As this was the Annual Meeting, the Clerk opened the meeting and thanked all for their attendance.

1. Apologies were received and accepted from Cllr Bryn Harries. City Councillor Will Routley also gave his apologies.

2. Cllr John Wagstaff was nominated as Chairperson by Cllr Weekes. This was seconded by Cllr Hughes. There were no other nominations.
   Cllr Wagstaff accepted the post of Chairperson.

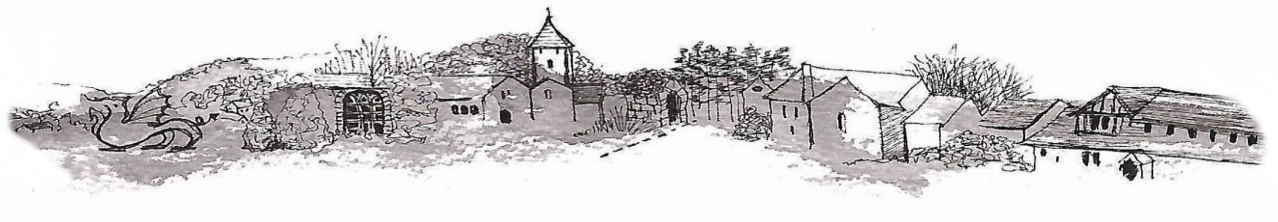
   Cllr Wagstaff chaired the meeting from this point.

   The Chair briefly addressed all present, confirming that the views of all councillors are equally valued and need to be shared in open discussion at meetings, ensuring that decisions are made in a fair and transparent manner.

3. Cllr Kyle Park was nominated as Vice-Chair by Cllr Weekes. This was seconded by Cllr Hughes. There were no other nominations.
   Cllr Park accepted the post of Vice-Chair.

   The Chair informed all present that Viv Blandford has decided to step down from her role of Community Councillor. Viv has been a valuable member of the team since 2019 and she will be missed. Councillors thanked her for her hard work and dedication during her time as Councillor and wished her a happy retirement.

4. **Previous Minutes**
   The Chair read the draft minutes of the AM 2022 aloud.
   - The minutes of the AM held in May 2022 were agreed as a true and accurate record. Proposed by Cllr Bartlet and seconded by Cllr Weekes. The minutes were signed by the Chair.



5. **Matters Arising**
   - There were no matters arising.

6. **Review of administration**
   - All Councillors have completed the Code of Conduct and acceptance form.

   Accounts & Financial Matters
   - The internal auditor's report for 2022-23 was noted and received. There are no recommended actions arising from this.
     It was agreed to purchase a small gift to thank the auditor for the time taken to complete the audit. Clerk to action.
   - The annual audit report for 2021-22 was noted and received. The recommendations will be implemented.
     a. To review and adopt the model financial regulations published by OVW
     b. Complete more regular VAT returns
   - The Responsible Financial Officer report for 2022/23 was received and accepted. The overview to be submitted to the Wales Audit Office was agreed. This will now be submitted to Wales Audit Office. Clerk to action.
   - The asset list was reviewed and agreed. It was noted that the refurbished playdeck needed to be revised as part of the asset list. Clerk to action.

   Annual Documents
   - The Risk Management document was reviewed and agreed.
   - Two quotes for annual insurance were reviewed and it was agreed to review the policy with CAS. Total premium £472.99. Clerk to action.
   - The Standing Orders document was reviewed and agreed.
   - The model Financial Regulations document was agreed.
   - The following policies were reviewed and agreed:
     a. Playing Field Protocol. Addition to be made to this protocol – All Councillors will be issued with a key for accessing the park. NCC grounds will also hold a key. Clerk to action.
     b. PCC Donations Protocol
     c. Section 6 Biodiversity Report
     d. Training Plan. The requirement for a training officer was discussed. It was agreed that the Clerk currently held this role.

7. The meeting dates for 2023-24 were confirmed as:

2023	2024
May 3rd	January 10th (second Wednesday)
June 7th	February 1st
July 5th	March 6th
September 6th	April 3rd
October 4th	
November 1st	
December 6th	

8. Next Annual Meeting will be held in May 2024 Meeting closed at 19:42