



Cornelly Community Centre
North Cornelly
Bridgend
CF33 4AS

Canolfan Gymunedol Corneli
Gogledd Corneli
Pen y Bont
CF33 4AS

Clerk/Clerc: J Murphy

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**Minutes of Annual General Meeting of Cornelly Community Council
Held by means of multi location
at 6.00pm on 22nd May 2024**

Members: Cllrs Mrs S Bennett, Mr R Granville, Mrs J Granville, Mrs H Kavanagh, Mr D Morgan
Ms P Page (remote), Mr S Parker, Miss L Pritchard & Mrs E Winstanley

Clerk: Ms Judy Murphy

1. Apologies

None.

2. Declarations of Interest

None received.

3. To consider and approve as a correct record thereof the Minutes of the Annual General Meeting held on 24th May 2023.

Cllr R Granville proposed that the minutes be accepted as a true and fair record of proceedings. This motion was seconded by Cllr Paarker. **IT WAS RESOLVED** accordingly.

4. Election of Chair for 2024-25

4.1 Nominations requested for the office of Chair of Cornelly Community Council for 2024-25. Cllr Page nominated Cllr R Granville for the office of Chair. Cllr Pritchard seconded this nomination. No further nominations received.

4.2 Cllr R Granville was duly appointed to the position of Chair of Cornelly Community Council for the forthcoming period 2024-25. **IT WAS RESOLVED** accordingly.

5. To receive Declaration of Acceptance of Office from Chair

Clerk produced 'Acceptance of Office' document which the Chair signed and witnessed by the Clerk.

6. Election of Vice Chair for 2024-25

6.1 Chair invited nominations for the office of Vice Chair for 2024-25.

6.2 Cllr Winstanley nominated Cllr J Granville for the office of Vice Chair. Cllr Pritchard seconded this nomination. No further nominations received.

6.3 Cllr J Granville was duly appointed to the position of Vice Chair of Cornelly Community Council for the forthcoming period 2024-25. **IT WAS RESOLVED** accordingly.

7. To receive the Annual Accounts for the fiscal year ended 31st March 2024 prior to internal audit

7.1 The Clerk had distributed draft accounts, together with copy of the Bank Reconciliation and Cash Book for the year.

7.2 Proposal made by Cllr Winstanley to accept the accounts. Seconded by Cllr Pritchard. **IT WAS RESOLVED** accordingly.

8. To appoint the Council's Internal Auditor for the year 2024-25

8.1 The Clerk informed members that Mr John Henry of JDH Business Services Ltd, had agreed to act as internal auditor. Cllr Winstanley proposed and Cllr Pritchard seconded that JDH Business Services Ltd be appointed to act as internal auditor for the year 2024-25. **IT WAS RESOLVED ACCORDINGLY.**

9. Adoption/Review of Terms of Reference/Policies for Committees, Sub-Committees and Working Groups

9.1 Terms of Reference for Committees, Sub-Committees and Working groups were reviewed. Finance Committee Terms of Reference to be updated to include all members. Cllr Pritchard queried if it was right that Cllr Parker was a member of the Community Centre Management Committee as his wife was employed by the Council. Cllr Parker advised this had been declared on his register of interests and if any matters arise regarding his wife's employment during any meeting he would and always has declared a Prejudicial Interest and left the meeting when such matters are discussed.

9.2 Cllr Winstanley had written for clarification on when married couples need to make declarations of interests, as a result of a Town Councillor elsewhere being censured by the Standards Committee. Cllr Winstanley was advised that married couples can propose, second and vote for each other as individuals. In response to Cllr Winstanley's query re a Councillor who is related to an employee, the Monitoring Officer wrote: *The Member should declare a prejudicial interest on any matters where pay and conditions are discussed, ie – Finance committee. He would have to declare an issue on any matter coming before the HR committee so probably best he doesn't sit on that.*"

The Chair explained that declarations of Interest are a matter for the individual and as Cllr Parker stated that he had made the appropriate declarations of interest both annually and verbally during each meeting, and leaves the room when his wife is discussed, then there was no need for any further action.

10. Nomination of Committees,

10.1 Allotments & Environmental:

Cllrs J Granville, R Granville, H Kavanagh, S Parker & L Pritchard

10.2 Community Centre Management:

Cllrs J Granville, R M Granville, P Page, S Parker, L Pritchard & E Winstanley

10.3 Finance:

All current members.

10.4 Fundraising and Health & Safety:

Cllrs R Granville, D Morgan, S Parker, L Pritchard & E Winstanley.

10.5 Footpaths, Open Spaces & Bus Shelters

Cllrs J Granville, H Kavanagh, T Page, L Pritchard & S Bennett

10.6 HR:

Cllrs D Morgan, P Page, L Pritchard, S Parker & E Winstanley.

10.6 Planning, Rights of Way & Highways

Cllrs J Granville, D Morgan, P Page, L Pritchard & E Winstanley

11. To nominate Community Council representative at external forums, including Larger Councils Committee, One Voice Wales Bridgend/Cardiff/Vale Area Committee and Town & Community Council Forum.

Chair invited interested parties to express interest in attending these meetings. Non received and all members in agreement that Cllr Parker continue to represent Cornelly Community Council at these sessions. Chair thanked Cllr Parker for acting as representative and feeding back to the Council.

12. Review of regular due payments and approval of variable direct debit payments for Cornelly Community Council

Clerk presented the regular payments list to the Council and suggested that payment to Initial/Rentokil is amended from direct debit to BACS payment. Proposed by Cllr Winstanley and seconded by Cllr J Granville to accept ongoing payments and amend payment method to Initial/Rentokil.

13. Review of arrangements (including legal agreements) with external bodies; Continue to use Pest Control contractor at Maudlam Allotments and Community Centre; Propest. Continue to use PJ Landscapes to cut footpaths and rights of way in line with BCBC Rights of Way agreement. Continue to use P Haskins to clean windows at Community Centre: Proposed by Cllr Winstanley and seconded by Cllr J Granville to continue to use Propest, PJ Landscapes and P Haskins. **IT WAS RESOLVED ACCORDINGLY.**
Cllr Page left the meeting.

14. Review and confirmation of Council’s and/or staff subscriptions to other bodies; including One Voice Wales and SLCC
Cllr Winstanley proposed confirmation of subscriptions. Cllr Parker seconded this proposal. **IT WAS RESOLVED ACCORDINGLY.**

15. Review of Council’s procedures in respect of Freedom of Information and Data Protection Legislation
Proposed by Cllr Bennett and seconded by Cllr Pritchard to accept the current procedures.

16. Approval of Council Meeting Dates, including Committee and Working Groups 2024-25
Meeting dates for 2024-25 agreed and to be forwarded to members by the Clerk.

There being no other business the meeting closed at 6.37pm

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Chair – Cllr R Granville