

**Minutes of the Annual Meeting of St Nicholas with Bonvilston Community Council,  
held on Monday 15th of May 2023 at 19:00.**

The meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021 and the councils Standing Orders.

Members present: Cllrs I Perry (Chair), A Harris, M Sexton, R Glasson, J Griffiths.

Also present: Mr. P Malone (Clerk), Mrs C Cotterell (Locum RFO)

Meeting started at 19.00

**1. Election of Chair**

Cllr Perry elected Chair.

Proposed by Cllr Sexton seconded by Cllr Griffiths

**2. Election of Vice Chair**

Cllr Harris elected Vice Chair.

Proposed by Cllr Harris and seconded by Cllr Griffiths

**3. Chair's welcome and introductions**

The Chair welcomed all to the meeting

**4. To receive apologies for absence**

Cllr Clarke

**5. To receive declarations of interest**

None

**6. Minutes**

Minutes of the Ordinary Meeting of 3<sup>rd</sup> April approved.

Proposed by Cllr Sexton and seconded by Cllr Harris

**7. Council Documents and Procedures.**

**a. To review, amend if required, and adopt policies and documents**

The following documents were reviewed and approved without amendment:

- Standing Orders,
- Financial Regulations,
- Publication Scheme (Freedom of Information),
- Data Retention and Disposal (Data Protection),
- Members' Code of Conduct,

- Resolution Protocol,
- Risk Management and Assessment,
- Social Media and Electronic Communication Policy,
- Welsh Language Policy,
- Training Statement of Intent,
- Training Plan.

Proposed Cllr Perry and seconded Cllr Griffiths

The following document was updated approved:

- Asset Register

Proposed Cllr Perry and seconded Cllr Griffiths

Standing Orders to be reviewed again when new Model Standing Orders are published. The Community Council's standing orders have already been amended to comply with Local Government and Elections (Wales) Act, 2021.

The Council will develop an Employment Policy

- b. To review delegation arrangements, committees and terms of reference (if any), agreements (inc. legal) and representation with external bodies and reporting back.**

No changes

- c. To review the council's and/or Clerk's staff subscriptions**

The Council will continue membership of One Voice Wales (OWV)

The council will pay for the Clerk's membership of the Society of Local Council Clerks (SLCC)

Proposed Cllr Perry and seconded Cllr Griffiths

- d. To review the council's expenditure under S137 of the Local Government Act 1972 or the power of wellbeing**

No spending under S137 in 2022-23

- e. To agree a schedule of meetings up to the annual meeting of 2024**

The following dates were agreed:

5th June 2023

3rd July 2023

7th August 2023

4th September 2023

2nd October 2023

6th November 2023

11th December 2023

8th January 2024

5th February 2024

11th March 2024

1st April 2024

13th May 2024 – Annual Meeting and Ordinary Meeting



## 8. Finances.

- a. **To receive the annual financial documents for the year ending March 2023**  
Internal Audit for 2022-23 in progress with intention to bring to the councils  
June meeting.
- b. **To receive the quarter 4 budget vs actual document for 2022-2023**  
Contents noted
- c. **Remuneration**  
Reimbursement for extra costs of working from home – £156  
Reimbursement for consumables – £52 or full reimbursement of costs of office  
consumables on provision of receipts  
Payment to Community Council Chair – £1500

## 9. Insurance

Resolved to continue cover from Zurich Town and Parish Council Insurance  
£413.70. *Cheque no. 100946*

## 10. Next meetings

The next Annual meeting will be held on May 13<sup>th</sup>, 2024.  
The Ordinary Meeting for May follows this meeting

These Minutes were approved at the meeting of August 7, 2023



Cllr Ian Perry  
Chair

