

# Llantrisant Fawr Community Council

---

## Minutes of the Annual General Meeting of Llantrisant Fawr Community Council held at Llangwm Parish Hall on Tuesday 16 May 2023 at 7.00pm

**Present:** Cllr. John Watkins, (Chairman) Cllr Glyn Williams, (Vice Chairman) Cllr. Bob Trigg, Cllr. David Williams, Cllr. Steve Jolliffe, Cllr. James Hawkins, County Cllr. Rachel Buckler, County Cllr Fay Bromfield, Mrs. Jayne Stoodley (Clerk).

1. **Apologies for Absence:** Cllr. Malcolm Hatfield

2. **Minutes of AGM held on 23 May 2022:**

Agreed as a correct record by all present and signed by the Chairman.

3. **Chairman's Remarks:** Cllr. Watkins thanked everyone for their continued commitment to the work of the Community Council over the last twelve months and spoke about the challenges of the last year. He said the period from May to August had been a gestational time for the Council. The main problems faced had been the employment of a Clerk, updating signatories with the Bank and ensuring Statutory requirements were met.

Cllr Watkins spoke about the achievement of setting up of the new Llantrisant Fawr Website and the building of relationships with the new County Councillors.

Cllr Watkins thanked the Clerk for her hard work in getting the council up and running in the last year.

Cllr Glyn Williams thanked both the Chairman and Clerk for their hard work in what had been the biggest challenge.

4. **Election of Chair:** Cllr Watkins called for nominations for the Chair for 2023/24. He proposed Glyn Williams, which was seconded by Cllr. Trigg. **AGREED.** Cllr. Glyn Williams accepted the position and took the Chair.

5. **Election of Vice-Chair:** Cllr. Watkins asked for nominations for Vice Chair for 2023/24 and Cllr. David Williams was proposed, this was seconded by Cllr. Trigg. **AGREED.** Cllr. David Williams accepted the position of Vice-Chair.

6. **Review of:**

- a) **Code of Conduct (2021):** Received and reviewed by Councillors. Proposed by Cllr Glyn Williams and **ADOPTED.**
- b) **Standing Orders (2022):** Received and reviewed by Councillors. Proposed by Cllr Glyn Williams and **ADOPTED.**
- c) **Financial Regulations (2022/23):** Received and reviewed by Councillors. Proposed by Cllr. Glyn Williams and **ADOPTED.**
- d) **Annual Governance Statement:** Received and reviewed by Councillors. Proposed by Cllr. Glyn Williams and **AGREED.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**7. Annual Review of Risk Assessment:**

The current Llantrisant Fawr Council Risk Assessment was reviewed by Councillors and **AGREED**.

Cllr Hawkins advised the Council should always be aware of other risks needing to be added. He said before any Community Action Exercise is undertaken; a specific Risk Assessment should be held before the event.

**8. Annual Accounts 2022/2023:** The year-end financial report for 2022/2023 was accepted and **AGREED**.

**9. Review of Bank Account Signatories: AGREED** to retain the current four signatories (Cllr John Watkins, Cllr Glyn Williams, Cllr James Hawkins and Cllr Malcolm Hatfield) and review in twelve months.

There being no further business, the Chairman declared the meeting closed at 7.30pm.

Signed\_\_\_\_\_

Date\_\_\_\_\_