

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

**MINUTES OF THE ANNUAL MEETING HELD ON 17<sup>th</sup> MAY 2022 AT GEORGE EDWARDS HALL, CEFN & VIA ZOOM PLATFORM**

**1.PRESENT**Councillors: Mrs S Benbow-Jones, P Blackwell, M Hughes, Mrs J Jones, D Metcalfe, D Shaw, Mrs P Roberts, Mrs K Tiltman, Mrs I Twigg, B Twigg, P Vaughan, G Wood, D Wright & Mrs G Wright

**Presentation from V Bolton, Voluntary & Community Team Manager, Avow**

Before council business commenced, Vicki Bolton was welcomed to the meeting and invited to address members. Ms Bolton reported she was delighted to be back at the George Edwards Hall to award certificates of recognition on behalf of AVOW for two members of Cefn Community Council for their time and effort, going above and beyond in serving their community. Ms Bolton presented the prize to Cllrs Mrs Joan Jones and Phil Vaughan who had both worked tirelessly in relation to the research towards the production of the WW11 booklet.

Cllr D Wright thanked Ms Bolton and echoed the comments made, he stated there is a great pleasure to be had when a councillor is congratulated for their efforts in the community they serve, all councillors were thanked for their efforts with the publication. Cllr Mrs G Wright reported she had spoken to a local resident who has family based in the midlands, who had received a copy of the book and were extremely pleased and thankful to members of Cefn Community Council for the publication.

Ms Bolton was thanked for her attendance and left the meeting.

*Cllrs P Blackwell, D Metcalfe and D Shaw entered the meeting.*

**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 2022/23  
The Chairman signed the Declaration of Acceptance of Office.

**3.APOLOGIES & INTRODUCTION** Apologies for absence: None Received.

The Chairman welcomed all members to the meeting and wished to congratulate members on their return to council and new members Cllrs G Wood and D Shaw.

**4.DECLARATION OF OFFICE**

All members proceeded to complete and sign their declaration of office

**5.ELECTION OF VICE CHAIRPERSON**

**Resolved** – Councillor Mrs I Twigg nominated Councillor D Wright, Seconded by Cllr Mrs P Roberts.

Cllr D Metcalfe proposed Cllr G Wood this nomination was not seconded.  
A vote followed for Cllr D Wright 13 in favour none against 1 abstention.  
Resolved that Councillor D Wright be re-elected to serve as Vice-Chairperson for 2022/23.

## **6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF FINANCE & GP MEETING**

**Resolved** for Councillor Mrs S Benbow-Jones be elected to serve as Chairperson for 2022/23  
**Resolved** for Councillor P Blackwell to be elected to serve as Vice Chairperson for 2022/23

## **7. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF BURIAL MEETING**

Cllr D Wright reported due to the recent upgrade of the LED lights and the improvements made to the cemetery over the last few years, there is no need to continue with the committee, Cllr Wright proposed the Clerk bring any issues concerning the lighting or burial to Full Council meetings as and when is required and to suspend the committees for a period of twelve months. Proposal seconded by Cllr Mrs S Benbow-Jones, all members in favour

## **8. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIGHTING MEETING**

Cllr D Wright reported due to the recent upgrade of the LED lights and the improvements made to the cemetery over the last few years, there is no need to continue with the committee, Cllr Wright proposed the Clerk bring any issues concerning the lighting or burial to Full Council meetings as and when is required and to suspend the committees for a period of twelve months. Proposal seconded by Cllr Mrs S Benbow-Jones, all members in favour

## **9.ELECTION OF STATUTORY MEETINGS**

**Resolved** - That all members of the Council Constitute the Statutory meetings,  
i.e. Finance & General Purposes Meeting  
Burial Meeting – Suspended for a period of twelve months  
Lighting Meeting – Suspended for a period of twelve months

## **10.ELECTION OF STAFFING COMMITTEE**

**Resolved** – Staffing committee to remain as Councillors. PV, DW, PB, PR, & SBJ

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

**Resolved** – Christmas Committee to remain as councillors PV, BT, IT, JJ, SBJ & KT

## **12.ELECTION OF PROJECT DEVELOPMENT COMMITTEE**

**Resolved** – Project Development Committee to remain as Councillors PV,DW,GW,IT,JJ & SBJ  
Councillor D Metcalfe stated he felt the committee was a secret committee, which he was not kept informed about. Cllr Mrs S Benbow-Jones reported and confirmed the committee minutes are circulated to all members of the council and all recommendations from the committee are approved at full council. Cllr D Wright re-iterated the committee was formed after Mr Jones was employed and a basic list generated through the old CRP scheme was investigated, Mr Jones is employed to look at various funding streams which he may think will be of benefit to the

community such as, Green Spaces Project, MUGA refurbishment. Mr Jones' expertise is generating large sums of grant funding to improve and benefit residents of the community.

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

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

### **14. PROCEDURAL MATTERS – VACANCY FOLLOWING ELECTION**

Members were advised that there is a vacancy to be filled by co-option for Cefn Ward and Acrefair & Penybryn ward, the appropriate Public Notices have been placed on the Council's website, social media platforms and at the GE Hall.

### **15. TO CONFIRM RECEIPT OF COUNCILLOR INDUCTION PACK AS LISTED:**

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| <i>Page 1</i>  | <i>Declaration of acceptance of office - return to the Clerk at the Annual meeting on 17/05</i>  |
| <i>Page 2</i>  | <i>Personal details form – return to the Clerk at the Annual Meeting on 17/05/22</i>   |
| <i>Page 3</i>  | <i>Schedule of Meeting 2022/23</i>   |
| <i>Page 4</i>  | <i>Members Code of Conduct</i>   |
| <i>Page 5</i>  | <i>Good Councillor Guide</i>   |
| <i>Page 6</i>  | <i>Standing Orders</i>   |
| <i>Page 7</i>  | <i>Financial Regulations</i>   |
| <i>Page 8</i>  | <i>Expenditure for 2021/22</i>   |
| <i>Page 9</i>  | <i>Income for 2021/22</i>  |
| <i>Page 10</i> | <i>End of Year Full Accounts 2021/22</i>   |
| <i>Page 11</i> | <i>Precept requirements for 2022/23</i>  |
| <i>Page 12</i> | <i>Grants awarded in 2021/22 – Criteria Form &amp; Application Form</i>  |
| <i>Page 13</i> | <i>Annual investment Strategy, Schedule of Assets, Risk Assessment Schedule, Policy on Reserves &amp; Internal Financial Controls</i>  |
| <i>Page 14</i> | <i>Terms of Reference:<br/>War Memorial Committee<br/>Finance Committee<br/>Lighting Committee<br/>Burial Committee<br/>Staffing Committee<br/>Youth Committee<br/>Community Development Committee<br/>Christmas Committee</i> |

**Resolved** – All members confirmed they had received and read contents as listed in induction pack

### **16. 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 meeting, every quarter on the same evening as Full Council meetings. Staffing, Christmas, Project Development committee meetings to be held as required. Meetings to be adjusted in December and around bank holidays.

## **17. TO RECEIVE ATTENDANCE & DECLARATION LIST FOR YEAR ENDED APRIL 2022**

The Clerk had previously distributed the attendance and declaration list to members, to be displayed on the website

## **18. CORRESPONDENCE RELATING TO AGM**

There was no correspondence relating to Annual General Meeting.

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

Following a discussion Members agreed to continue with the appointment of JDH for 2022/23 as the internal auditors as required by the Welsh Audit Office.

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

Members resolved for the signatories to remain as PV, DW, & PB and to include Cllr Mrs SBJ, the clerk will request another bank mandate and complete.

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

Resolved to re-adopt standing orders for 2022/23.

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

Resolved to re-adopt for 2022/23

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

- (a) Annual Investment Strategy 2022-23
- (b) Schedule of Assets 2022-23
- (c) Risk Assessment Schedule 2022-23
- (d) Policy of Reserves 2022-23
- (e) Internal Financial Controls
- (f) Terms of reference for standing committees

**Resolved** – to re-adopt policies listed (a)-(f) for 2022/23

Councillor D Metcalfe suggested gaining a more current valuation for the Tesco site which would assist with any future borrowing, Cllr Metcalfe was reminded Community Councils are not a business and do not undertake prudential borrowing. Cllr P Blackwell stated the Tesco site has brought employment to the village and is far more convenient for residents to shop at their local store than having to travel further afield, Cllr D Metcalfe stated he was the second largest employer in Cefn.

## **21. TO AGREE CHAIRMANS ALLOWANCE**

Cllr D Wright proposed the allowance is increased to £1200, seconded by Cllr Mrs I Twigg Members resolved for the Chairmans allowance to be set at £1200.00 for the 2022/23 municipal year.

The Chairman thanked members for their attendance and declared the Annual Meeting closed.