

**Draft Summary of the Annual Meeting of Coity Higher Community Council held on Thursday 12<sup>th</sup> May 2022 at Litchard Primary School and via Zoom**

**Attendance:**

Councillors Steve Bletsoe, Darren Brown, Stuart Charles, Yvonne Walton-Davies, Alison Hughes, Lynda Jeffreys, Lisa Lewis, Luke Richards, Alan Wathan (Chair), Amanda Williams, John Williams, Martin Williams and David Wingar

**Apologies:**

None

**Declarations of Interest:**

No declarations of interest were made for items on the agenda.

<b>Minute Number</b>	<b>Agenda Item</b>	<b>Action</b>
3/22-23	To Appoint a Chair for the Year	<ul style="list-style-type: none"><li>• Outgoing Chair Councillor Alan Wathan chaired the meeting for items 1,2 and 3.</li><li>• Councillor Alan Wathan was unanimously re-elected Chair of Council and continued chairing the meeting from this point.</li></ul>
4/22-23	To Appoint a Vice-Chair for the Year	<ul style="list-style-type: none"><li>• Councillor Martin Williams was unanimously re-elected Vice-Chair of Council.</li></ul>
6/22-23	To Determine a Timetable of Meetings for 2022/23	<ul style="list-style-type: none"><li>• It was unanimously agreed that the council meetings would remain on the 2<sup>nd</sup> Thursday of the month and start at 7.00 pm.</li><li>• The Clerk had distributed a list of meetings for the year.</li></ul>
7/22-23	To Appoint Committees and agree their Terms of Reference	<ul style="list-style-type: none"><li>• The Clerk had circulated the Terms of Reference in advance of the meeting and these were approved and accepted; with the increase in councillor numbers, it was agreed to increase each committee size by 1 from 4 to 5.</li><li>• It was also agreed to set up an Asset Transfer Working Group to look at the Expressions of Interest in Pendre and Litchard Fields including Coity Higher Community Centre.</li></ul>

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|  |  | <ul style="list-style-type: none"><li>• The Allotment Appeals Committee would be made up as follows:<ul style="list-style-type: none"><li>➤ Councillor Darren Brown</li><li>➤ Councillor Lynda Jeffreys</li><li>➤ Councillor Lisa Lewis</li><li>➤ Councillor Luke Richards</li><li>➤ Councillor Alan Wathan (Chair of Committee)</li></ul></li><br/><li>• The Finance &amp; Resources Committee would be made up as follows:<ul style="list-style-type: none"><li>➤ Councillor Lynda Jeffreys</li><li>➤ Councillor Luke Richards</li><li>➤ Councillor David Wingar</li><li>➤ Councillor Alan Wathan</li><li>➤ Councillor Martin Williams (Committee Chair)</li></ul></li><br/><li>• The Community Access Plan Committee would be made up as follows:<ul style="list-style-type: none"><li>➤ Councillor Darren Brown</li><li>➤ Councillor Stuart Charles</li><li>➤ Councillor John Williams</li><li>➤ Councillor Alan Wathan</li><li>➤ Councillor Martin Williams (Chair of Committee)</li></ul></li><br/><li>• The Staff &amp; Disciplinary Committees would be made up as follows:<ul style="list-style-type: none"><li>➤ Councillor Steve Bletsoe</li><li>➤ Councillor Alison Hughes</li><li>➤ Councillor Luke Richards</li><li>➤ Councillor Amanda Williams</li><li>➤ Councillor Alan Wathan (Chair of Committee)</li></ul></li><br/><li>• The Asset Transfer Working Group would be made up as follows:<ul style="list-style-type: none"><li>➤ Councillor Lisa Lewis</li><li>➤ Councillor David Wingar</li><li>➤ Councillor Amanda Williams</li><li>➤ Councillor Alan Wathan (Chair of Committee)</li></ul></li></ul> |
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8/22-23	To Appoint Representatives to Represent the Council	<ul style="list-style-type: none"> <li>• It was unanimously agreed to the following: <ul style="list-style-type: none"> <li>➤ BCBC T&amp;CC Forum - Councillor Lisa Lewis (Councillor Lynda Jeffreys reserve)</li> <li>➤ School Community Governors - Councillor Alison Hughes (Coety Primary) Litchard Primary tbc</li> <li>➤ Coity Wallia Conservators - Councillor John Williams</li> <li>➤ One Voice Wales Area Committee - Councillor Lynda Jeffreys</li> <li>➤ One Voice Wales Larger and Annual Meetings, plus Conferences - Chair or Vice-Chair</li> </ul> </li> </ul>
9/22-23	To note the 2022/2023 Allowances for the Chair and Vice-Chair as agreed at the December 2021 Precept Meeting	<ul style="list-style-type: none"> <li>• The allowances were noted, agreed and approved.</li> </ul>
10/22-23	To Discuss the IRPW Report 2022 ref. Attendance Allowance	<ul style="list-style-type: none"> <li>• It was unanimously agreed to offer the attendance allowance to Councillors, a payment of £30 pa as well as the Councillor Allowance of £150 pa</li> </ul>
11/22-23	To note the Internal Auditor for 2021/2022 and agree the Internal Auditor for 2022/23	<ul style="list-style-type: none"> <li>• The Internal Auditor for 2021/2022 was noted as Ridgewood Associates.</li> <li>• It was agreed to review the Internal Auditor for 2022/23.</li> </ul>
12/22-23	To Agree the Council's Solicitor for 2022/2023	<ul style="list-style-type: none"> <li>• It was unanimously agreed to use the services of King Davies &amp; Partners, Maesteg.</li> </ul>
13/22-23	Code of Conduct	<ul style="list-style-type: none"> <li>• All Councillors agreed to adopt the Code of Conduct and had signed their Declaration of Acceptance of Office stating this.</li> </ul>