



# **VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN**

**Minutes of the ANNUAL Meeting  
Held at Van Community Centre  
Thursday 18th May 2023**

**1. To elect a Chair**

**ELECTED-** Cllr Elaine Forehead

Signed- Declaration of Acceptance

**2. To appoint the Vice Chair**

**ELECTED-**Cllr Anne Broughton -Pettit

Signed-Declaration of Acceptance

**3. Retiring chairs comments not applicable**

**4. Member Attendance**

**In attendance**

Cllr Elaine Forehead

Cllr Christine Forehead

Cllr Sheila Jones

Cllr Anne Broughton-Pettit

Cllr Jeff Grenfell

Cllr Sharon Harris

Cllr Lynne Hughes VIRTUALLY

CLERK Michelle Moore

**Apologies**

Cllr Sheila Newbury

Cllr Matthew Ferris

Approved Absence

Cllr John Pettit

**5. Declarations of Interest**

None

**6. Minutes**

The minutes of the remote Annual General Meeting held on Wednesday 18th May 2022 were agreed and signed as an accurate record

**7. To consider the chair remuneration 2023-2024**

**RESOLVED:** £500

**8. Bankers and bank signatories**

8.1 Noted

8.2 **Resolved:** Signatories: Clerk - M Moore, Cllr John Pettit, Cllr Christine Forehead and Vice Chair Anne Broughton Pettit. ANY TWO to SIGN

**9. Responsible Financial Officer**

**RESOLVED:** As required under section 151 of the LGA 1972 the Clerk was authorised as the Responsible Financial Officer of Van CC and to give instructions and request information on the bank accounts on behalf of Van Community Council.

**10. Committees of the Council**

No formal committees agreed

**11. Representatives of the Council on Outside bodies**

11.1 Resolved:OVW Area Committee meetings – Cllr Anne Broughton-Pettit

11.2 Resolved:CCLC Community Council Liaison Sub Committee – Cllr John Pettit

11.3 Resolved:TCCLC Town & Community Councils Liaison–Cllr John Pettit, Cllr Lynne Hughes

**12. Documents & Policies for 2023-2024**

12.1 Resolved to adopt: Standing Orders for 2023-2024 (last review 21/7/2022)

12.2 Resolved to adopt: Financial Regulations 2023-2024 (last review 8/9/22)

12.3 Resolved to adopt: Asset Register 2023-2024 (last review September 2020)

12.4 Resolved to adopt: Risk Management 2023-2024 (last review September 2020)

12.5 Resolved to adopt: Cllr allowance Policy 2023-2024 (last review 20/4/2023)

**13. Internal Auditor**

**RESOLVED:** To appoint Mr Huw Jones & Mr M Fisher

**14. CONFIRMED** -there will be no meeting in August 2023 and December 2023

**15. Cycle of Meetings for 2023-2024**

**RESOLVED:** Members confirmed the proposed cycle of meetings for 2023-2024. No date for December included, but a meeting may be called if required

Thursday 15th June	FACE TO FACE
Thursday 20th July	VIRTUAL
Thursday 21st September	FACE TO FACE
Thursday 19th October	VIRTUAL
Thursday 16th November	FACE TO FACE (Community Champion Award Evening)
Thursday 18th January	VIRTUAL
Thursday 15th February	VIRTUAL
Thursday 21st March	FACE TO FACE

#### **16. Plenary Powers**

**RESOLVED:** Plenary powers be given to the Chair/Vice Chair in consultation with the Clerk during the summer recess, August 2022, and December 2023 (including payment of creditors)

Chair            Elaine Forehead

Clerk / RFO    Michelle Moore

*M Moore*