

July 17,2025

Extraordinary General Meeting Minutes

Attendee:

Cllr. R Hunt, Cllr. C Volrath, Cllr. G Ward, Cllr. I Forcada, Cllr. M Farkasova,
Cllr. M Hinton, Cllr. K Reid , Clerk J Chen & 5 members of public.

Meeting Started on: July 15,2025 07:04PM Pacific Time

Meeting Ended on: July 15,2025 07:32PM Pacific Time

Held on/at: Zoom Meeting

<https://zoom.us/j/95478238990?pwd=mRQ52v4HbVXfolh5pw2WW5kRzi0x3V.1>

Meeting Chaired by: Chair R Hunt

1. Welcome and introduction

- a. Welcome everyone & introduction of new Clerk- Joan Chen

2. To accept apologies for absence

- a. No apologies received
- b. Chair Rebecca received and accepted the resignation letter from Cllr. A Harris.

3. To receive Declarations of Interest under the Council's Code of Conduct

- a. none

4. Motion proposed by the Chair, Cllr. Rebecca Hunt to set up a new Website & Zoom accounts, to delete the current website and zoom accounts and transfer Community Council Assets Register to the new Clerk, Seconded by Cllr. M Hinton, it was passed by a unanimous vote. Details as below:

- a. Set up a new Council Zoom account and design a new website and delete the previous ones subject to costs of the change being established and approved later by the Council. Logins for both to be available to the Clerk and, **with advice from One Voice Wales: they should also be kept in a sealed envelope which is to be held by the chair for emergency use only and may only be opened in the presence of two councillors.**
- b. The previous Chair passes on the Community Council asset register to the Clerk within 48 hours of this motion. Any assets which are named on the register should be managed by the Clerk as this is an important part of her role as the Responsible Financial Officer. Cllr. C Volrath proposed to give Cllr. Perry reasonable time to handover as Cllr. Perry

might be very busy recently. Cllr. R Hunt clarified that the time line was suggestion of One Voice Wales.

5. New Clerk update

a. Administration

- i. It was confirmed the following items have been handed over to the new clerk.
 1. ThinkPad L560 Laptop x1 (very slow, work from clerk's private laptop now.to consider replacement in long term)
 2. Samsung Galaxy A15 5G with Sim card x1
 3. Email Account login details
 4. SLCC Membership Account login details
- ii. It was requested by the Clerk for handover of the following:
 1. Printer, File folders, A4 Paper & Lockable file cabinet
 2. Any old, filed documents/records
 3. Contacts list of existing vendor or associated parties
 4. Access to Bank account
 5. Sole Access to Scribe account with logins & password in a sealed envelope held by the Chair.
 6. Handover for other duties.
- iii. Clerk emailed the update and supporting information regarding councillors' acceptance of office on 16th April 2025 before this meeting, based on the researched information and witness statement from previous locum Clerk and advice from SLCC & ONE VOICE WALES. She sees the declaration of acceptance as completed as there were many physical witnesses (councillors and clerk) at the meeting where this took place. This alone has legal bearing and was followed up with the previous locum clerk's witness digital signing. The Clerk asks the council to accept this matter as now closed. Cllr. C Volrath proposed to accept this matter as now closed, Cllr. I Forcada seconded. Cllr. R Hunt and Cllr. K Reid are unable to vote as they are related to the proposal. It was passed by a unanimous vote. This matter is now officially closed.

b. Finance & payment of accounts

- i. No access to any bank accounts or software yet, no comment from the clerk

6. Correspondence from Councillors, Clerk, members of Public and organisations including One Voice Wales

- i. Chair R Hunt proposed to purchase a new laptop and printer (if there isn't one in the asset register) for the Clerk, Seconded by

Cllr. I Forcada, it was passed by an unanimous vote. The Clerk will provide the cost of laptop and printer for the Council for approve.

- ii. Cllr. K Reid asked when the bank account can be accessed and functional with valid signature since Cllr. A Harris resigned. Cllr. R Hunt updated it was told by the bank that it will take 14 working days to operate normally after submitting the forms. She will add her signature and remove Cllr. A Harris's signature from the bank for now to get things moving. Clerk's signature will be added after the financial committee established.
- iii. Due to resignation of Cllr. A Harris, one vacancy for Member of the Council arises now. The clerk will check and follow the correct procedure advertisement and update the Council.

7. Next meeting

12th August 2025 07:00PM

Signed by

Joan Chen – Clerk to the Council

Accepted by.....

Rebecca Hunt - The Chair of the Council

Accepted Date:.....