

**Minutes of the Annual Meeting of St Arvans Community Council  
held on Tuesday 9<sup>th</sup> May 2023 at The Meeting Rooms, St Arvans at 7.00pm**

The Chair welcomed everyone to the meeting, preceded by the Coronation of King Charles on Saturday 6<sup>th</sup> May, and quoted The King's words 'I come not to be served but to serve' as an appropriate reflection of our own roles in local government.

**2305.01 ELECTION OF CHAIR**

- a) Cllr Rita Edwards was unanimously elected as Chair for 2023-24. Cllr Edwards thanked fellow Councillors for their endorsement and was looking forward to working together in the year ahead.
- b) Cllr Edwards signed the Acceptance of Office Declaration

**2305.02 ELECTION OF VICE CHAIR**

Cllr Peter Farley was unanimously elected as Vice Chair for 2023-24. Cllr Farley thanked fellow Councillors.

**2305.03 ATTENDANCE & APOLOGIES**

Cllrs A Clay, M Davies, I Costello, R Edwards, P Farley, B Howells  
Clerk, Catherine Baker; County Councillor A Webb.  
Cllr Houghton had notified the meeting that he was unavoidably delayed.

**2305.04 DECLARATIONS OF INTEREST**

No declarations of interest in items on the agenda were received.

**2305.05 STATUTORY DOCUMENTS**

To adopt/review the following statutory documents:

- a. **Resolved:** to adopt Financial Regulations 2023
- b. **Resolved:** to continue using Standing Orders 2107 in the absence of anticipated 2023 Model Standing Orders.
- c. **Resolved:** to continue using Code of Conduct Nov 2017 until further notice.

**2305.06 POLICIES**

- I. **Resolved:** to adopt the following Policies relating to Complaints:
  - a. Local Resolution Policy (Internal Complaints) 2023
  - b. Complaints Policy 2023
  - c. Vexatious Complaints Policy 2023
- II. **Resolved:** to adopt the following Policies relating to Information:
  - a. Publication scheme (Freedom of Information) 2023
  - b. Data Protection (including Privacy Policy) 2023
  - c. IT and Communications Policy 2023
- III. **Resolved:** to adopt the following Policies relating to Staffing:
  - a. Health and Safety 2016
  - b. Equality and Diversity 2016

**2305.07 SCHEDULE OF MEETINGS FOR THE YEAR**

**Resolved:** to approve the Schedule of Meetings on the 2<sup>nd</sup> Tuesday of the month until May 2024.

2023: 13th June, 11th July, recess August, 12th September, 10th October, 14th November, 12th December,

2024: 9<sup>th</sup> January, 13<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May (Annual Meeting and Ordinary Meeting).

**2305.08 COMMITTEES AND ADVISORY GROUPS**

I. **Resolved:** to adopt Terms of Reference for the following Committees and Advisory Groups:

- a. Finance Committee
- b. Personnel Committee
- c. Highways & Maintenance Advisory Group
- d. Environment and Recreation Advisory Group
- e. Communications and Community Engagement Group

II. **Resolved:** to appoint the following Members to each of the following Committees & Advisory Groups as per Terms of Reference:

- a. Finance Committee: Four Members - Chair, Cllr R Edwards; Vice Chair, Cllr P Farley; Cllr B Howells; Cllr A Clay.
- b. Personnel Committee: Four Members - Cllrs A Clay; R Edwards; P Farley; T Houghton. It was noted that, under Terms of Reference for each of the following Advisory Groups, members of the community are also warmly encouraged to join.
- c. Highways and Maintenance Advisory Group: Cllrs I Costello; R Edwards; P Farley; B Howells.
- d. Environment and Recreation Advisory Group: Cllrs M Davies; R Edwards; P Farley.
- e. Communications and Community Engagement Group: Cllrs I Costello; T Houghton.

**2305.09 ANNUAL REPORT**

Due to various pressures, it was agreed to defer the 2022-2023 Annual Report until the next Ordinary meeting.

**2305.10 NEXT MEETING**

Monthly meeting to follow at 7:30pm. Next monthly meeting Tuesday 13<sup>th</sup> June 2023. Next annual meeting Tuesday, 14<sup>th</sup> May 2024.

The Chair thanked the Clerk for her diligence and hard work since she joined the Council in March 2023, and especially in preparing and finalising the Policies and Terms of Reference. She also thanked Councillors for their commitment over the past year, and was particularly pleased that the election of Cllrs Costello and Houghton has established a full complement of Councillors for the ward of St Arvans.

The meeting closed at 8:30pm.

Chair's signature: ..... Date: .....