



**VAN COMMUNITY
COUNCIL
CYNGOR CYMUNED Y FAN**

Michelle Moore
Clerk to the Council/Clerc Y Cyngor
Email: clerk@vancc.co.uk
Tel/Ffon: 07387 885132

**MINUTES
ANNUAL MEETING
Thursday 16th May 2024
Held at Van Community Centre**

1. Elect a Chair of the Council

Elected: Cllr Elaine Forehead

Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

2. Appoint a Vice-Chair of the Council

Elected: Cllr Anne Broughton-Pettit

Vice Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

3. Retiring Chair's Comments not app

4. To note Member attendance and to receive any apologies

In attendance

Cllr Anne Broughton-Pettit (virtually)

Cllr Christine Forehead

Cllr John Pettit (virtually)

Cllr Jeff Grenfell

Cllr Lynne Hughes (virtually)

Cllr Matthew Ferris

Cllr Sharon Harris

Cllr Sheila Jones

CLERK Michelle Moore

Apologies

Cllr Elaine Forehead

Cllr Sheila Newbury

5. To note Declarations of Interest

None

6. Minutes

To confirm the minutes of the Annual Meeting 18th May 2023 have been signed as an accurate record

7. To consider the Chairs Remuneration (optional payment) 2024-2025

Resolved: £500

8. To confirm and nominate Bank signatories.

Confirmed current signatories: M Moore C Forehead, A Broughton Pettit, J Pettit

Resolved: To add Cllr Elaine Forehead

9. To confirm the Clerk as the Responsible Financial Officer

As required under section 151 of the LGA 1972 the clerk was authorised as the Responsible Financial Officer, and to give instruction and request information on the bank accounts on behalf of Van Community Council

10. To consider whether any committees be set up on a standing or ad hoc basis and to appoint members if required

No formal committees agreed

11. To appoint delegates and substitutes to the following:

11.1 **Resolved:** OVW Cllr Anne Broughton Pettit

11.2 **Resolved:** CCLC Cllr John Pettit

11.3 **Resolved:** TCCLC Cllr Anne Broughton Pettit ,Cllr Matthew Ferris

12. Documents & Policies for 2024-2025

Resolved to adopt :

12.1 Standing Orders for 2024-2025 (last review 21/9/2023)

12.2 Financial Regulations 2024-2025 (last review 8/9/2022)

12.3 Asset Register 2022-2025 (updated 29/4/2024)

12.4 Risk Management 2024-2025 (updated 29/4/2024)

12.5 Cllr allowance Policy 2024-2025 (last review 20/4/2023)

13. Internal Auditor

Resolved: To appoint Huw Jones

Resolved: To appoint Michael Fisher

14. Confirmed that there will be no meeting in August 2024 and December 2024

Resolved: if necessary ,a meeting in December may be called to discuss the *BUDGET*

15. Cycle of Meetings for 2024-2025

Resolved: members confirmed the cycle of meetings as-

Thursday 20th June 2024 FACE TO FACE

Thursday 18th July 2024 FACE TO FACE

Thursday 19th September 2024 FACE TO FACE

Thursday 17th October 2024 VIRTUAL(via TEAMS)

Thursday 21st November 2024 FACE TO FACE (Community Champion Award Evening)

Thursday 16th January 2025 VIRTUAL (via TEAMS)

Thursday 20th February 2025 VIRTUAL (via TEAMS)

Thursday 20th March 2025 VIRTUAL (via TEAMS)

Thursday 17th April	2025	FACE TO FACE
Thursday 15th May	2025	FACE TO FACE

16. Confirmed the Chair/Vice Chair in consultation with the Clerk (including payment of creditors) in August 2023 and December 2023 can make appropriate resolutions, if necessary, on behalf of the whole council

Chair Elaine Forehead

Clerk Michelle Moore

M Moore