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Minutes of Annual Meeting of the Council Held on 4 May 2024

Present: Cllr J Williams (Chair) Cllr S Milliner (Vice Chair), Cllr M Harvey, Cllr C Thomas, Cllr R Sexton, Cllr P Freeman, Cllr R Jervis, Cllr P Gaughan, Cllr J Crockford, Cllr N Gater, Cllr R Godfrey, D Barrett-Plows Clerk to the Council

Cllr J Williams provided the annual report to the Council Year 2023/2024 which was noted.

1. To elect a Chairman for the Council Year 2024/2025

Cllr Mike Harvey proposed Cllr Janet Williams to be Chairman for 2024/2025. Cllr Rhian Sexton seconded. Unanimous vote in favour.

2. To receive the Chairman's Declaration of Acceptance of Office

Cllr Janet Williams to accept and sign the declaration of acceptance of office at next Council meeting Thursday 16 May 2024, to be witnessed by all Cllrs.

3. To elect a Vice-Chairman for the Council Year 2024/2025

It was unanimously agreed that Cllr Sally Milliner be Vice-Chairman for 2024/2025.

4. Apologies for absence

There were no apologies, all Cllrs were present.

5. To receive Declarations of Interest

Cllr Janet Williams and Cllr Mike Harvey declared an interest in all matters relating to Wenvoe Community Library Limited. Cllr John Crockford declared an interest in relation to the Open Grounds Contract.

6. To review Committee Structures and to appoint Members to serve.

a. Finance Committee

It was agreed that Cllrs J Williams, C Thomas, M Harvey and R Sexton would form the Finance Committee. Unanimous vote in favour.

b. Health & Safety Working Committee

It was agreed that Cllrs J Williams, C Thomas, S Milliner and R Jervis would form the Health & Safety Working Committee.

c. Planning Sub Committee

It was agreed that Cllrs J Williams, S Milliner, C Thomas and P Freeman would form the Planning Sub Committee.

d. Cemeteries Sub Committee

It was agreed that Cllrs J Williams, P Freeman, M Harvey, C Thomas, R Jervis, N Gater, P Gaughan and J Crockford would form the Cemeteries Committee.

e. Policies Sub Committee

It was agreed that Cllrs J Williams, P Freeman, S Milliner and C Thomas would form the Policies Sub Committee.

f. WRAC Sub Committee

It was agreed that Cllr P Freeman Chair the WRAC Sub Committee, Cllr S Milliner and public engagement would form the WRAC Sub Committee.

7. To appoint representatives on the board of external bodies

- a. **Wenvoe Church in Wales School Board of Governors** - Cllr R Godfrey
- b. **Vale Council Community Liaison Committee** – Cllrs J Williams, S Milliner
- c. **One Voice Wales Area Committee** – Cllrs J Williams, S Milliner
- d. **WCC & WCL Liaison Committee** – Cllrs R Sexton, S Milliner
- e. **Allotment Wardens** – Cllrs C Thomas, P Gaughan, Cllr N Gater

8. To review and confirm the governance documents

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct

Cllr J Williams proposed that there be three separate meetings be held to review the governance documents, seconded by Cllr P Freeman. Meetings to be held 7.00pm ahead of Council monthly meetings.

9. To review the Fixed Asset Register

Cllr J Crockford to provide list of benches, Cllrs C Thomas, R Godfrey to provide list of community assets to the Clerk.

10. To confirm the banking arrangements

It was agreed that the current signatories remain with dual authorisation – Cllrs J Williams, C Thomas, N Gater.

11. To appoint an Internal Auditor for 2024/2025

It was agreed that Joanna Howell continue to act as internal auditor, following a comprehensive report and recommendations for the year 2023/2024.

Meeting ended 8.05pm

The next annual meeting to be held on Thursday 1 May 2025