

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council's Annual Meeting held at 7:30pm on the 13th of May 2024.

Present: Councillors: CHAIR David Cross
John Drysdale, Shân Firth, Darren Meir and Huw Potter.

Also Present: Councillor M Morgan, Vale of Glamorgan Council and C Craven, Clerk.

25. It was **AGREED** that Councillor A Phillips, who had expressed an interest in the role, be elected for the Chairman of the Council year 2024-25.
26. It was **AGREED** that Councillor D Cross, be elected as Vice-Chair for the council year 2024-25.
27. Apologies from Councillors David Moody-Jones, Abigale Phillips and Susan Armitage were noted.
28. No declarations of interest were made.
29. A decision on the Committee Structure for 2024-25 was deferred.
30. It was **AGREED** that representatives on the board of external bodies for the council year 2023-24 to be as follows;
 - a) One Voice Wales. Councillors D Moody Jones and D Cross
 - b) Vale of Glamorgan Community Liaison Committee. Chair Councillor A Phillips.
31. It was **AGREED** that the times and dates of the Ordinary Meetings be as follows:

2024 June 10th, July 8th, September 9th, October 14th, November 11th

2025 January 13th, February 10th March 10th
32. The Council had reviewed its standing orders and financial regulations in 2023 based on the model standing orders published by One Voice Wales. It was **AGREED** that the standing orders and financial regulations remained unchanged.
33. A discussion regarding a Chair's Allowance to enable payments to be made for items such as small tokens concluded that up to a sum of £1,000 may be added to the budget. This matter was deferred for further consideration.
34. The Council had reviewed its Publications Scheme and Code of Conduct in 2023. It was **AGREED** that the Publications Scheme and Code of Conduct remained unchanged.
35. The Council had reviewed its Financial and Business Risk Assessment in 2023. This did not include the change in management of the MUGA. A Risk Assessment was scheduled and the Working Group, comprising of Councillors A Phillips, D Cross, D Moody-Jones and J Drysdale. It was **AGREED** that the Working Group report back at the next meeting with its finding and recommendation.
36. The Council had reviewed its Insurance Schedule. It was **AGREED** that it was fit for purpose for the Council's need but will need

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to be reviewed once again on completion of the Risk Assessment.

37. It was **AGREED** that the Banking arrangements, regular payments and contracts for 2024-25 be adopted and approved.
38. It was **AGREED** that Mrs J Howell be appointed Internal Auditor for the 2024-25 financial year.
39. The Chairman urged those Members yet to undertake complete their training questionnaire to do so as a matter of urgency.
40. The 2023-24 Annual Report was deferred to the June meeting.

19:59pm Meeting Closed.