

Draft Summary of the Annual Meeting of Coity Higher Community Council held on Thursday 11th May 2023 at Litchard Primary School and via Zoom

Attendance:

Councillors Darren Brown, *Stuart Charles, Yvonne Walton-Davies (from 6.40 pm), Lisa Lewis, Luke Richards, Alan Wathan (Chair) *Amanda Williams, J Williams, *Martin Williams (Vice-Chair)

*Attended via zoom

Apologies: Councillors S Bletsoe, L Jeffreys and D Wingar

No Apologies: Councillor A Hughes

Declarations of Interest:

No declarations of interest in items on the agenda. There were no new interests declared for 2023/24.

Minute Number	Agenda Item	Action
1/23-24	Apologies for Absence	<ul style="list-style-type: none">• As above
2/23-24	Declarations of Interest	<ul style="list-style-type: none">• As above
3/23-24	To Appoint a Chair for the Year 2023/2024	<ul style="list-style-type: none">• 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.
4/23-24	To Appoint a Vice-Chair for the Year 2023/2024	<ul style="list-style-type: none">• Councillor Martin Williams was nominated and unanimously re-elected Vice-Chair of Council. As Councillor Williams attended the meeting remotely, the Clerk would arrange for him to sign a Declaration of Acceptance of Office form following the meeting.
5/23-24	Minutes of the Last Annual Meeting of the Council	<ul style="list-style-type: none">• That the minutes of the Annual Meeting of Council held in May 2022, be noted as an aide memoire as they were approved and signed in 2022.
6/23-24	To Determine a Timetable of Meetings 2023/2024	<ul style="list-style-type: none">• It was unanimously agreed that the council meetings would remain on the 2nd Thursday of the month and start at 7.00 pm

7/23-24	To Appoint Committees and Agree Their Terms of Reference	<ul style="list-style-type: none"> • The Allotment Appeals Committee would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Darren Brown ➤ Councillor Lynda Jeffreys ➤ Councillor Lisa Lewis ➤ Councillor Luke Richards ➤ Councillor Alan Wathan (Chair of Committee) • The Finance & Resources Committee would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Lynda Jeffreys ➤ Councillor Lisa Lewis ➤ Councillor David Wingar ➤ Councillor Alan Wathan ➤ Councillor Martin Williams (Committee Chair) • The Community Access Plan Working Group would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Darren Brown ➤ 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: <ul style="list-style-type: none"> ➤ Councillor Steve Bletsoe ➤ Councillor Alison Hughes ➤ Councillor Luke Richards ➤ Councillor Amanda Williams ➤ Councillor Alan Wathan (Chair of Committee) • The Asset Transfer Working Group would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Lisa Lewis ➤ Councillor David Wingar ➤ Councillor Amanda Williams ➤ Councillor Martin Williams ➤ Councillor Alan Wathan (Chair of
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		Committee)
8/23-24	To Appoint Representative to Represent the Council	<ul style="list-style-type: none"> • It was unanimously agreed to the following: <ul style="list-style-type: none"> ➤ BCBC T&CC Forum - Councillor Lisa Lewis (Councillor Lynda Jeffreys reserve) ➤ School Community Governors - Councillor Alison Hughes (Coety Primary) Litchard Primary Yvonne Walton-Davies ➤ Coity Wallia Conservators - Councillor Lisa Lewis ➤ 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.)
9/23-24	To Accept the 2023/2024 Allowances for the Chair, Vice-Chair, Committee Chairs as agreed at the December 2022 Precept Meeting	<ul style="list-style-type: none"> • The allowances were noted, agreed and approved.
10/23-24	To Note the Internal Auditor for 2021/22 as agreed at the May 2022 Annual Meeting and to Agree the Internal Auditor for 2022/2023	<ul style="list-style-type: none"> • The Internal Auditor for 2021/2022 was noted as Ridgewood Associates. It was agreed that Ridgewood Associates would remain the Council's auditor for the 2022/23 Internal Audit.
11/23-24	To Note the Internal Auditor for 2022/2023 and Agree the Internal Auditor for 2023/24	<ul style="list-style-type: none"> • The Internal Auditor for 2022/2023 was noted as Ridgewood Associates. It was agreed that as a matter of good practice to review the Internal Auditor for 2023/24.
12/23-24	To Agree the Council's Solicitor for 2023/2024	<ul style="list-style-type: none"> • It was agreed that the Clerk would make approaches to local solicitors to make a recommendation to full council.
13/23-24	Code of Conduct	<ul style="list-style-type: none"> • All Councillors agreed to adopt the

		Code of Conduct.
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