

Minutes of the 2024 Annual Meeting of Bedwas, Trethomas and Machen Community Council

**Meeting was held in the Council Offices Chambers on Wednesday
8th May 2024 at 6pm**

Present: Cllr Dave Davies, Cllr Phil Rosser, Cllr Steve Aicheler, Cllr Lisa Phipps, Cllr Chris Morgan, Cllr Jill Winslade, Cllr Kev Ingram, Cllr E Aldworth

Apologies: Cllr Derek Havard, Cllr Nigel Bull, Cllr E Phipps-Magill, Cllr A McConnell

Clerk/Proper Officer: Ann Butler

Chair: Cllr Dave Davies opened the meeting

1 Elect a Chairperson/Mayor of Council

Cllr Phil Rosser was proposed by Cllr Ingram, seconded by Cllr Aldworth, and unanimously agreed as Chair for 2024 - 2025
Cllr Rosser took the chair from this point.

2 Elect a Vice Chairperson

Cllr Jill Winslade was proposed by Cllr Davies, seconded by Cllr Phipps, and unanimously agreed as the new Vice Chairperson for 2024 - 2025

3 Retiring Chair's Comments

Cllr Dave Davies offered his thanks for the support received over the past year, and expressed his pride and gratitude for the confidence shown in him for the two years he held the chair. He also offered thanks to the Clerk for her support and wished the new chair well for the coming year

4 To note Member attendance and receive and agree apologies for absence

Apologies were received from Cllr McConnell, Cllr Phipps-Magill and Cllr Bull and Cllr Havard

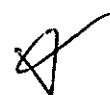
5 To receive and note declarations of interest

None

6 Minutes of the previous Annual Meeting

Previously agreed and signed minutes from last Annual Meeting were included for reference

7 To Consider the Chair's Fund 2024/2025



Cllr Rosser left the room and Cllr Winslade took over while this discussion took place. It was agreed to maintain the Chair's fund at £1,250

8 Bank

Agreed to stay with current bank (Co-op). Signatories: It was agreed to add one extra signatory to the account. A Butler (RFO), Cllr Morgan, Cllr Havard and Cllr Rosser. Clerk to complete paperwork

9 Clerk

Clerk was confirmed as RFO as required under section 151 of the LGA 1972. Also confirmed the use of Direct Debits for regular payments and internet banking, debit card and BACS for other payments

10 Appointment of internal auditor

It was agreed to continue with Mike Fisher as internal auditor

11 To appoint the following sub committees for 2024-2025

It was agreed to maintain the current sub committees as below

Finance, Employment and Policies Committee (F,E&P)

Land and Buildings Management Committee (L&B)

Environment and CIL Committee (ECIL)

Events and Leisure Committee (E&L)

12 To appoint Chair, Vice-Chair and 3 members to sub committees

F,E&P: Chair Cllr Morgan, Vice chair Cllr Rosser with Cllrs Aldworth, Winslade and Aicheler

L&B: Chair Cllr Phipps-Magill, Vice chair Cllr Bull with Cllrs Ingram, Winslade and Davies

ECIL: Chair Cllr Phipps, Vice chair Cllr McConnell with Cllr Rosser, Ingram and Aicheler

E&L: Chair Cllr Winslade, Vice chair Cllr Aldworth with Cllrs Phipps-Magill, Bull and Morgan

The quoracy of each meeting was confirmed as three members, in line with the Terms of Reference

13 To approve plenary powers

It was agreed plenary powers be given to the Chair/Vice Chair in consultation with the Clerk/RFO for the month of August

14 To confirm membership of the following bodies for 2024-2025

One Voice Wales

Society of Local Council Clerks (SLCC)



Town & Community Council Liaison Committee
Joint Liaison Committee CCBC/Community Councils

15 To appoint representatives to the following bodies

TCCLC – Cllr Rosser and Cllr Ingram

Joint Liaison committee – Cllr Rosser and Cllr Ingram

One Voice Wales Area Committee – Cllr Havard

BWH Management Committee – Cllrs Phipps-Magill, Phipps, Winslade,
Morgan, Davies and Aicheler

16 To appoint BTMCC Press Officer for 2024-2025

Cllr Morgan has agreed to continue in this role

17 To confirm BTMCC Facebook administrators for 2024-2025

Cllr McConnell, Cllr Phipps and Clerk to remain as admins


18 Cycle of meetings for 2024-2025

It was agreed to keep Full Council Meetings on the first Thursday of each month. No meeting in August. It was further agreed the clerk will set and send out invitations for all sub committee meetings, and include a Teams link with each

19 Documents and Policies

6 policies were due for review this year. All agreed and accepted

The meeting closed at 6.30pm

Signed:  _____ Chair

Date: 5.6.2024