



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM ON THURSDAY 8th MAY 2025 AT 6.00 PM

Present: Councillor A Wathan (Chair outgoing)
Councillor M Williams (Chair incoming)

Councillors: S Bletsoe
Y Walton-Davies (from 6.08 pm)
N Deere (from 6.12 pm via zoom)
L Jeffreys (zoom)
G Langdon
L Lewis (from 6.05 pm)
L Richards
P Robinson
A Williams (from 6.20 pm via zoom)
J Williams
D Wingar

Apologies: None

Also Present: Mrs A C Harris, Clerk & RFO
Mr P Ley, Asst. Clerk & FO

1/25-26.APOLOGIES FOR ABSENCE

As above.

2/25-26.DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Councillors A Williams and M Williams declared an interest as husband and wife.
- Councillors S Bletsoe, A Wathan, A Williams and M Williams declared interests as BCBC Members.

There were no new interests declared for 2025/26.

RESOLVED: Noted.

3/25-26.TO APPOINT A CHAIR FOR THE YEAR 2025/2026

Councillor A Wathan chaired this item of the meeting.

RESOLVED: Councillor Martin Williams was nominated and unanimously elected Chair of Council and chaired the meeting from this point. A Declaration of Acceptance of Office form was signed.

4/25-26.TO APPOINT A VICE-CHAIR FOR THE YEAR 2025/2026

RESOLVED: Councillor Alan Wathan was nominated and unanimously elected Vice-Chair of Council. A Declaration of Acceptance of Office form was signed.

5/25-26.MINUTES OF THE LAST ANNUAL MEETING OF COUNCIL

RESOLVED: That the minutes of the Annual Meeting of Council held in May 2024, be noted as an aide memoire as they were approved and signed in 2024.

6/25-26. TO DETERMINE A TIMETABLE OF MEETINGS 2025/26

The Clerk had distributed a list of meetings for the year.

RESOLVED: It was unanimously agreed that the council meetings would remain on the 2nd Thursday 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.

7/25-26. TO APPOINT COMMITTEES AND AGREE THEIR TERMS OF REFERENCE

The Clerk had circulated the Terms of Reference in advance of the meeting and these were approved and accepted.

RESOLVED:

- The Allotment Appeals Committee would be made up as follows:
 - Councillor Lisa Lewis
 - Councillor Luke Richards
 - Councillor Martin Williams (Chair of Committee)
 - Councillor John Williams

- The Finance & Resources Committee would be made up as follows:
 - Councillor Lynda Jeffreys
 - Councillor Luke Richards
 - Councillor David Wingar
 - Councillor Alan Wathan (Committee Chair)
 - Councillor Martin Williams (ex-officio Chair)

- The Community Access Plan Working Group would be made up as follows:
 - Councillor Luke Richards
 - Councillor Yvonne Walton-Davies
 - Councillor Peter Robinson
 - Councillor Martin Williams (Chair of Group)

- The Staff & Disciplinary Committees would be made up as follows:
 - Councillor Steve Bletsoe
 - Councillor Peter Robinson
 - Councillor Amanda Williams
 - Councillor Martin Williams (Chair of Committee)

- The Asset Transfer Working Group would be made up as follows:
 - Councillor Steve Bletsoe
 - Councillor Gareth Langdon
 - Councillor Peter Robinson
 - Councillor David Wingar
 - Councillor Amanda Williams
 - Councillor Martin Williams
 - Councillor Alan Wathan (Chair of Committee)

8/25-26. TO APPOINT REPRESENTATIVES TO REPRESENT THE COUNCIL

RESOLVED: It was unanimously agreed to the following:

- BCBC T&CC Forum - Councillor Lisa Lewis (Councillor Lynda Jeffreys reserve)
- Coity Wallia Conservators - Councillor Martin Williams & Councillor Yvonne Walton-Davies
- 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.)

9/25-26. TO ACCEPT THE 2025/26 ALLOWANCES FOR THE CHAIR, VICE-CHAIR, COMMITTEE CHAIRS AS AGREED AT THE DECEMBER 2024 PRECEPT MEETING

RESOLVED: The allowances were noted, agreed and approved. Forms were distributed, completed and given to the Clerk at the end of the meeting.

10/25-26. TO NOTE THE INTERNAL AUDITOR FOR 2024/25 AS AGREED AT THE MAY 2024 ANNUAL MEETING AND TO AGREE THE INTERNAL AUDITOR FOR 2025/2026

RESOLVED: It was unanimously agreed that Ridgewood Associates would remain the Internal Auditor for the Community Council Audit for 2025/26.

11/25-26. TO AGREE THE COUNCIL'S SOLICITOR FOR 2025/2026

RESOLVED: It was agreed that the Clerk would use DP Law for future work.

12/25-26. AGREEMENT FROM ALL TO ADOPT THE COUNCIL'S CODE OF CONDUCT AND CURRENT STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER POLICIES.

RESOLVED: All Councillors agreed to adopt the Code of Conduct and all other orders, regulations and policies as above.

The meeting closed at 6.22 pm