

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's ANNUAL Meeting held at 7pm on the 11th May 2026

Present: Councillors: CHAIR D Cross, A Phillips, J Drysdale, H Potter, D Meir, S Firth and D Moody Jones

Also present: Clerk/RFOs : Val Harvey and Victoria Andrew

Agenda Item	Discussion points	Action	Person
26/001 Elect Chair	Cllr Cross was nominated by Cllr Drysdale and seconded by Cllr Meir. It was unanimously agreed that Cllr Cross be elected for Chair of the Council Year 2026-27 and the Chair's Declaration of Acceptance of Office was duly signed.		
26/002 Elect Vice Chair	Cllr Phillips was nominated by Cllr Firth and seconded by Cllr Potter. It was unanimously agreed that Cllr Phillips be elected for Vice Chair of the Council Year 2026-27.		
26/003 Apologies for Absence	None		
26/004 Declarations of Interest	None		
26/005 Review Committee and Working Group Structures and appoint Members to serve	<p>The following Committees and Working Groups were agreed:</p> <p>FINANCE COMMITTEE MEMBERS: Cllr A Phillips (Chair of Committee) Cllr S Firth Cllr J Drysdale</p> <p>VILLAGE, ASSETS & MAINTENANCE WG MEMBERS: Cllr A Phillips Cllr H Potter Cllr S Firth Cllr J Drysdale</p> <p>CHURCYARD WG MEMBERS: Cllr D Moody Jones Cllr D Meir</p>		

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	<p>MUGA WG MEMBERS: Cllr D Cross Cllr J Drysdale Cllr H Potter</p> <p>EMPLOYMENT WG MEMBERS: Cllr D Cross Cllr S Firth</p>		
<p>26/006 Appoint representatives on boards of external bodies</p>	<p>It was agreed that representatives on the board of external bodies for the council year 2026-27 be as follows:</p> <ul style="list-style-type: none"> • One Voice Wales : Cllr D Moody Jones • VOG Community Liaison Committee : Representation to be allocated on a rotation basis. Clerk to co-ordinate. <p>It was noted that there is no longer a PSECC representation on the board of school governors. It was agreed that the Clerk would act as a conduit.</p>		
<p>26/007 Agree future Full Council meeting dates</p>	<p>It was agreed that the dates and times of the Ordinary Full Council meetings be as follows:</p> <p>13th July 2026 10th August 2026 14th September 2026 12th October 2026 9th November 2026 11th January 2027 8th February 2027 8th March 2027 12th April 2027</p>		
<p>26/008 Review and re-adopt PSECC Governance Documents</p>	<p>The following governance documents were reviewed and adopted:</p> <ol style="list-style-type: none"> 1. Standing Orders 2026-27 2. Financial and Business Risk Register 2026-27 3. Financial Reserves & Funds Policy 2026-27 4. Financial Regulations 2026-27 5. Expenses Policy 2026-27 and associated "Members Allowance Statement" 		
<p>26/009 Approve schedule for review of Council Policies & Procedures</p>	<p>The schedule for reviewing Council policies and procedures was reviewed and agreed.</p>		

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26/010 Review and Confirm Fixed Asset Register	<p>The Fixed Asset Register and accompanying Risk Assessment document was reviewed. The Fixed Asset figure of £258,122 as at 31.3.26 was agreed.</p> <p>Permission was given to the Clerk to dispose of the old laptop that had been replaced during the year.</p>		
26/011 Review and Confirm Banking Arrangements, contracts and regular payments schedule	<p>The schedule was reviewed and it was agreed that the proposed arrangements for 2026-27 for the following bodies be adopted and approved:</p> <ul style="list-style-type: none"> • Unity Bank – Cllrs Phillips, Potter and Drysdale to remain as signatories with Clerk given non-approval access. • Id Mobile Phone • Giff Gaff Mobile phone • Rialtas Business Solutions Ltd • Microsoft 365 Business Premium • Acrobat Adobe Pro software • TEEC Ltd Website Hosting • Zurich Insurance • SLA VOG Play Area Inspections • Information Commissioner’s Office (Wales) • Membership of OVW and SLCC • Welsh Water • PSE Church & Community Hall 		
26/012 Appoint an Internal Auditor for 2026-27	<p>The appointment of KLG Services as Internal Auditor for 2026-27 was agreed.</p>		
26/013 Approve grounds maintenance contracts	<p>It was agreed to continue to use the services of Edenvale Garden Services Ltd and 4 Seasons Tree & Garden Services Ltd for grounds maintenance within PSE. The 2026-27 contract arrangements were reviewed and agreed.</p>		

The meeting closed at 7.30pm