

CYNGOR CYMUNED CILYCWYM COMMUNITY COUNCIL

The **Annual General Meeting** of Cilycwm Community Council was held on
Tuesday 7th May 2019 at Capel y Groes Vestry at 7.30 p.m.

Present : Councillors Hywel Jones (Vice Chairman), Arwel Davies, Moira Davies, Eurwyn Lewis, Matthew Paul, Jamie pickup. Also present: Mrs Maria Bennett (Clerk)

Apologies : Councillor Aled Edwards (Chairman) and Walter Jones.

Minutes of the 2018 A.G.M. had been circulated to the members – these were approved and signed as a correct record.

Officials elected for the coming year:

Chair : Councillor Hywel Jones

Vice Chair : Councillor Matthew Paul

Internal Auditor : Mr Lyn Llewellyn

External Auditor : Grant Thornton

Financial matters: The Financial Report for the year ending 31 March 2019, prepared by the Clerk was circulated in advance to Councillors. The Clerk took the opportunity to explain Receipts, Payments and Account balances.

The Clerk confirmed that the Internal Audit would be undertaken in the next few weeks and it was agreed that the July meeting would be held early to accommodate the Audit.

The Clerk confirmed that the Notice of Appointment of date for the Exercise of Electors Rights (June 16th 2019) (to be displayed on the Public Notice Board and the Cilycwm website) with the Annual Return and supporting information to arrive with External Auditor by the 8th July 2019.

Copies of the Financial Report will be available from the Clerk.

Bank Reconciliation will be certified each meeting by Councillor Moira Davies.

Signatories: Councillors, Aled Edwards, Eurwyn Lewis and Walter Jones will be the authorised signatories for the Council's Bank Account transactions.

Bank: The Council's Accounts will continue to be held at Lloyds TSB Llandoverly.

Clerical expenses: Reasonable evidenced expenses will be reimbursed in the normal way. Clerk to look into an allowance regarding internet and phone usage.

Venue and time of meetings: The Council will continue to meet at Capel y Groes Vestry. Meetings will continue to be held on the first Tuesday of the following months: January, March, May, July September and November.

Informing the Public: Copies of the Approved minutes will be displayed on the Cilycwm website and on the Notice Board for a period of approx.14 days. Agendas (bilingual) and other notices will be displayed on the Notice Board and website.

Social media: Councillor Jamie Pickup raised the issue of publishing council documents on social media. Remaining councillors felt this was not necessary unless requested for by members of the community.

Code of Conduct and Financial Regulations: Councillors were reminded of Compliance with Regulations as adopted by the Community Council. Clerk agreed to update the Financial and Standing Orders and circulate for approval.

Data Protection regulations: Councillor Jamie Pickup was appointed as the Data Protection Officer. The Clerk confirmed that relevant information pertaining to "The General Data Protection Regulations (GDPR)" had been filed.

Risk Assessment: The risk assessment was circulated in advance and approved at the meeting. The Clerk agreed to draw up a list of documents to be archived for approval by the council.

The Chairman, Councillor Aled Edwards (via email) expressed his thanks for the support given to him during his term of office. He conveyed his good wishes to the incoming Chairman Cllr Hywel Jones and expressed his appreciation to Ann Jones and Maria Bennett in their work as Clerk.