

**GWEHELOG FAWR COMMUNITY COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING**

held on May 30 2018 at 8.00pm in Gwehelog Village Hall

Present: Cllr.M.Godwin, (MG) Cllr.S Carbury (SC), Cllr.C.Kirby, (CK), Cllr.J.Kershaw, (JK), Cllr.R.Carbury (RC) Cllr.J.Bayliss (JB) Cllr.K.Davies (KD)

In attendance: the Clerk Ms. Awni, (NA), Members of the Public 1

(Note: Abbreviation Monmouthshire County Council - MCC)

1 **Apologies for absence** County Councillor V.Smith

2 **Minutes of the AGM**

The Minutes of the AGM held on Wednesday 24 May 2017 at 8pm were adopted by the Council at the meeting of Wednesday 28 June 2017 (Meeting No 348) and made available to the public on the Community Council website <http://www.gwehelog.org.uk>. The 2017 AGM Minutes were approved by the Council, this was proposed by Cllr CK and seconded by Cllr.SC.

3 **Chairman's remarks - Cllr. Maggie Godwin 2017-2018**

It has been a busy year for the community council. We said goodbye to our clerk Olivia who will be very missed, but we have been fortunate in welcoming Nicola who is working hard to keep us compliant with the increased amount of legislation.

The council faces challenging times ahead but I am confident that Gwehelog Fawr community council will continue to represent the interests of our beautiful community effectively. Recently we enjoyed evenings with both Elvis and Abba (not together obviously). The coffee mornings are well attended and I hope the community council will continue to work closely with the village hall committee to ensure fun times ahead.

Many thanks to Val Smith, our Monmouthshire county council member and to members of the public for attending meetings and offering their valuable help and support.

Councillors thanked the Chair for guiding the Council through a busy year in office. Proposed Cllr.SC seconded Cllr.JK

4 **Election of Chairman**

The Clerk asked for nominations for the office of Chair. Cllr. Simon Carbury was nominated by Cllr.Charles Kirby and the nomination was seconded by Cllr John Kershaw. There were no other nominations.

Cllr. Simon Carbury was duly elected to the office of Chair and confirmed that he was happy to accept the position with immediate effect.

5 **Election of Vice Chairman**

Cllr. John Kershaw was nominated for the office of Vice Chair by Cllr.Charles Kirby and the nomination was seconded by Cllr.Judith Bayliss. There were no other nominations.

Cllr. John Kershaw was duly elected to the office of Vice Chair and confirmed that he was happy to accept the position with immediate effect.

6 **Declarations of acceptance of office**

All Councillors and those present at the meeting, observed the Chair and Vice Chair, sign their respective Declaration of office of Chairman and Vice Chairman and agree to observe the model code of conduct for the year of 2018-2019. The Clerk retained the signed declarations of office.

7 **Acceptance of the Code of Conduct for 2018-2019**

All Councillors were asked by the Clerk if they agreed to observe the Model Code of Conduct ("the Code") introduced in 2008 (as amended on 1 April 2016). Councillors present confirmed that they agreed to observe the Code proposed by Cllr MG seconded Cllr. KD

8 **Review of signatories bank account**

The Clerk confirmed that the signatories were listed as follows:

Cllr.M G, Cllr.SC, Cllr.CK and former councillor CT. It was proposed by Cllr.MG that Cllr JK be made a signatory in his capacity of Vice Chair. This was seconded by Cllr.SC. **Action** The Clerk was asked to confirm what arrangements were required to make the change.

9 **Review and adoption of Standing Orders, Internal Control and Financial Regulations**

The adoption of Standing orders, Internal Control and Model Financial Regulations was proposed by Cllr. MG and seconded by Cllr. JK. Details of the internal control review carried out is presented under item 10 by Cllr RC.

10 **Review of effectiveness of internal control**

Cllr. RC confirmed that the review of the effectiveness of internal control was undertaken with Cllr. SC and the outcome was presented to the Council at the meeting held on 28 March 2018. Cllr.RC confirmed that a Policy was produced which detailed financial controls in place and this was approved and adopted by the Council at that meeting. This was made available on the Community Council website. **Action** Cllr RC will undertake an annual review during 2018-2019.

11 **Financial Statement for the year - Formal adoption of accounts 2017-2018**

A copy of the 2017-2018 Accounts had been circulated to all Councillors, electronically, prior to the AGM meeting. The financial position against budget for the year, was showing £0.98p in credit at the end of the year.

The end of year passbook balance had been confirmed and signed by the Chair Cllr. MG at each meeting held during 2017-2018 and specifically for year end purposes at the March 2018 meeting.

Formal adoption of the accounts demonstrating income and expenditure during 2017-2018 was proposed by Cllr JK and Seconded by Cllr.KD. All present were in agreement and the accounts were signed by the Chair.

12 **Council approval of the annual governance statement**

The Clerk read out the Annual Governance Statement parts 1 and 2 as documented in the Annual Return for the year ended 31 March 2018. All Council members present agreed to the **Part 1 Assertions 1,4 and 8 set out in :**

Statement 1a,

Statements 2a and 2b -to be undertaken 4/6

Statements 3a and 3b

And the Part 2 Assertions 1,2 and 3 set out in:

Statement 1a, 1b

Statement 2a 2b

Statement 3 – Not applicable

The Council agreed to and approved the accounting statements and the Annual Governance Statement set out above.

The Clerk/Responsible Finance Officer had signed the Annual Governance Statement certifying the accounting statements dated 25 May 2018.

The former Chair, Cllr MG had signed the Statement to confirm and approve the accounting statement. The new Chair is required to sign the statement to confirm it was approved by the Council. **Clerk to action** and ensure that the notices are displayed in accordance with the timetable set out by the external auditors and the submission is made to the external auditors in accordance with the timeframe.

Cllr.CK proposed the approval of the Annual Governance Statement and this was seconded by Cllr. JB. All Council Members approved the statement.

13 Internal Auditors Report 2017-2018

The internal audit report was produced on the 26 April 2018 by the Internal auditor and had included with other related documents and information:

- the 2017-18 Annual Return, bank reconciliation and the accounting statements with variances and explanations.

The report was circulated to Council members. The sole 'improvement' noted in the report made reference to setting out the gross figure for expenditure (ie including VAT) on the expenditure record as currently the net figure and the VAT are shown and not the gross total of individual purchases.

1. *The appropriate records have been properly kept throughout the year. The details of income and expenditure are kept on excel spreadsheets and are clear and easy to read and interpret. However, I would recommend that payments which include VAT should be recorded inclusive of VAT as this is an actual expense incurred at the time of payment.*
2. *Financial regulations have been met and all payments were adequately evidenced by invoices, the council's building society account book records and all items of expenditure were approved and recorded in council minutes. The VAT incurred in the council's expenditure is clearly recorded but needs now to be reclaimed as soon as possible.*

14 Review of Contract of employment

Cllr. MG confirmed that as the new Clerk had been recruited in year, the contract of employment had been reviewed, updated and issued by December 2017, to reflect the new employment.

15 Report of the Independent Remuneration Panel Wales – review and adoption

The Independent Remuneration Panel for Wales (the Panel) determines the level and scope of payments for all authorities in Wales. The Clerk had previously asked that Councillors familiarise themselves with section 13 of the report which sets out the determinations relating to Members of Community and Town Councils together with Annexe 1.

Acknowledging Council members concerns and that the allowances were not budgeted for, Cllr JK stated that there were 2 mechanisms for the 'determinants' – those that the Council ' must do' and those that the Council ' have the authority to... ' .

Cllr JK reminded Council members that there are 3 Bands of Council (this Council is Band C level) and:

- There are only 5 determinants which apply to the Council
- Only 1 of these is mandatory

4 determinants give authority, 3 are status quo re allowances for subsistence, loss of earnings and travel expenses.

Cllr JK suggested adopting the determinants, 47, 48, 49. Cllr. SC confirmed that he would be happy with that as it meant there would only be a claim if or as and when the need arose. It was proposed that this arrangement be adopted and reviewed at the next AGM. This was proposed by Cllr SC and seconded by Cllr CK. All Council members approved the adoption of the determinants.

With regard to determinant no 45 relating to the proposed allowance of £150 per Councillor. Cllr JK stated that the Council did not have the money and funds to pay this allowance and at future budget setting this should be a consideration. Secondly, councillors simply do not have sufficient work to require such an allowance. The position can be reviewed at the next AGM. However, for the year 2018-2019 the unanimous decision of the Council members was not to support nor accept determinant 45.

16 Review of Inventory -assets

The Clerk confirmed that the asset register details the new Lenovo laptop purchased by the Council in 2017-2018 and additionally the 4 Council noticeboards. These are set out and cover provided for on the Council's Insurance Policy.

17 Review of confirmation of Insurance cover

The insurance policy cover for the Council was confirmed as being provided by :

Zurich Policy Number : YLL-2720430443 Renewal date 1 June 2019

Public Liability provision: £10,000,000 minimum Products liability provision: £10,000,000
Pollution liability as per products liability

Annual premium approved to be paid 25 April 2018 **£238**

18 Confirmation of Councillors Register of Interests

The Clerk had provided individual members with a form to declare their respective register of interests. Councillors had completed and returned their forms for inclusion of relevant information on the Council website. Action Cllr MG to return completed form to Clerk

19 Training and Networks

The Clerk confirmed that training availability from One Voice Wales and other providers had been circulated to members. Cllr. JK had attended a Planning event. Code of Conduct training had been available during the year. Council members represent the Council on groups ie: Area Meeting One Voice Wales, The Village Hall Committee.

Before the meeting was finally declared closed Cllr Kay Davies announced it was her intention to resign and not continue in her role as a Community Councillor. The resignation was reluctantly accepted. Members of the Council thanked Kay for her contribution to the Community Council and local residents, over a number of years. In acknowledgement of her efforts, the members presented Kay with a card and a plant.

The meeting closed at 8.30pm