

**CYNGOR CYMUNED**  
**CEFN**  
**COMMUNITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING HELD ON 21<sup>st</sup> MAY, 2019 AT GEORGE EDWARDS HALL, CEFN MAWR.**

**1.PRESENT**Councillors: Mrs S Benbow-Jones, P Blackwell, B Cook, M Hughes, Mrs J Jones, D Metcalfe, Ms J Parrish, Mrs P Roberts, Rev K Tiltman, Mrs I Twigg, P Vaughan, D Wright & Mrs G Wright

**2.ELECTION OF CHAIRPERSON**

**Resolved** – As only one nomination was received it was unanimously resolved that Councillor P Vaughan be re-elected to serve as Chairperson for 2019/20 and accordingly signed the Declaration of Acceptance of Office.

The Chair, Councillor P Vaughan thanked Council for re-appointing him as Chair and expressed his thanks to everyone for the support given to him since taking on the Chairman's position following the passing of K Bathers. Cllr Vaughan reported he has had a very busy year since being elected in October 2018 and reported he did not comprehend just how busy the Chairman's role is, he thanked the Clerk and assistant for their assistance and guidance during the last seven months.

**3.APOLOGIES & INTRODUCTION** Apologies for absence were received from Councillors: A Ennis & Mrs L Prescott-Ennis

**4.ELECTION OF VICE CHAIRPERSON**

**Resolved** - As only one nomination was received it was unanimously resolved that Councillor D Wright be re-elected to serve as Vice-Chairperson for 2019/20.

**5. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF FINANCE & GP MEETING**

**Resolved** for Councillor P Blackwell to be re-elected to serve as Chairperson for 2019/20

**Resolved** for Councillor S Benbow-Jones to be re-elected to serve as Vice Chairperson for 2019/20

**6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF BURIAL MEETING**

**Resolved** for Councillor Mrs P Roberts to be re-elected to serve as Chairperson for 2019/20

**Resolved** for Councillor Mrs G Wright to be re-elected to serve as Vice Chairperson for 2019/20

**7. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIGHTING MEETING**

**Resolved** for Councillor A Ennis to be re-elected to serve as Chairperson for 2019/20

**Resolved** for Councillor B Cook to be re-elected to serve as Vice Chairperson for 2019/20

## **8.ELECTION OF STATUTORY MEETINGS**

**Resolved** - That all members of the Council Constitute the Statutory meetings,  
i.e. Finance & General Purposes Meeting  
Burial Meeting  
Lighting Meeting

## **9.ELECTION OF STAFFING COMMITTEE**

**Resolved** - Chair, Vice Chair and one member from each Ward be elected to  
serve on the Staffing Committee. PV, DW, PB, Mrs PR, Ms J P & Mrs SBJ

## **10.WAR MEMORIAL MEETING (Registered Charity)**

**Resolved** - All Councillors act as Trustees of the Cefn Mawr War Memorial  
meeting

## **11.DAY & TIMES OF MEETINGS**

Resolved to leave as is: Full Council meetings will be held on the 4<sup>th</sup> Tuesday of the month  
starting at 6.45p.m, finance, lighting and burial every three months on a rolling rota to be held on  
the same evening as Full Council meetings. Staffing committee meetings to be held as required  
Meetings to be adjusted in December.

## **12.TO RECEIVE ATTENDANCE LIST FOR 2018-2019**

The Clerk had previously distributed the attendance list to members which was noted.  
Congratulations were passed to Councillors B Cook, for his full attendance.

## **13. CORRESPONDENCE RELATING TO AGM**

There was no correspondence relating to Annual General Meeting.

## **14. APPOINTMENT OF THE INTERNAL AUDITOR**

Following a discussion Members agreed to continue with the appointment of JDH for 2019/20 as  
the internal auditors as required by the Welsh Audit Office.

## **15. TO CONFIRM BANKING MANDATE FOR PAYMENTS – current signatories are Councillors PV, DW, & PB**

Members resolved for the signatories to remain as PV, DW, PB also add Mrs P Roberts.

## **16. TO CONSIDER AMENDMENTS TO STANDING ORDERS**

No amendments were made Re-adopt standing orders for 2019/20. Terms of reference for all  
committee's to be appended.

## **17.TO CONSIDER AMENDMENTS TO FINANCIAL REGULATIONS**

No amendments were made – re-adopt for 2019/20

## **18. PROCEDURAL MATTERS: TO AGREE AND RE-ADOPT THE FOLLOWING:**

- (a) Annual Investment Strategy 2019-20
- (b) Schedule of Assets 2019-20

- (c) Risk Assessment 2019-20
- (d) Policy of Reserves 2019-20

**19. TO RE-ADOPT GDPR POLICICES**

The following policies were resolved to be re-adopted for 2019/20:

- (a) General Privacy Notice
- (b) Data Protection Policy
- (c) Data Protection Breach Policy
- (d) Data Inventory
- (e) GDPR Review Report
- (f) Consent Template

**20. TO AGREE CHAIRMANS ALLOWANCE**

Members resolved for the Chairmans allowance to remain at £1000.00 for the 2019/20 municipal year. For the benefit of new councillors, the clerk confirmed the allowance is not for personal use, only for worthwhile local or national causes as the Chairman sees fit.

The Chairman declared the Annual Meeting closed.

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