

Minutes of the 2025 Annual Meeting of Bedwas, Trethomas and Machen Community Council

**Meeting was held in the Council Offices Chambers on Wednesday
14th May 2025 at 6pm**

Present: Cllr Dave Davies, Cllr Phil Rosser, Cllr Steve Aicheler, Cllr Lisa Phipps, Cllr Jill Winslade, Cllr Kev Ingram, Cllr E Aldworth, Cllr Nigel Bull, Cllr Derek Havard, Cllr Emma Phipps-Magill, Cllr A McConnell

Apologies: Cllr Chris Morgan

Clerk/Proper Officer: Ann Butler

Chair: Cllr Rosser opened the meeting

1 Elect a Chairperson/Mayor of Council

Cllr Jill Winslade was proposed by Cllr McConnell, seconded by Cllr Phipps, and unanimously agreed as Chair for 2025-26
Cllr Winslade took the chair from this point

2 Elect a Vice Chairperson

Cllr Amanada McConnell was proposed by Cllr Phipps, seconded by Cllr Winslade, and unanimously agreed as the new Vice Chair for 2025-26

3 Retiring Chair's Comments

Cllr Rosser offered his thanks to all members for their advice and support during his year as Chair and expressed how proud he has felt to carry out this role. He also offered thanks to the Clerk for her support and congratulated Cllr Winslade on her new role and wished her well

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

Apologies were received from Cllr Morgan

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 2025/2026

Cllr Winslade left the room and Cllr McConnell 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 keep signatories as they are currently. A Butler (RFO), Cllr Morgan, Cllr Havard and Cllr Rosser
- 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. Noted increased fee for 2026 to £350
- 11 To appoint the following committees for 2025-26**
It was agreed to maintain the current 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 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 2025-26**
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 Ingram and Cllr Aicheler

Joint Liaison committee – Cllr Ingram and Cllr Aicheler
BWH Management Committee – Cllrs Phipps-Magill, Phipps, Morgan. Davies and Aldworth. Cllrs Winslade and McConnell become ex-officio members as Chair and Vice Chair of BTMCC

- 16 **To appoint BTMCC Press Officer for 2025-26**
Cllr Morgan has agreed to continue in this role
- 17 **To confirm BTMCC Facebook administrators for 2025-26**
Cllr McConnell, Cllr Phipps and Clerk to remain as admins
- 18 **Cycle of meetings for 2025-26**
It was agreed to keep Full Council Meetings on the first Thursday of each month, with the exception of September which will be Wednesday 3rd. No meeting in August. It was further agreed the clerk will set and send out invitations for all committee meetings, and include a Teams link with each
- 19 **Documents and Policies**
4 policies were due for review this year. All agreed and accepted

The meeting closed at 6.15pm

Signed: S Winslade Chair Date: 5/6/25