

Draft Summary of the Annual Meeting of Coity Higher Community Council held on Thursday 9th May 2024 at Litchard Primary School and via Zoom

Attendance: Councillors S Bletsoe Y Walton-Davies (from 6.37 pm), L Jeffreys*, G Langdon, L Lewis, L Richards, A Wathan (Chair), A Williams, J Williams, M Williams and D Wingar

*Attended via zoom

Apologies: Councillor S Charles

Declarations of Interest:

Declarations of Interest in all relevant BCBC matters were given by Councillors S Bletsoe, A Wathan, A Williams and M Williams.

Councillors A Williams and M Williams declared an interest as husband and wife.

There were no new interests declared for 22024/25.

Minute Number	Agenda Item	Action
1/24-25	Apologies for Absence	<ul style="list-style-type: none">• As above
2/24-25	Declarations of Interest	<ul style="list-style-type: none">• As above
3/24-25	To Appoint a Chair for the Year 2024/2025	<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.
4/24-25	To Appoint a Vice-Chair for the Year 2024/2025	<ul style="list-style-type: none">• 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 the Council	<ul style="list-style-type: none">• 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 2024/2025	<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, with the exception of August when there is no meeting and July which will be

		<p>held a week later due to the Clerk's previously agreed annual leave.</p>
<p>7/24-25</p>	<p>To Appoint Committees and Agree Their Terms of Reference</p>	<ul style="list-style-type: none"> • The Allotment Appeals Committee would be made up as follows: <ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> ➤ Councillor Steve Bletsoe ➤ Councillor Gareth Langdon ➤ Councillor Lisa Lewis ➤ Councillor Amanda Williams ➤ Councillor Alan Wathan (Chair of Committee) • The Asset Transfer Working Group

		<p>would be made up as follows:</p> <ul style="list-style-type: none"> ➤ 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	<p>It was unanimously agreed to the following:</p> <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 (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	<ul style="list-style-type: none"> • 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 the 2024/25 Audit	<ul style="list-style-type: none"> • It was unanimously agreed that Ridewood Associates would remain the Internal Auditor for the Community Council Audit for 2024/25
11/24-25	Code of Conduct	<ul style="list-style-type: none"> • All Councillors agreed to adopt the Code of Conduct.