

Minutes of the 2026 Annual Meeting of Bedwas, Trethomas and Machen Community Council

Meeting was held in the Council Offices Chambers on Wednesday
13th May 2026 at 6pm

Present: Cllr Dave Davies, Cllr Phil Rosser, Cllr Lisa Phipps, Cllr Jill Winslade, Cllr Kev Ingram, Cllr Nigel Bull, Cllr Chris Morgan, Cllr Emma Phipps-Magill, Cllr A McConnell

Apologies: Cllr Liz Aldworth, Cllr D Havard

Clerk/Proper Officer: Ann Butler

Chair: Cllr Winslade opened the meeting

1 Elect a Chairperson/Mayor of Council

There were two nominations for the position of Chair – Cllr Winslade and Cllr McConnell. Each candidate addressed the council, and a secret ballot was conducted. Cllr Jill Winslade won the vote and was elected as Chair for 2026-2027

Cllr Winslade took the chair from this point

2 Elect a Vice Chairperson

Cllr Dave Davies was proposed and unanimously agreed as the new Vice Chair for 2026-2027

3 Retiring Chair's Comments

No comments as Cllr Winslade continues in the role for this year

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

Apologies were received from Cllr Havard and Cllr Aldworth

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 2026-2027

Cllr Winslade left the room, and Cllr Davies 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. Fees for 2027 to be held at the existing rate of £350
- 11 To appoint the following committees for 2026-2027**
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 Winslade, Vice chair Cllr Rosser with Cllrs Aldworth, Morgan and Davies
L&B: Chair Cllr Davies, Vice chair Cllr Bull with Cllrs Ingram, Winslade and Phipps-Magill
ECIL: Chair Cllr Phipps, Vice chair Cllr McConnell with Cllr Rosser, Ingram and Morgan
E&L: Chair Cllr Morgan, Vice chair Cllr Aldworth with Cllrs Phipps-Magill, Bull and Winslade
- 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 2026-2027**
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

JW

BWH Management Committee – Cllrs Phipps-Magill, Phipps, Bull. Ingram and Aldworth. Cllrs Winslade and Davies become ex-officio members as Chair and Vice Chair of BTMCC

16 To appoint BTMCC Press Officer for 2026-2027

Cllr Phipps-Magill has agreed to accept this role

17 To confirm BTMCC Facebook administrators for 2026-2027

Cllr McConnell, Cllr Phipps and Clerk to remain as admins

18 Cycle of meetings for 2026-2027

It was agreed to keep Full Council Meetings on the first Thursday of each month, with the exception of October which will be Thursday 8th. 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

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

The meeting closed at 6.40pm

Signed: J. Winslade Chair Date: 24/6/26.