

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 7 May 2026

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

Absent: None

Cllr J Williams provided the annual report to the Council Year 2026/2027 which was noted.

1. To elect a Chairman for the Council Year 2026/2027

Cllr M Harvey proposed Cllr J Williams to be Chairman for 2026/2027, Cllr S Milliner seconded. It was unanimously agreed that Cllr J Williams be Chair for 2026/2027.

2. To elect a Vice-Chairman for the Council Year 2026/2027

Cllr M Harvey proposed Cllr S Milliner, Cllr J Williams seconded. It was unanimously agreed that Cllr S Milliner be Vice-Chairman for 2026/2027.

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

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

4. To receive apologies for absence

Apologies were received from Cllr N Gater & Cllr R Sexton – family matters and Cllr J Crockford – 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 S Milliner

b. Vale Council Community Liaison Committee – Cllrs J Williams, S Milliner

c. One Voice Wales Area Committee – Cllrs J Williams, S Milliner

8. To appoint Allotment Wardens

It was agreed that Cllr C Thomas, Cllr P Gaughan and Cllr N Gater to be allotment wardens.

9. Consider and approve Statement of Accounts & Internal Audit Report.

Following discussion It was agreed that Councillors accepted the Annual Statement of Accounts and Internal Audit Report. Cllr M Harvey informed Councillors that he considered the Internal Report highly professional and for it to be the best received to date. Council agreed to continue to improve statutory requirements.

10. Complete External Audit Annual Accounting Statement for year 01.04.2025-31.03.2026

Cllr J Williams highlighted points raised from the Internal Audit Report and recommendations for further improvement in 2026-2027. Council agreed for Cllr J Williams to sign the Annual Return for year ended 31.03.2026.

11. To appoint Internal Auditor for 2026-2027 – Council agreed to retain the services of Mr M Fisher and for him to be provided with ‘read only’ access to Scribe software for year-end 31.03.2027.

12. To review and confirm the governance documents

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

Council agreed to review the governance documents at future Policy meetings.

13. To review the Fixed Asset Register

Council agreed to accept the Asset Register as of 31 March 2026. Cllr R Jervis highlighted that the 'beacon' was missed off the register. Council agreed for Clerk to add this item to the register.

14. To review policies

Council agreed to adopt the current policies:

- Concerns & Complaints
- Equality Diversity
- Freedom of Information
- Lone Working Policy
- Sickness Absence Policy
- Expenses and Claim Form
- Risk Management
- Data Protection
- Social Media
- Donations
- Dignity at Work
- IT Policy

15. To confirm the banking arrangements

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

Meeting ended 7.40pm

The next annual meeting to be held on Thursday 6 May 2027.

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Report of Councillor Janet Williams Chair of Council for the year 2025/2026

I was re-elected Chair of the Council at the Annual General Meeting in May 2025 and Cllr Sally Milliner was re-elected as Vice Chair of the Council.

Our Clerk – Debbie Barrett-Plows has continued to bring changes to the Council. Our internal auditor retired last year and we have now retained a new auditor. Debbie has continued to take advantage of the free courses provided by Scribe – our financial package.

We have continued to take advantage of using the Hub where possible for our meetings which allows us confidentially and multi-use technology for our meetings.

Members of the Council attended both Remembrance and Christmas Carol services.

We continue to let two of the outdoor storage rooms which brings in a small income, the third unit is still being used by the Scouts.

At the end of May 2026, we will be refurbishing the toilets, which will be done one at a time and hopefully will not take longer than two weeks. Unfortunately there are no grants available for repairing and refinishing the main hall floor, refinishing the small meeting room floor or their redecoration. The flat roof over the kitchen / toilet area still needs attention and this will be looked at during the year.

Cllr Freeman, on behalf the Wenvoe Community Council has been in discussions with both Vale of Glamorgan and Cemex in a transfer of land which will be used as a new cemetery in future years. It will also help us keep the Orchid fields within Wenvoe and further make sure that the biodiversity they bring to the area remains.

In conclusion, I would like to thank the Clerk and all my fellow Councillors for all their support and considerable efforts in the past year, most of which are not visibly seen by the public.

Janet Williams

Chair of Council