



**VAN COMMUNITY  
COUNCIL  
CYNGOR CYMUNED Y FAN**

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**MINUTES  
ANNUAL MEETING  
Thursday 21st May 2026  
Van Community Council**

**1. Elect a Chair of the Council**

**Elected:** Elaine Forehead

Chairperson signed and dated Declaration of Acceptance of Office, in the presence of the Clerk/Proper Officer

**2. Appointment of Vice-Chair of the Council**

**Appointed:** Jeff Grenfell

Vice Chairperson signed and dated Declaration of Acceptance of Office, in the presence of the Clerk/Proper Officer

**3. Retiring Chair's Comments not applicable**

**4. To note Member attendance and to receive any apologies**

**In attendance**

Cllr Elaine Forehead

Cllr Sharon Harris

Cllr Jeff Grenfell

Cllr Sheila Jones

Cllr Lynne Hughes

Cllr Mathew Ferris

Cllr John Pettit

Cllr Anne Broughton Pettit

Clerk Michelle Moore

## **Apologies**

Cllr Sheila Newbury

Cllr Alison Vyas

### **5. To note Declarations of Interest**

None

### **6. 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 , request information on the bank accounts, manage variable payments on behalf of Van Community Council

### **7. To consider the Chairs Remuneration (optional payment) 2026-2027**

**Resolved:** £500

### **8. To confirm and nominate Bank signatories.**

Confirmed current signatories:

Clerk M Moore

Cllr A Broughton-Pettit

Cllr J Pettit

**Resolved** to add:

Cllr Elaine Forehead

Cllr Jeff Grenfell

Cllr Sheila Jones

### **9. To confirm the list of payments made by the clerk**

**Resolved:** The Clerk is authorised to make payments independently, in line with the financial regulations.

9.1 Clerk salary

9.2 Clerk monthly mileage / expenses

9.3 HMRC payments

9.4 Pension

9.5 Syntech - Microsoft licence/Support Service: Automatic renewal

9.6 ICO: Automatic renewal

9.7 United graphic Design-Website host and support

9.8 Insurance 2026-2027

### **10. Confirmation of delegates and substitutes to the following:**

10.1 **Resolved:** OVW

Cllr A Broughton-Pettit  
Cllr Sheila Jones

10.2 **Resolved:** CLCC  
Cllr Matthew Ferris  
Cllr Elaine Forehead

10.3 **Resolved:** TCCLC  
Cllr Matthew Ferris  
Cllr Elaine Forehead

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

**Resolved:** No formal committees agreed

12. **To receive and consider adopting documents and policies for 2026-2027**

**Resolved:** to adopt

- 12.1 Standing Orders
- 12.2 Financial Regulations
- 12.3 Annual Report 2025-2026
- 12.4 Training Plan v2
- 12.5 Asset Register
- 12.6 Risk Management Report
- 12.7 Cllr remuneration policy and form

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

**Resolved:** No formal committees agreed

13. **To appoint Internal Auditor Michael Fisher**

**Resolved:** To appoint Michael Fisher

14. **To receive a copy of the Register of Interest Form and members to submit to clerk with an update if applicable**

Noted

15. **To consider and confirm Cycle of Meetings for 2026-2027**

**Resolved:**

Thursday	18th	June	2026	Suspended
Thursday	16th	July	2026	VIRTUAL (via TEAMS)
		August	2026	No meeting
Thursday	17th	September	2026	

Thursday	15th	October	2026	
Thursday	19th	November	2026	
Thursday	17th	December	2026	VIRTUAL (via TEAMS) (Budget)(Provisional)
Thursday	21st	January	2027	VIRTUAL (via TEAMS) (Precept)
Thursday	18th	February	2027	VIRTUAL (via TEAMS)
Thursday	18th	March	2027	
Thursday	15th	April	2027	
Thursday	20th	May	2027	(AM& FC)

- 16. Resolved:** The Chair/Vice Chair in consultation with the Clerk (including payment of creditors) in August 2026 and December 2026 can make appropriate resolutions, if necessary, on behalf of the whole council

**Chair** Elaine Forehead

**Clerk** Michelle Moore

*M Moore*