

TREFNANT COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Wednesday 17th May 2019 in Trefnant Bowling Club. (Min. Ref. AGM19)

Present

Mrs. A. Maguire, Mr. R. Collins, Mr. A. Griffith, Mr. S. Evans, Mr. R. Salvador, Mrs. S. Jones, Mr. P. Hughes, Mr. S. Wetton, Mr. A. Griffiths

AGM 19/01 **1. Apologies for Absence**

Mr. W. Kirkby, Mr. M. Davies

2. Election of Chairman

AGM 19/02 Nomination: Mr. W. Kirkby

Due to Mr Kirby's unavoidable absence, his acceptance to be elected as Chair will be requested at the next meeting in June 2019.

3. Election of Vice Chairman

AGM19/03 Nomination: Mr. R. Collins.

It was proposed by Mr A Griffith 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

AGM19/04 Village Hall Committee

It was agreed by all present Mr P Hughes continue to represent the Community Council on the Village Hall Committee.

AGM19/05 Henllan Parochial Charity

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

5. 2018/19 Chairmans Report

AGM19/06 Due to Mr. Kirkby being unable to attend the meeting no report was available.

6. Approval of 2018/19 Accounts

AGM19/07 Internal audit Report 2018/19

J. D. H. Business Service Ltd have completed a detailed report on the 2018/19 accounts and records. The following issue has been raised:

- A review of the minutes found that while they are signed by the Chair, they have not been initialled on each page. Loose-leaf minutes to be initialled in future meetings

AGM19/08 Annual Return 2019

The Members reviewed the 2018/19 accounts documents provided by the Clerk. It was proposed by Mr Collins and seconded by Mr Evans that the accounts be accepted as a correct record. The figures entered on the Annual Return were agreed by the Internal Auditor. The signed Annual Return and all relevant documentation will be forwarded to the External Auditor by the Clerk. Mr Collins asked the Clerk to check whether the donation for the Eisteddfod was agreed to be paid annually over a three year period.

7. Investment Strategy 2019/20

AGM19/09 It was agreed that the Community Council will continue to set 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 2019/20 financial year. The Investment Strategy was approved by all present.

8. Data Protection Policies

AGM19/10 The existing Data Protection Policies were reviewed and agreed by all present to approve them without amendment.

9. Review of Financial Regulations and Standing Orders.

AGM19/11 The existing Standing Orders were reviewed and agreed by all present to approve them without amendment.

AGM19/12 The Financial Regulations were reviewed and agreed by all present to approve them without amendment.

10. Review of 2019/20 Internal Controls

AGM19/13 The Internal Controls were reviewed and agreed by all present to approve them without amendment.

11. Risk Assessment Policy 2019/20

AGM19/14 The Risk Assessment Policy was reviewed and agreed by all present to approve them without amendment.

12. Asset Register review 2019/20

AGM 19/15 Assets on the Register have been increased in line with the Insurance values. It was agreed by all present that the Asset Register be approved. A query was raised about whether there is a maintenance plan in place for the defibrillator and who is responsible for this. Action: The Clerk to check the details.

Meeting closed at 7.55 p.m.