

Draft Summary of the Annual Meeting of Coity Higher Community Council held on Thursday 14th May 2025 at 6.00 pm at Litchard Primary School and via Teams

Attendance: Councillors N Deere*, Y Walton-Davies, A Davies, L Lewis*, G Langdon*, L Richards, P Robinson, Alan Wathan (Chair items 4 onwards), A Williams, J Williams, M Williams (Chair for items 1 - 3) and D Wingar

*Attended via Teams

Apologies: Councillor S Bletsoe

Public: One

Declarations of Interest:

Councillor	Item	Minute	Interest	Speak/Vote
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
1/26-27	Apologies for Absence	<ul style="list-style-type: none"> As above
2/26-27	Declarations of Interest	<ul style="list-style-type: none"> As above
3/26-27	To Appoint a Chair for the Year 2026/2027	<ul style="list-style-type: none"> Councillor Alan Wathan was nominated and unanimously elected Chair of Council and chaired the meeting from this point. A Declaration of Acceptance of Office form was signed.
4/26-27	To Appoint a Vice-Chair for the Year 2026/2027	<ul style="list-style-type: none"> Councillor Martin Williams was proposed and seconded and unanimously elected Vice-Chair of Council. A Declaration of Acceptance of Office form was signed.
5/26-27	Minutes of the Last Annual Meeting of Council	<ul style="list-style-type: none"> 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 2025.
6/26-27	To Determine a timetable of Meetings 2026/2027	<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, except for August when there is no meeting and December which will be held a week

		<p>earlier due to the Clerk's previously agreed annual leave.</p>
<p>7/26-27</p>	<p>To Appoint Committees and Agree Their Terms of Reference</p>	<ul style="list-style-type: none"> • The proposal to change the Asset Transfer Working Group title and the remuneration was agreed. The Clerk was asked to draft revised Terms of Reference for discussion at the June 2026 meeting. • The Allotment Appeals Committee would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Lisa Lewis ➤ Councillor Luke Richards ➤ Councillor Peter Robinson ➤ 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 Peter Robinson ➤ Councillor Luke Richards ➤ Councillor David Wingar ➤ Councillor Martin Williams (Committee Chair) ➤ Councillor Alan Wathan (ex-officio Chair) • The Community Access Plan Working Group would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Anita Davies ➤ Councillor Luke Richards ➤ Councillor Yvonne Walton-Davies ➤ Councillor Peter Robinson ➤ Councillor Alan Wathan (ex-officio Chair) ➤ Councillor John Williams ➤ 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

		<ul style="list-style-type: none"> ➤ Councillor Peter Robinson ➤ Councillor Martin Williams ➤ Councillor Alan Wathan (Chair of Committee) <ul style="list-style-type: none"> • The Asset Transfer Committee would be made up as follows: <ul style="list-style-type: none"> ➤ Councillor Steve Bletsoe ➤ Councillor Nathan Deere (Chair of Committee) ➤ Councillor Gareth Langdon ➤ Councillor Peter Robinson ➤ Councillor David Wingar ➤ Councillor Amanda Williams ➤ Councillor Martin Williams ➤ Councillor Alan Wathan (ex-officio Chair)
8/26-27	To Appoint Representatives to Represent the Council	<ul style="list-style-type: none"> ➤ BCBC T&CC Forum - Councillor Lisa Lewis (Councillor Steve Bletsoe reserve) ➤ Coity Wallia Conservators - Councillor Martin Williams & Councillor Yvonne Walton-Davies ➤ One Voice Wales Area Committee - Councillor Anita Davies ➤ 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.
9/26-27	To Accept the 2026/2027 Allowances for the Chair, Vice-Chair, Committee Chairs as Agreed at the December 2025 Precept Meeting	<ul style="list-style-type: none"> • The allowances were noted, agreed and approved. Forms were distributed, completed and given to the Clerk at the end of the meeting. As in minute 7/26-27 above the Clerk confirmed that the Chair allowance for the Chairs of Committee for Asset Transfer and Community Access was £150.
10/26-27	To Note the Internal Auditor for 2025/2026 as agreed at the May 2025 Annual Meeting and to Agree the Internal Auditor for 2026/2027	<ul style="list-style-type: none"> • It was unanimously agreed that Ridgewood Associates would remain the Internal Auditor for the Community Council Audit for 2026/2027 at a cost of £350.

11/26-27	To Agree the Council's Solicitor for 2026/2027	<ul style="list-style-type: none">• It was agreed that the Clerk would use Davison Law and Berry Smith for future work.
12/26-27	To accept the Council's Risk Management Documents for 25/26 and 26/27.	<ul style="list-style-type: none">• It was unanimously agreed to approve and accept the risk management documents for 25/26 and 26/27.
13/26-27	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">• All Councillors agreed to adopt the Code of Conduct and all other orders, regulations and policies as above.

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