

DARRAN VALLEY COMMUNITY COUNCIL

Minutes of the Annual General Meeting held at Parc Cwm Darran Visitor's Centre, Deri, on Thursday 11th May 2017 at 6.30 pm.

Present

Cllr. H. Holifield	(In the Chair)	Cllr. R. Chapman
Cllr. G. Matthews		Cllr. K. O'Hagan
Cllr. D. Nicholas		Cllr. P. Roberts
Cllr. P. Thomas		Cllr. D. Hardacre

Apologies

Cllr. C. R. Roberts

In Attendance

Mr. G. O. Williams Clerk

Apologies

Apologies were received from Cllr. C. R. Roberts.

Declaration of Acceptance of Office – Elected Members (Councillors)

All members in attendance duly signed the Councillors Declaration of Acceptance of Office in the presence of the Proper Officer of Council.

Moved. Declarations of Acceptance to be retained for audit purpose.

Declarations of interest (Meeting & Register of Member Interests)

All members in attendance notified their external interests on a template prepared by the Clerk.

Moved. Declarations of Acceptance to be retained for audit purpose.

Minutes

The minutes of the last Annual General Meeting (12th May 2016), previously circulated to members, were reviewed for accuracy. One amendment was noted:

- Cllr. H. Holifield should have been recorded as Present.

The presented minutes were record and signed by the outgoing Chairperson Cllr. P. Thomas.

Appointment of Chairperson for the Ensuring Year

Cllr. H. Holifield was proposed, seconded and unanimously accepted as Chairman for the ensuring year.

Cllr. H. Holifield duly signed the Chairperson's Declaration of Acceptance of Office.

Appointment of Vice-Chairperson for the Ensuring Year

Cllr. R. Chapman was proposed, seconded and unanimously accepted as Vice-Chairperson for the ensuring year.

The Community Council and being a Community Councillor

The Clerk brought Councillors attention to the ways of working of Council, highlighting that Council traditionally adopt the Code of Conduct agreed by Caerphilly CBC.

Moved. Council adopt the Local Authorities (model Code of Conduct) (Wales) Order 2016.

Moved. Clerk to notify mandatory training on the code of conduct when finalised.

Moved. Council adopted Standing Orders for 2017/18.

The Clerk also brought Councillors attention to the Good Councillor Guide 2017 as a useful resource material. A copy of which can be found using the attached link. (Hard copies available on request).

<http://gov.wales/docs/ds/jlg/publications/localgov/170330-good-councillor-guide-en.pdf>

To consider the appointment of Representatives on the following Committees.

a. Caerphilly C.B.C & Community Council 2
Liaison Sub-committee
Proposed and Seconded Cllr. R. Chapman & Cllr. P. Roberts

b. Community & Town Council Liaison Committee 2
Proposed and Seconded Cllr. R. Chapman & Cllr. P. Roberts

Moved. Clerk to request a copy of previous minutes for sharing with members.

c. Fochriw Community Centre 2
Proposed and Seconded Cllr. P. Thomas & Cllr. P. Roberts
Cllr D. Hardacre also attends as the County Borough Representative

d. Deri Community Centre 1
Proposed and Seconded Cllr. D. Nicholas

School Governors

No Change. Currently Council's Minor Authority Representative are:

- Fochriw Primary. Mr. P. Duggan. Period to 2nd November 2020
- Deri Primary. Mrs Claire McLaughlin. Period to 24th February 2019

Moved. Clerk to continue to liaise with Mrs Irene Jones Education Achievement Service South East Wales regarding other vacancies as they arise.

Any Representative unable to attend his or her meeting, please inform the Clerk in time to make alternative arrangements.

Brief written reports to be made by Representatives regarding minutes of their respective meetings, forums, and committees for file purposes.

To agree Council's Cheque Signatories for 2017/18

It was proposed and seconded that Council refresh signatories to include:

- Cllr. P. Thomas

- Cllr. R. Chapman
- Cllr. H. Holifield

Moved. Clerk to make arrangements with Lloyds Bank Plc.

To consider the appointment of Council's Internal Auditor for the Year Ending 31st March 2017

It was proposed and seconded that Council reappoint the current post holder – Mrs Julie Richards.

Moved. Clerk to conclude the preparation of account and arrange for the completion of Audit.

Community Council Budget & Financial Reconciliation

The Clerk shared with Council a copy of Council's Budget for 2017/18. Following discussion, it was agreed that Council work within these values. It was also agreed that the Clerk report quarterly against these indicative budget lines, highlighting where significant under / over spend is likely.

Darran Valley Community Council Income & Expenditure Budget 2017- 18			
Income		Expenditure	
C/F 31/03/2017 Mainstream	£14,147.55	Clerk's Salary & On Costs	£05,000.00
C/F Wind Turbine 2016-17	£02,500.00	Chairperson's Allowance	£00,300.00
Precept	£12,480.00	Out of Office	£00,250.00
Anticipated VAT 2016-17	£00,715.36	Telephone & Broadband	£00,300.00
Wind Turbine 2017-18	£02,500.00	Room Hire	£00,250.00
Summer Scheme Grant – Big Lot or High Sheriff Funds	£Nil	Insurance	£00,500.00
		Stationery & Postage	£00,500.00
		Website	£00,600.00
		Section 137 Grants	Lower £01,500.00 Upper £02,000.00
		Wind Turbine Grants	£5,000.00
		Section 137 Trip	£01,000.00
		Christmas Lighting	Lower £01,500.00 Upper £02,000.00

		Christmas Lighting Renewal (3 Years)	(£01,000.00)
		Audit	£00,600.00
		Election 2017	£04,000.00
		Renewal of Council IT	£00,750.00
		Summer Scheme	£04,000.00
Total	£32,342.91	Total	£27,050.00
Projected Balance Year ending 31.03.2018			£05,292.91 (£01,000.00 Earmarked)

Community Council Financial Position Year Ending 31st March 2017

The Clerk provided Council with a high-level overview of the financial position for the year ending 31st March 2017. Within his report, the Clerk advised Council that he projected a carry forward amount of £14,147.55, and up from £11,985.73 in 2015/16. The Clerk also explained this amount excluded the £2,500.00 received in 2016/17 for the Windmill Project. Consequently, the total carry forward amount totals £16,647.55.

Community Council Summer Scheme 2017

The Clerk updated Council on the disappointing news that its application from the Big Lottery had been rejected. Following discussion it was agreed that Council still pursue the development of a Summer Scheme for 2017. It was also suggested the Clerk make contact with Mr. Bob Keep from Caerphilly Adventures to explore how the scheme could be further enhanced, with a range of outdoor / outward bound type activities.

Moved. Clerk to liaise with Bob Keep Caerphilly Adventure and Danny Thomas Sport Caerphilly and to report at the next meeting of Council.

Moved. Clerk to ensure adequate planning is put in place to market the Summer Scheme with both Primary/Junior Schools.

Meeting Closed at 19.35

_____ **Chairperson**