

**Draft Summary of the Annual Meeting of Coity Higher Community Council held on Thursday 8<sup>th</sup> May 2025 at 6.00 pm at Litchard Primary School and via Zoom**

**Attendance:** Councillors S Bletsoe, N Deere\* (from 6.12 pm), Y Walton-Davies (from 6.08 pm), L Jeffreys, L Lewis (from 6.05 pm), G Langdon, L Richards, P Robinson, Alan Wathan (Chair items 1-3), A Williams\* (from 6.20 pm), J Williams, M Williams (Chair from item 3 onwards) and D Wingar

\*Attended via zoom

**Apologies:**

**Public:** None

**Declarations of Interest:**

Councillor	Item	Minute	Interest	Speak/Vote
Steve Bletsoe	BCBC Matters	All relevant	Member	No/No
Alan Wathan	BCBC Matters	All relevant	Member	No/No
Amanda Williams	BCBC Matters Proposals by M Williams	All relevant All relevant	Member Wife	No/No No/No
Martin Williams	BCBC Matters incl. Proposals by A Williams	All relevant All relevant	Member Husband	No/No No/No

Minute Number	Agenda Item	Action
1/25-26	Apologies for Absence	<ul style="list-style-type: none"><li>As above</li></ul>
2/25-26	Declarations of Interest	<ul style="list-style-type: none"><li>As above</li></ul>
3/25-26	To Appoint a Chair for the Year 2025/2026	<ul style="list-style-type: none"><li>Councillor Martin Williams was nominated an unanimously elected Chair of Council and chaired the meeting from this point.</li><li>A Declaration of Acceptance of Office form was signed.</li></ul>
4/25-26	To Appoint a Vice-Chair for the Year 2025/2026	<ul style="list-style-type: none"><li>Councillor Alan Wathan was nominated and unanimously elected Vice-Chair of Council.</li><li>A Declaration of Acceptance of Office form was signed.</li></ul>
5/25-26	Minutes of the Last Annual Meeting of Council	<ul style="list-style-type: none"><li>That the minutes of the Annual Meeting of Council held in May 2025 be noted as an aide memoire as they were approved and signed in 2024.</li></ul>
6/25-26	To Determine a timetable of Meetings 2025/2026	<ul style="list-style-type: none"><li>It was unanimously agreed that the council meetings would remain on the 2<sup>nd</sup> Thursday</li></ul>

		<p>of the month and start at 7.00 pm, except for August when there is no meeting and July which will be held a week earlier due to the Clerk's previously agreed annual leave.</p>
7/25-26	To Appoint Committees and Agree Their Terms of Reference	<p>The Terms of Reference remain unchanged.</p> <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 Lisa Lewis</li> <li>➤ Councillor Luke Richards</li> <li>➤ Councillor Martin Williams (Chair of Committee)</li> <li>➤ Councillor John Williams</li> </ul> </li> <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 (Committee Chair)</li> <li>➤ Councillor Martin Williams (ex-officio Chair)</li> </ul> </li> <li>• The Community Access Plan Working Group would be made up as follows: <ul style="list-style-type: none"> <li>➤ Councillor Luke Richards</li> <li>➤ Councillor Yvonne Walton-Davies</li> <li>➤ Councillor Peter Robinson</li> <li>➤ Councillor Martin Williams (Chair of Group)</li> </ul> </li> <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 Peter Robinson</li> <li>➤ Councillor Amanda Williams</li> <li>➤ Councillor Martin Williams (Chair of Committee)</li> </ul> </li> <li>• The Asset Transfer Working Group would be made up as follows:</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Councillor Steve Bletsoe</li> <li>➤ Councillor Gareth Langdon</li> <li>➤ Councillor Peter Robinson</li> <li>➤ Councillor David Wingar</li> <li>➤ Councillor Amanda Williams</li> <li>➤ Councillor Martin Williams</li> <li>➤ Councillor Alan Wathan (Chair of Committee)</li> </ul>
8/25-26	To Appoint Representatives to Represent the Council	<ul style="list-style-type: none"> <li>➤ BCBC T&amp;CC Forum - Councillor Lisa Lewis (Councillor Lynda Jeffreys reserve)</li> <li>➤ Coity Wallia Conservators - Councillor Martin Williams &amp; Councillor Yvonne Walton-Davies</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 (Councillor Yvonne Walton-Davies as a substitute for the One Voice Wales meetings.)</li> </ul>
9/25-26	To Accept the 2025/2026 Allowances for the Chair, Vice-Chair, Committee Chairs as Agreed at the December 2024 Precept Meeting	<ul style="list-style-type: none"> <li>• The allowances were noted, agreed and approved. Forms were distributed, completed and given to the Clerk at the end of the meeting.</li> </ul>
10/25-26	To Note the Internal Auditor for 2024/2025 as agreed at the May 2024 Annual Meeting and to Agree the Internal Auditor for 2025/2026	<ul style="list-style-type: none"> <li>• It was unanimously agreed that Ridgewood Associates would remain the Internal Auditor for the Community Council Audit for 2025/2026.</li> </ul>
11/25-26	To Agree the Council's Solicitor for 2025/2026	<ul style="list-style-type: none"> <li>• It was agreed that the Clerk would use DP Law for future work.</li> </ul>
12/25-26	Agreement from all to adopt the council's Code of Conduct and current standing orders, financial regulations and other policies	<ul style="list-style-type: none"> <li>• All Councillors agreed to adopt the Code of Conduct and all other orders, regulations and policies as above.</li> </ul>