

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

held on May 29 2019 at 8.00pm in Gwehelog Village Hall

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

In attendance: the Clerk Ms. Awni, (NA), County Councillor V.Smith

(Note: Abbreviation Monmouthshire County Council - MCC)

1 Apologies for absence None received

2 Minutes of the AGM

The Minutes of the AGM held on Wednesday 30 May 2018 at 8pm were approved and adopted by the Council at the meeting of Wednesday 27 June 2018 (Meeting No 358) and made available to the public on the Community Council website <http://www.gwehelog.org.uk>.

3 Election of Chairman

The Clerk asked for nominations for the office of Chair. Cllr. Simon Carbury was nominated by Cllr. Maggie Godwin and the nomination was seconded by Cllr Charles Kirby. There were no other nominations. Cllr. Simon Carbury was unanimously duly elected to the office of Chair and confirmed that he was happy to accept the position with immediate effect.

4 Election of Vice Chairman

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

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

5 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 Chair and Vice Chair for the year of 2019-2020 The Clerk retained the signed declarations of office.

6 Chairman's remarks - Cllr. Simon Carbury 2018 - 2019

This past year has been one of change for the Council, particularly with regards to representation and legislation. We said goodbye to the former councillor Kay Davies who for so long proved pivotal in keeping the work of the Council and the Village Hall Committee connected. We have been fortunate in welcoming Richard Marfell to the Council, bringing with him a wealth of local knowledge.

Council business this past year has primarily revolved around planning matters, with several complex applications and proposals requiring considerable research, analysis and recommendations. The Council also faced minor financial hurdles due to errors within the building society's internal processes, however these were promptly rectified with assurances for future stability. The most notable challenge facing the Council this past year has been legislative change, in particular the introduction of GDPR during May 2018. Significant work was undertaken by Councillor Kershaw and the Clerk to ensure compliance with all legal and procedural requirements.

I would like to take this opportunity to thank all the councillors and the clerk for their continued attendance, support and hard work to ensure effective representation for the community as well as legal compliance. I would also like to extend my thanks to Val Smith, our Monmouthshire County Council representative and to members of the public for attending meetings and providing valuable contributions. It's somewhat of a shame that more community engagement doesn't occur, as their attendance and input would help support the continued efforts of the Council. That said, community cohesion continues to grow. Village Hall music nights have maintained their incredible popularity, whilst the emergence of the gardener's club and the litter action group have further bolstered cohesion. Hopefully this trend continues, and the Council looks forward to providing support.

7 Re-adoption of Standing Orders, Internal Control and Financial Regulations

The Clerk confirmed that the Model Standing Orders and Financial Regulations had been previously circulated to members and had been updated. The internal control mechanism had been reviewed in Oct 2018 and March 2019. The Vice Chair proposed that the Council should adopt the Model Standing Orders (Wales) and Model Financial Regulations (Wales) 2016 and internal control mechanism and this was seconded by Cllr Rowan Carbury. The Council approved the adoption.

8 Financial statement and budgetary position year end 2018/9 and reasons for variance

The Clerk confirmed following the completion of the Internal Audit, the end of year financial position at 31 March 2019 was confirmed as **£4314.07 in credit**. The amount is carried forward to the new financial year 2019-2020.

The Community Council performance against budget was an overspend of **£17.98**.

The internal audit report and account reconciliation had been circulated previously to members. The income and expenditure for the year was clearly shown. Item 9 of the report confirms:

'The Council's accounts have been properly kept in such a way as to enable receipts, payments and bank (Building Society account) reconciliations to be recorded and presented to members at their meetings. The end of year bank reconciliation has been properly prepared.'

A paper explaining the reasons for the variances against each budget line of 2017-8 against 2018-9 had been prepared and circulated to members by the Clerk. Members approved the papers for the end of year balance and variances for submission with the annual return and these were duly signed by the Chair and Clerk. Formal adoption of the accounts demonstrating income and expenditure during 2018-2019 was proposed by Cllr JK and seconded by Cllr. RC. All present were in agreement and the accounts were signed by the Chair.

9 Review of Council Reserves

The balance of reserve that the Council is holding, was suggested as requiring consideration and review, in the external audit report for 2017-8 and the internal audit report for 2018-9. Cllr JK, Vice Chair, confirmed that the Council balance was almost the level of the precept. He had reviewed the Council Reserve Policy and suggested that it may be possible for some of the reserves to be earmarked for the use and benefit of the community. As the Village Hall provides a number of social activities benefitting the wider local community, Cllr JK proposed the Council should explore in tandem with the Village Hall committee, the feasibility and cost of equipping the hall facility, to enable cinema events to be established, to benefit the

community. As residents in some areas of the community are remote, this might promote community cohesion and be useful in the long term.

Members expressed support for the proposal and it was agreed that Cllr JK should bring back a paper outlining basic principles to the September meeting. Proposed by Cllr CK and seconded by Cllr RC.

Action Vice Chair

10 Review of authorised signatories

Members agreed that the 2018-9 authorised signatories should remain unchanged for 2018-2019.

11 Review of the inventory of assets

The Clerk confirmed that the Council assets remained unchanged at 31 March 2018/9

- 4 noticeboards
- Laptop and software

The Chair signed the asset inventory as a correct record.

12 Confirmation of arrangements for insurance cover and renewal

The Council Insurance is due for renewal on 1 June 2019. The Clerk confirmed that the Invoice amount for renewal from Zurich Municipal was for the same as the premium for last year **£238**.

It was proposed to renew the insurance by Cllr JK seconded Cllr MG this was duly approved.

Clerk to action

13 Re -adoption of Working Group Policy for 2019/20

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

14 Appoint representation on Finance Working Group and external bodies

Nominees for the Finance Working Group were Cllr RC and Cllr MG proposed by Cllr JK seconded by Cllr RM - members approved.

Nominees for the OVW and MCC area groups Cllr MG and Cllr JB proposed by Cllr RC and seconded by Cllr JK -members approved.

Nominee for GDPR Cllr JK - proposed by Cllr RM and seconded by Cllr RC - members approved.

15 Review of Contract of employment

The Chair and Vice Chair confirmed that the contract of employment of the Clerk had been reviewed during 2018-9 in terms of the annual increment and the appraisal date which is to be agreed.

The meeting closed at 8.35pm