

Y Ganolfan Gymdeithasol
Yr Hen Bwrtawi
Gwenfô
Bro Morgannwg
CF5 6AL



Community Centre
Old Port Road
Wenvoe
Vale of Glamorgan
CF5 6AL

Office Tel:029 2059 1139 E-Mail: wenvoecc@googlemail.com

Minutes of Annual Meeting of the Council Held on 1 May 2025

Present: Cllr J Williams, Cllr S Milliner, Cllr M Harvey, Cllr C Thomas, Cllr R Sexton, Cllr P Gaughan, Cllr R Godfrey, D Barrett-Plows Clerk to the Council

Absent: Cllr J Crockford, Cllr N Gater

Cllr J Williams provided the annual report to the Council Year 2024/2025 which was noted.

1. To elect a Chairman for the Council Year 2025/2026

Cllr S Milliner proposed Cllr J Williams to be Chairman for 2025/2026. Cllr M Harvey seconded. Cllr R Godfrey proposed himself, Cllr C Thomas seconded. A vote was held and the majority agreed that Cllr Janet Williams to be Chair of the Council.

2. To elect a Vice-Chairman for the Council Year 2025/2026

Cllr J Williams proposed Cllr S Milliner. Cllr M Harvey seconded. It was unanimously agreed that Cllr S Milliner be Vice-Chairman for 2025/2026.

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

Cllr Janet Williams and Cllr Sally Milliner signed the declaration of acceptance of office, witnessed by all Councillors present.

4. To receive apologies for absence

Apologies were received from Cllr P Freeman and Cllr R Jervis due to work commitments.

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 Sally Milliner declared an interest in decoration works to Wenvoe Community Centre, it was agreed that John Crockford declare 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, R Sexton and N Gater would form the Finance Committee.

b. Health & Safety Working Committee

It was agreed that Cllrs S Milliner and R Jervis would form the Health & Safety Working Committee.

c. Planning Sub Committee

It was agreed that all Councillors would form the Planning Sub Committee.

d. Cemeteries Sub Committee

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

e. Policies Sub Committee

It was agreed that Cllrs J Williams, P Freeman, S Milliner, M Harvey and N Gater would form the Policies Sub Committee

7. To appoint representatives on the board of external bodies

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

8. To appoint Allotment Wardens

It was agreed that Cllr C Thomas and Paul Gaughan be allotment wardens.

9. Consider and approve Statement of Accounts.

Following discussion there was one request from Cllr J Williams to amend the WCC Broadband & Telephone to remove the Library.

10. Complete External Audit Annual Accounting Statement for year 01.04.2024-31.03.2025

Cllr J Williams highlighted points raised from the Internal Audit Report and recommendations for further improvement in 2025-2026. The Annual Return for year ended 31.03.2025 was signed by the Chair and Clerk/RFO to the Council. Council also agreed that the Lloyds Deposit Bank Account to be closed as per recommendation of the Internal Auditor.

11. To review and confirm the governance documents

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

Council agreed to accept the current governance documents and were made aware that new financial regulations would be discussed at the next policies meeting.

12. To review the Fixed Asset Register

Council agreed to accept the Asset Register as of 20 February 2025 minutes of Council meeting.

13. To review policies

Council agreed to accept the following policies:
Equality & Diversity

Concerns & Complaints
Expenses
NALC Lone Working
NALC Sickness Absence
Freedom of Information Requests

14. To confirm the banking arrangements

It was agreed that the current signatories remain with dual payment authorisation – Cllrs J Williams, C Thomas, N Gater. Cllr M Harvey proposed the increase of debit card expenditure for the Clerk to be increased from £500.00 to £1,000.00 for any single transaction, Cllr R Godfrey seconded the motion with an unanimous vote in favour.

Meeting ended 7.40pm

The next annual meeting to be held on Thursday 7 May 2026

DRAFT