



Bedwas, Trethomas & Machen Community Council

Remote ANNUAL MEETING

MS Teams

Thursday 1st October 2020 at 6.30pm

(meeting started at 6.38pm due to technical issues)

Present	Apologies
Jill Winslade	
Daniel Llewellyn	
Amanda McConnell	
Chris Morgan (Chair)	
Elizabeth Aldworth	
Phil Rosser	
Derek Havard	
Jan Walsh	
Lisa Phipps	

Also Present: Marcia Jones (Clerk)

1. To elect the Chair until the Annual Meeting in May 2021.

Due to COVID restrictions the Chair for 2019-2020 has remained in post to date – see minute 540.2 . No nominations received and it was unanimously AGREED that Cllr Morgan to remain as Chair until the next AGM scheduled for May 2021. Clerk to arrange for signature of Declaration of Acceptance of Office.

Cllr Havard joined the meeting at this point - Apologies given- technical issues

2. To elect the Vice Chair until the Annual Meeting in May 2021.

Due to COVID restrictions the Vice Chair 2019-2020 has remained in post to date – see minute 540.2 . No nominations received and it was unanimously AGREED that Cllr Havard to remain as Vice-Chair until the next AGM, scheduled for May 2021. Clerk to arrange for signature of Declaration of Acceptance of Office.

Cllr Walsh joined the meeting at this point by phone - Apologies given- technical issues

3. Apologies for Absence

None

4. Declarations of Interest

None

5. Minutes

One correction to the minutes of the ANNUAL MEETING on 2nd May 2019 to be made. Minutes confirmed subject to this amendment. The Clerk to make arrangements for the Chair to sign as an accurate record of the ANNUAL MEETING 2019.

6. To confirm the Chair's Civic Fund 2020/2021

The Chair vacated his seat for this item of business and the Vice Chair took over. Councillors AGREED to a Chair's Civic Fund of £1,000 for 2020-2021

7. Bankers and bank signatories.

The following was AGREED for 2020-2021

Current Bankers: Coop Newport

Current Signatories: Clerk - M Jones, Cllr Havard and Cllr Morgan. Any two to sign

8. Responsible Financial Officer

As required under section 151 of the LGA 1972 it was AGREED to authorise the Clerk as the Responsible Financial Officer of BTMCC and to give instructions, request information on the bank accounts on behalf of Bedwas, Trethomas and Machen Community Council.

9. The use of Internet Banking, debit card and BACS

It was AGREED for payments for utility bills, cleaning costs, salary, HMRC and other costs may be made by the Clerk as the authorised officer subject to satisfactory invoicing.

10. Standing Committees of the Council.

The following for the year 2020 – 2021 were AGREED

12.1 Finance, Employment & Policies Committee

12.3 Land and Buildings Management Committee

12.4 Events and Leisure Committee

12.6 Environment and Community Infrastructure Levy (CIL) Committee

11. Membership of the Standing Committees of the Council

The following were AGREED were for

12.1 Finance, Employment & Policies Committee

Chair – C Morgan

Vice Chair – J Walsh

Committee Members – J Winslade, D Llewellyn, L Phipps

12.3 Land and Buildings Management Committee

Chair – A McConnell
Vice Chair – J Winslade
Committee Members – D Llewellyn, E Aldworth, D Davies

12.4 Events and Leisure Committee

Chair – A McConnell
Vice Chair – J Winslade
Committee Members -C Morgan, L Phipps, D Llewellyn

12.6 Environment and Community Infrastructure Levy (CIL) Committee

Chair – J Gale
Vice Chair – L Phipps
Committee Members – D Llewellyn, E Aldworth, D Havard

12. Membership to the Organisations

Membership to the following organisations for 2020-2021 was AGREED

16.1 One Voice Wales

16.2 Society of Local Clerks

16.3 CCBC Community Councils Joint Liaison Sub Committee

13. Representatives of the Council on outside bodies:

The following were AGREED as Representatives of the Council on following outside bodies;

13.1 CCBC Community Councils Liaison Sub Committee – C Morgan

13.2 Town and Community Councils Liaison Committee – D Havard, D Llewellyn

13.3 One Voice Wales – C Morgan

13.4 BWH Management Committee - A McConnell, J Winslade, D Llewellyn, E Aldworth, D Davies, P Rosser & L Phipps

13.5 Minor Authority representatives on Board of Governors – defer to May 2021

13.6 Community Centre Management Committees – defer to May 2021

13.7 Machen Road Watch Scheme – defer to May 2021

14. Internal Auditor

It was AGREED to appoint Mike Fisher as the Internal Auditor for BTMCC for 2020/2021

15. Press & Media Officer for 2020-2021

Press Officer – Cllr Havard was nominated and appointed

Media Officer – Cllr McConnell was nominated and appointed. Cllr McConnell will update the BTMCC website and Facebook page as appropriate

16. To confirm remaining Cycle of Meetings for 2020/2021

Members requested one change cycle of meetings for 2020 and 2021

The dates AGREED are;

- 5 November 2020
- 3 December 2020
- 7 January 2021
- 4 February 2021
- 4 March 2021

- 1 April 2021
- 6 May 2021
- 3 June 2020
- 1 July 2021
- 2 September 2021
- 7 October 2021
- 4 November 2021
- 2 December 2021

Members noted that the May 2021 meeting date may change due to elections being scheduled to take place on that date

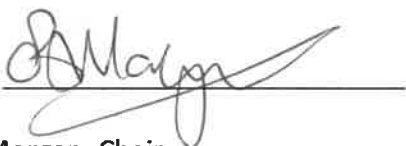
17. Documents & Policies for 2020/2021

Members AGREED the following policies and documents for the ensuing year;

- Standing Orders for 2020/2021 (last review September 2019)
- Terms of Reference for Standing Committees (last review August 2020)
- Financial Regulations 2020/2021 (last review September 2019)
- Asset Register 2020/2021 (last review March 2020)
- Risk Management 2020/2021 (last review March 2020)

Meeting Closed at 7.21 pm

Signed



Cllr C Morgan, Chair

Date

16.11.20