

**CYNGOR CYMUNED**  
**CEFN**  
**COMMUNITY COUNCIL**

**MINUTES OF THE REMOTE VIRTUAL ANNUAL MEETING HELD ON 25<sup>th</sup> MAY**  
**2021 VIA ZOOM**

**1.PRESENT**Councillors: Mrs S Benbow-Jones, P Blackwell, B Cook, Mrs J Jones, Rev K Tiltman, Mrs I Twigg, B Twigg, D Wright & Mrs G Wright

**2.ELECTION OF CHAIRPERSON**

**Resolved** – As only one nomination was received it was unanimously resolved that Councillor P Vaughan be re-elected to serve as Chairperson for 2021/22 The Chairman will sign the Declaration of Acceptance of Office at the earliest opportunity.

Due to technical difficulties the chairman gave his apologies and Councillor D Wright chaired the meeting.

The Clerk wished to congratulate Councillor P Vaughan for his re-election, also wished to thank both the Chairman and Vice Chair Councillor D Wright for their help and assistance during the last twelve months, which at times has been a challenge. The Clerk stated she was looking forward to the next twelve months where collectively as a team the Council can continue to make a difference.

**3.APOLOGIES & INTRODUCTION** Apologies for absence were received from Councillors: D Metcalfe, Mrs J Parrish, Mrs P Roberts & P Vaughan.

**4.ELECTION OF VICE CHAIRPERSON**

**Resolved** - As only one nomination was received it was unanimously resolved that Councillor D Wright be re-elected to serve as Vice-Chairperson for 2021/22.

**5. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF FINANCE & GP MEETING**

**Resolved** for Councillor P Blackwell to be re-elected to serve as Chairperson for 2021/22

**Resolved** for Councillor S Benbow-Jones to be re-elected to serve as Vice Chairperson for 2021/22

**6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF BURIAL MEETING**

**Resolved** for Councillor Mrs P Roberts to be re-elected to serve as Chairperson for 2021/22

**Resolved** for Councillor Mrs G Wright to be re-elected to serve as Vice Chairperson for 2021/22

**7. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIGHTING MEETING**

**Resolved** for Councillor A Ennis to be re-elected to serve as Chairperson for 2021/22

**Resolved** for Councillor B Cook to be re-elected to serve as Vice Chairperson for 2021/22

#### **8.ELECTION OF STATUTORY MEETINGS**

**Resolved** - That all members of the Council Constitute the Statutory meetings,  
i.e. Finance & General Purposes Meeting  
Burial Meeting  
Lighting Meeting

#### **9.ELECTION OF STAFFING COMMITTEE**

**Resolved** - Chair, Vice Chair and one member from each Ward be elected to serve on the Staffing Committee. PV, DW, PB, Mrs PR, Ms JP & Mrs SBJ

#### **10.ELECTION OF CHRISTMAS SUB-COMMITTEE**

**Resolved** – Chair, BT, Mrs IT, Mrs JJ, Mrs SBJ, Rev KT, BC

#### **11.WAR MEMORIAL MEETING (Registered Charity)**

**Resolved** - All Councillors act as Trustees of the Cefn Mawr War Memorial meeting

#### **12.DAY & TIMES OF MEETINGS**

Resolved to leave as is: Full Council meetings will be held on the 4<sup>th</sup> Tuesday of the month starting at 6.45p.m, finance, lighting and burial every three months on a rolling rota to be held on the same evening as Full Council meetings. Currently only held as and when is required due to remote meetings. Staffing committee meetings to be held as required meetings to be adjusted in December and around bank holidays.

#### **13.TO RECEIVE ATTENDANCE & DECLARATION LIST FOR YEAR ENDED APRIL 2021**

The Clerk had previously distributed the attendance and declaration list to members Cllr D Wright reported there was an error on the declaration list which was noted, the Clerk will correct.

#### **14. CORRESPONDENCE RELATING TO AGM**

There was no correspondence relating to Annual General Meeting.

#### **15. APPOINTMENT OF THE INTERNAL AUDITOR**

Following a discussion Members agreed to continue with the appointment of JDH for 2021/22 as the internal auditors as required by the Welsh Audit Office.

#### **16. TO CONFIRM BANKING MANDATE FOR PAYMENTS – current signatories are Councillors PV, DW, & PB**

Members resolved for the signatories to remain as PV, DW, & PB.

#### **17. TO CONSIDER AMENDMENTS TO STANDING ORDERS**

No amendments were made Re-adopt standing orders for 2021/22.

#### **18.TO CONSIDER AMENDMENTS TO FINANCIAL REGULATIONS**

No amendments were made – re-adopt for 2021/22

**19. PROCEDURAL MATTERS: TO AGREE AND RE-ADOPT THE FOLLOWING:**

- (a) Annual Investment Strategy 2021-22
- (b) Schedule of Assets 2021-22
- (c) Risk Assessment 2021-22
- (d) Policy of Reserves 2021-22
- (e) Terms of reference for standing committees

**20. TO RE-ADOPT GDPR POLICICES**

The following policies were resolved to be re-adopted for 2021/22:

- (a) General Privacy Notice
- (b) Data Protection Policy
- (c) Data Protection Breach Policy
- (d) Data Inventory
- (e) GDPR Review Report
- (f) Consent Template

**21. TO AGREE CHAIRMANS ALLOWANCE**

Members resolved for the Chairmans allowance to remain at £1000.00 for the 2021/22 municipal year. The Clerk reported to members the donations made by the Chairman during 2020/21.

The Chairman declared the Annual Meeting closed.