

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

**held virtually on July 29 2020 at 8.00pm by teleconference**

**Present:**, Cllr.S Carbury (SC), Cllr.J.Kershaw, (JK), Cllr.M.Godwin, (MG), Cllr.R.Carbury (RC)  
Cllr.J.Bayliss (JB)

**In attendance:** the Clerk Ms. Awni, (NA),

(Note: Abbreviation Monmouthshire County Council - MCC)

**1 Apologies for absence** Cllr.C.Kirby (CK), Cllr.R Marfell (RM)

**2 Declarations of interests - none**

**3 Election of Chair**

Members were asked for their nominations for the office of Chair for the civic year of 2020-2021. Cllr. John Kershaw was nominated by Cllr. Simon Carbury and the nomination was seconded by Cllr Maggie Godwin. There were no other nominations. Cllr. John Kershaw was unanimously duly elected to the office of Chair and he confirmed that he was happy to accept office with immediate effect. The Clerk will obtain the signed declaration of office separately.

Cllr JK confirmed his sadness at the resignation of Cllr Simon Carbury, who has given many years of civic service to the wider community.

Cllr Rowan Carbury, confirmed it was his intention to resign as a member of the Council and this would be his last meeting. All members expressed their sadness at his decision, but understood that he had competing priorities. He has made a valuable contribution to Council business and shaping the policies of the Council

**4 Election of Vice Chair**

Given the resignations of two Councillors present and apologies given by two members, it was agreed that nominations for Vice Chair, should take place at the next meeting, to be held on the 30 September 2020. **Action Clerk /All**

**5 Minutes of the AGM**

The Minutes of the AGM held on Wednesday 29 May 2019 at 8pm were approved and adopted by the Council at the ordinary meeting held on Wednesday 26 June 2019 (Meeting No 369) and made available to the public on the Community Council website <http://www.gwehelog.org.uk>.

There were no matters arising.

**6 Minutes of the virtual meeting 377 held on 22 July 2020**

The Minutes of the meeting held on Wednesday 22 July 2020 at 8pm were approved as an accurate record and adopted by the Council proposed by Cllr MG and seconded by Cllr JB. They will be made available to the public on the Community Council website <http://www.gwehelog.org.uk>.

**7 Matters arising from the virtual meeting 377 held on 22 July 2020**

- **Accounts and external audit**

The Clerk confirmed that all papers relating to the previous meetings and external audit, including certifying the Annual Return and Governance statement had been signed by Cllr S Carbury as Chair on 28 July 2020. Papers will now be posted to the auditors. **Action Clerk**

- **Boundary changes** : members agreed there was no action required prior to the next meeting
- **Meetings** will continue to be held virtually, until Welsh government advice confirms otherwise
- **Planning Application DM/2020/00933 The Gables Wainfield Lane** received 29 July 2020 - following discussion of the proposal and viewing of site plan documents members agreed they had no comments

## **8 Authorised signatories review**

The Clerk confirmed that MBS were sending a mandate through to enact the changes to authorised signatories. **Action** Clerk to bring to the September meeting

## **9 Re-adoption of Standing Orders, Internal Control and Financial Regulations**

Members were asked to confirm whether the council wished to readopt the Model Standing Orders (Wales) and Model Financial Regulations (Wales), Model Resolution protocol, Internal control and Risk Policy and Regular Payment list, adopted previously and circulated to members. Cllr MG proposed that the Council should re-adopt all seconded Cllr JB. The Council approved the adoption.

## **10 Review of the inventory of assets**

The Council assets remained unchanged at 31 March 2020 as per list circulated:

- Four noticeboards, laptop and software

**Action** Chair to sign the asset inventory as a correct record

## **11 Confirmation of arrangements for insurance cover and renewal**

The Council Insurance was renewed for 2020/21 with Zurich Municipal and the payment made.

## **12 Re - adoption of Working Group Policy for 2020-2021**

It was proposed that the Working Group Policy be re-adopted by Cllr JB this was seconded by Cllr MG.

## **13 Appoint representation on Finance Working Group and external bodies**

Nominees for the Finance Working Group will be taken forward to the next meeting

It was agreed that nominees for the OVW and MCC area groups remain Cllr MG and Cllr JB

**Action** Clerk

**14** A review of Council policies relating to GDPR, FOI and Data Protection has taken place

## **15 Review of Contract of employment**

The Chair confirmed that the contract of employment of the Clerk had been reviewed during 2019-20 as part of the appraisal process.

The meeting closed at 8.40pm