

Bedwas Trethomas and Machen Community Council

Annual General Meeting

Council Offices, Newport Road, Bedwas

Thursday 2nd May 2019

| Present | Apologies |
|-------------|------------------------------|
| E Aldworth | E Davies |
| D J Davies | L Phipps – arrived at 7.45pm |
| D Havard | |
| J Gale | |
| C Morgan | |
| A McConnell | |
| P Rosser | |
| J Walsh | |
| J Winslade | |

1. Apologies

Apologies received from Cllrs E Davies and L Phipps.

2. To review nominations and elect the position of Chairperson

Three nominations were received and a majority decision to appoint Cllr Chris Morgan. Cllr Morgan accepted and was duly appointed as Chairperson for 2019-2020.

3. To review nominations and elect the position of Vice Chairperson

Five nominations were received for the position of Vice Chairperson and the majority decision to appoint Cllr Derek Havard. Cllr Havard accepted and was duly appointed as Vice Chairperson for 2019-2020.

4. To appoint the standing committees for the Council for 2019-2020

The following standing committees were agreed:

- Finance Committee
- Planning Committee
- Police and Road Safety Committee
- Land and Buildings Committee
- Environment and Leisure Committee
- Employee Panel
- Complaints and Scrutiny Panel

5. To appoint the Chairperson and Vice Chairperson for each of the standing committees

The following individuals were elected in office:

- Finance Committee
Chairperson: Cllr Chris Morgan; Vice Chairman: Cllr Jan Walsh
- Planning Committee

Chairperson: Cllr Phillip Rosser; Vice Chairman: Derek Havard

- Police and Road Safety Committee
Chairperson: Cllr Amanda McConnell; Vice Chairman: Cllr Jill Winslade
- Land and Buildings Committee
Chairperson: Cllr Amanda McConnell; Vice Chairman: Cllr Jill Winslade
- Environment and Leisure Committee
Chairperson: Cllr Liz Aldworth; Vice Chairman: Cllr June Gale
- Employee Panel
Chairperson: Cllr Chris Morgan; Members: Cllr Lisa Phipps, Cllr Jan Walsh and Cllr Jill Winslade.
- Complaints and Scrutiny Panel
No Chairperson or Vice Chairperson was appointed to the panel which would be established on an as needs basis and the Chairperson/Vice Chairperson would be agreed for each case.

6. Terms of Reference for Standing Committees

The Terms of Reference for the Standing Committees included an amendment to review each annually and to reduce the quorate for each to 3 Councillors.

The Terms of Reference for the Complaints and Scrutiny Panel included the requirement to have 5 members and would be reviewed during 2019-2020.

7. Grant Application Form

The Grant Application form used for 2018-19 was approved as appropriate for 2019-2020 with the date amended.

8. Code of Conduct

Councillors agreed unanimously to adopt a formal Code of Conduct in 2019-2020.

9. Membership of One Voice Wales, Society of Local Clerks and Joint Liaison Committee CCBC

Councillors agreed unanimously to Membership of One Voice Wales and CCBC Joint Liaison Committee.

10 Representatives of External Committees/Organisations

- One Voice Wales: Cllr Chris Morgan and Cllr Derek Havard with Cllr Jan Walsh as observation, non-voting
- CCBC Joint Liaison Committee: Cllrs chosen from the Local Authority Members
- Police Liaison Committee: Cllr Amanda McConnell

- Workmens Hall Management Committee: Cllrs Liz Aldworth, David Davies, Amanda McConnell, Lisa Phipps, Phillip Rosser, Jan Walsh, Jill Winslade.

11 Appointment of Press Officer

Cllr Amanda McConnell was appointed as Press Officer for 2019-2020.

12 Media Officer

Cllr Amanda McConnell was appointed as Media Officer for 2019-2020.

13 Dates of Meetings

Dates for meetings during 2019-2020 were approved as being:

7th June 2019, 4th July 2019, 5th September 2019, 7th October 2019, 5th November 2019, 5th December 2019, 2nd January 2020, 6th February 2020, 5th March 2020 and 2nd April 2020.

14 Confirmation of Chairperson Allowance 2019-2020

Councillors agreed to a Chairperson's allowance of £1,000. The Chairperson's Allowance would not require a separate bank account but would be identified separately on Community Council accounts and spreadsheets.

Councillor Lisa Phipps arrived at 7.45pm

15 Payments and use of Councillor Allowance to purchase tablets

Following from previous proposals and discussion, A vote was taken and decision taken to purchase tablets for each Councillor using the £150 allowance. This was agreed as a method to reduce paper and improve data protection where a dedicated email address for Councillors was to be established. Some Local Authority Members would retain their LA tablet or laptop for use for Community Council Business but it was agreed that the Clerk would not be required to produce paper copies of documents but instead make more use of emails.

16 Confirm DDR expenditure allowable by Clerk

It was agreed that utility bills, cleaning costs, salary, HMRC and other costs may be made by the Clerk subject to satisfactory invoicing.

17 Bank Signatories

Cllr Chris Morgan (Chairperson), Cllr Derek Havard (Vice Chairperson) and Clerk to be 2019-2020 signatories.

Meeting Closed at 8.00pm

