

TREFNANT COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Wednesday 16th May 2018 in Trefnant Bowling Club. (Min. Ref. AGM18)

Present

Mr. W. Kirkby, Mrs. A. Maguire, Mr. M. Davies,
Mrs. S. Jones, Mr. W. Moran, Mr. R. Collins,
Mr. P. Hughes, Mr. R. Salvador, Mr. S. Evans.

AGM18/01 **1. Apologies for Absence**

Mr. A. Griffith, Mr. Cavill.

2. Election of Chairman

AGM18/02 Nominations: Mr. W. Kirkby and Mr. R. Collins.

It was proposed by Mr. Collins and seconded by Mr. Hughes that Mr. W. Kirkby be elected as Chairman. This was agreed by all present and accepted by Mr. Kirkby who then signed the Acceptance of Office form.

The Clerk was asked to thank Mr. Griffith for his great service as Chairman over the last few years and to wish him all the best whilst recovering from his injury.

3. Election of Vice Chairman

AGM18/03 Nomination: Mr. R. Collins.

It was proposed by Mr. Moran and seconded by Mrs. S. Jones that Mr. Collins be elected as Vice Chairman. This was agreed by all present and accepted by Mr. Collins.

4. Election of representatives on various committees

AGM18/04 **Village Hall Committee**

It was proposed by Mr. Kirkby and seconded by Mr. Moran that Mr. P. Hughes continue to represent the Community Council on the Village Hall Committee. This was agreed by all present.

AGM18/05 **Henllan Parochial Charity**

It was agreed by all present that Mr. R. Salvador continue as a Trustee.

5. 2017/18 Chairmans Report

AGM18/06 Due to Mr. Griffith being unable to attend the meeting no report was available. The Clerk was thanked for her work.

6. Approval of 2017/18 Accounts

AGM18/07 **Internal audit Report 2017/18**

J. D. H. Business Service Ltd have completed a detailed report on the 2017/18 accounts and records. The following issues have been raised:

- The defibrillator should be included in the Fixed Asset Register. Action: The clerk has included it in the Register and amended Box 12 of the Annual Return which was initialled by the Chair. The insurance policy has also been updated to include the defibrillator.
- The Risk Assessment should be updated to include disaster recovery and business continuity risk management. Action: The clerk has updated the Risk Assessment which will be reviewed later in the meeting.
- The impact of GDPR on the council should be identified through the review of ICO and NALC guidance and the Data Protection policy, Risk Assessment and Internal Controls should be updated accordingly. Action: A Data Controller has been appointed. The Risk Assessment and Internal Controls have been updated. The Risk Assessment Policies and Privacy Notices have been drawn up by the clerk and will be reviewed later in the meeting.

AGM18/08 Annual Return 2018

The Members reviewed the 2017/18 accounts documents provided by the Clerk. The figures were agreed to those entered on the Annual Return. It was proposed by Mr. Collins and seconded by Mr. Evans that the accounts be accepted as a correct record. It was confirmed that all the statements on the Annual Governance Statement could be agreed as being met. This was agreed by all present and the Chairman signed the Annual Return.

The Annual Return and all relevant documentation will be forwarded to the External Auditor by the clerk.

AGM18/09 Due to J. D. H. Business Services Ltd experience of audit it was agreed by Members that they are suitable persons to carry out the internal audit of the Community Council records and will be retained as the Internal Auditor. The review undertaken by the company is thorough and in compliance with the needs of the Community Council and any Accounts & Audit Regulations and is therefore deemed to be effective.

7. Investment Strategy 2018/19

AGM18/10 It was agreed that the Community Council sets budgets only for expected expenditure together with reserves for election costs and a contingency fund. The Council therefore does

not anticipate having excess funds to invest during the 2018/19 financial year. The Investment Strategy was approved by all present.

8. Data Protection Policies

AGM18/11 The following documents have been drawn up by the clerk with the assistance of J. D.H. Business Services Ltd.

- Data Protection Policy 2018
- Information Security Policy
- Internet, email & Social Media Policy
- Document Retention Policy
- General Privacy Notice
- Staff, Councillors & Role Holders Privacy Notice

The Members reviewed the Policies and Privacy Notices and it was proposed by Mr. Moran and seconded by Mr. Evans that they be approved and adopted by the Council. This was agreed by all present. These documents will be placed on the Community Councils website.

9. Review of Financial Regulations and Standing Orders.

AGM18/12 The existing Standing Orders were reviewed and it was agreed by all present to approve them without amendment.

AGM18/13 The Financial Regulations were reviewed. It was agreed by all present to approve them without amendment.

10. Review of 2018/19 Internal Controls

AGM18/14 The Internal Controls have been updated to include Data Protection and Business Continuity & Disaster Recovery. It was proposed by Mr. Hughes and seconded by Mrs. Maguire that the Internal Controls were adequate and considered as effective. This was agreed by all present.

11. Risk Assessment Policy 2018/19

AGM18/15 The Risk Assessment and Management schedule has been updated to include Business Continuity & Disaster Recovery. It was proposed by Mr. Collins and seconded by Mrs. Jones that the policy be approved. It was agreed by all present that the Insurance schedule was adequate to cover the Risks identified.

12. Asset Register review 2018/19

AGM18/16 The Asset Register has been updated to include the defibrillator. Assets on the Register are valued at cost. It was proposed by Mr. Kirkby and seconded by Mrs. Jones that the Asset Register be approved.

Meeting closed at 7.55 p.m.