



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM ON THURSDAY 9th MAY 2024 AT 6.30 PM

Present: Councillor A Wathan (Chair with the exception of item 3 to elect a Chair for 2024/25)

Councillors: S Bletsoe
Y Walton-Davies (from 6.37 pm)
L Jeffreys (zoom)
G Langdon
L Lewis
L Richards
A Williams
J Williams
M Williams
D Wingar

Apologies: Councillor S Charles

Also Present: Mrs A C Harris, Clerk & RFO
Mr P Ley, Asst. Clerk & FO

1/24-25.APOLOGIES FOR ABSENCE

As above.

2/24-25.DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Councillors A Williams and M Williams declared an interest as husband and wife.
- Councillors S Bletsoe, A Wathan, A Williams and M Williams declared interests as BCBC Members.

There were no new interests declared for 2024/25.

RESOLVED: The Clerk was asked to seek advice to clarify declarations of interest.

3/24-25.TO APPOINT A CHAIR FOR THE YEAR 2024/2025

Councillor M Williams chaired this item of the meeting.

RESOLVED: Councillor Alan Wathan was nominated and unanimously re-elected Chair of Council and continued chairing the meeting from this point. A Declaration of Acceptance of Office form was signed.

4/24-25.TO APPOINT A VICE-CHAIR FOR THE YEAR 2024/2025

RESOLVED: Councillor Martin Williams was nominated and unanimously re-elected Vice-Chair of Council. A Declaration of Acceptance of Office form was signed.

5/24-25.MINUTES OF THE LAST ANNUAL MEETING OF COUNCIL

RESOLVED: That the minutes of the Annual Meeting of Council held in May 2023, be noted as an aide memoire as they were approved and signed in 2023.

6/24-25. TO DETERMINE A TIMETABLE OF MEETINGS 2024/25

The Clerk had distributed a list of meetings for the year.

RESOLVED: It was unanimously agreed that the council meetings would remain on the 2nd Thursday of the month and start at 7.00 pm, with the exception of August when there is no meeting and July which will be held a week later due to the Clerk's previously agreed annual leave.

7/24-25. TO APPOINT COMMITTEES AND AGREE THEIR TERMS OF REFERENCE

The Clerk had circulated the Terms of Reference in advance of the meeting and these were approved and accepted.

RESOLVED:

- The Allotment Appeals Committee would be made up as follows:

- Councillor Lynda Jeffreys
 - Councillor Lisa Lewis
 - Councillor Luke Richards
 - Councillor Alan Wathan (Chair of Committee)
 - Councillor John Williams
- The Finance & Resources Committee would be made up as follows:
 - Councillor Lynda Jeffreys
 - Councillor Luke Richards
 - Councillor David Wingar
 - Councillor Alan Wathan
 - Councillor Martin Williams (Committee Chair)
 - The Community Access Plan Working Group would be made up as follows:
 - Councillor Luke Richards
 - Councillor Yvonne Walton-Davies
 - Councillor John Williams
 - Councillor Alan Wathan
 - Councillor Martin Williams (Chair of Group)
 - The Staff & Disciplinary Committees would be made up as follows:
 - Councillor Steve Bletsoe
 - Councillor Gareth Langdon
 - Councillor Lisa Lewis
 - Councillor Amanda Williams
 - Councillor Alan Wathan (Chair of Committee)
 - The Asset Transfer Working Group would be made up as follows:
 - Councillor Steve Bletsoe
 - Councillor Gareth Langdon
 - Councillor David Wingar
 - Councillor Amanda Williams
 - Councillor Martin Williams
 - Councillor Alan Wathan (Chair of Committee)

8/24-25. TO APPOINT REPRESENTATIVES TO REPRESENT THE COUNCIL

RESOLVED: It was unanimously agreed to the following:

- BCBC T&CC Forum - Councillor Lisa Lewis (Councillor Lynda Jeffreys reserve)
- School Community Governors - Councillor Gareth Langdon (Coety Primary) Litchard Primary Yvonne Walton-Davies (on-going for term of office)
- Coity Wallia Conservators - Councillor Amanda Williams
- One Voice Wales Area Committee - Councillor Lynda Jeffreys

- One Voice Wales Larger and Annual Meetings, plus Conferences - Chair or Vice-Chair (Councillor Yvonne Walton-Davies as a substitute for the One Voice Wales meetings.)

9/24-25. TO ACCEPT THE 2024/25 ALLOWANCES FOR THE CHAIR, VICE-CHAIR, COMMITTEE CHAIRS AS AGREED AT THE DECEMBER 2023 PRECEPT MEETING

RESOLVED: The allowances were noted, agreed and approved. The Clerk would send out an opt-out form for councillors to sign and return by 7th June 2024 at the latest.

10/24-25. TO NOTE THE INTERNAL AUDITOR FOR 2023/24 AS AGREED AT THE MAY 2023 ANNUAL MEETING AND TO AGREE THE INTERNAL AUDITOR FOR 2024/2025

RESOLVED: It was unanimously agreed that Ridewood Associates would remain the Internal Auditor for the Community Council Audit for 2024/25.

11/23-24. TO AGREE THE COUNCIL'S SOLICITOR FOR 2023/2024

RESOLVED: It was agreed that the Clerk would use Berry Smith for future work.

13/23-24. CODE OF CONDUCT

RESOLVED: All Councillors agreed to adopt the Code of Conduct.

The meeting closed at 6.23 pm