

COEDPOETH COMMUNITY COUNCIL
ANNUAL MEETING 2018
May 15th, 2018
AGENDA

1. Welcome.
2. Receive Chair's Report for 2017/18 (see attached report).
3. Elect Chair & Vice Chair:
4. Confirm Minutes of 2017 Annual Meeting.
5. Confirm School Governors at Penygelli School and Bryn Tabor School & representatives to Youth Club Management Committee and Plas Pentwyn Management Committee – see list below:

Name	Position
	Plas Pentwyn Management Committee
	School Governor – Penygelli CP School
	School Governor – Bryn Tabor School
	Youth Club Management Committee

6. Confirm current Standing Orders/Financial Regulations without amendment (Revised March 2012 – displayed on Council Web-Site).
7. Confirm that Coedpoeth Community Council is able to borrow money this financial year if needed.
8. Review and adopt the following:
 - a. Insurance Cover (Copy to be tabled at Meeting).
 - b. Code of Conduct
 - c. Fixed Asset Register (Copy to be tabled at Meeting)
 - d. Complaints Procedure
 - e. Data Protection Policy
 - f. Internal Financial Controls
 - g. Freedom of Information Scheme
 - h. Investment Statement
 - i. Risk Assessment
 - j. Future Council Meetings:
 - i. 2018 – June 12th, July 10th, September 11th, October 9th, November 13th, December 11th.
 - ii. 2019 – January 15th, February 12th, March 12th, April 9th.

Helen Belton – Clerk to the Council

Thursday, 10 May 2018

Coedpoeth Community Council

Park Road, Coedpoeth, LLI 3TD

**MINUTES OF
ANNUAL MEETING**

MAY 17th, 2017

PRESENT

Cllr M Dixon– Chair

Cllr S Edwards (Vice Chair), Cllr G Jones, Cllr K Ashton, Cllr R Timms, Cllr B Williams, Cllr G Kelly, Cllr P Wilson, Cllr G Price, & Cllr H Hughes (10)

Item	
1.	Welcome The Chair welcomed everyone to the Annual Meeting. Congratulations were extended to the Chairman, Cllr M Dixon, on his success in being elected to the role of County Councillor for WCBC.
2.	Apologies for absence All present, 4 vacancies
3.	Chair's Report for 2016/17 The Chair had previously circulated his report and observed that, during 2016/17, the Council had received a good internal and external audit and commended the Clerk and the Accountant. The purchasing of two AEDs for the High Street and the Parish Hall was praised.
4.	Appointment of Chair and Vice-Chair The Clerk informed the Council that she had received two nominations for the post of Chair; Cllrs M Dixon and H Hughes and by 7 votes to 3, Cllr Michael Dixon was duly elected as Chair. The Clerk informed the Council that she had received two nominations for the post of Vice Chair; Cllrs S Edwards and K Ashton and by 7 votes to 3, Cllr S Edwards was duly elected as Vice Chair.
5.	Minutes of the Annual Meeting held 10th May 2016 The minutes had been formally approved at the June 2016 Council Meeting. Proposed: Cllr S Edwards, Seconded: Cllr G Kelly – Unanimous.

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6.	<p>That the Council re-appoints school governors</p> <p>A. <u>Penygelli School</u> – Deferred</p> <p>B. <u>Bryn Tabor School</u> – Deferred</p>
7.	<p>That the Council re-appoints representatives to the Youth Club Management Committee and to the Plas Pentwyn Management Committee.</p> <p>A. <u>Youth Club Management Committee</u> – Deferred pending discussion about WCBC youth plans.</p> <p>B. <u>Plas Pentwyn Management Committee</u>– Cllr H Hughes was appointed as the Council's representative. Proposed: Cllr G Jones Seconded: Cllr S Edwards – Unanimous.</p>
8.	<p>That the Council re-adopt and confirm current Standing Orders and Financial Regulations without amendment.</p> <p>Proposed: Cllr G Jones Seconded: Cllr H Hughes - Unanimous</p>
9.	<p>That the Council review and adopt the following:</p> <ul style="list-style-type: none"> a. Insurance Cover b. Code of Conduct c. Fixed Asset Register d. Complaints Procedure e. Data Protection Policy f. Internal Financial Controls g. Freedom of Information Scheme h. Investment Statement i. Risk Assessment j. Future Council Meetings: <p>2017 - June 13th, July 11th, September 12th, October 10th, November 14th, December 12th</p>

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	2018 - January 16 th , February 13 th , March 13 th , April 10 th . Proposed: Cllr H Hughes, Seconded: Cllr G Kelly – Unanimous
10.	Any other business None
11.	Next Annual Meeting Tuesday 8 th May 2018 (Second Tuesday in the Month)

Meeting closed: 7.50pm