



Annual Meeting of Council

Minutes of Newcastle Higher Community Council's Annual Meeting of Council held at Pen Y Fai Church in Wales Primary School and video conference on Thursday 19th May 2022 at 6.30 p.m.

Cllr Heidi Bennett: Presided

Present (11)

Councillors, Marged Griffiths, Heidi Bennett, Jane Gebbie, Sarah Botterill, David Hopkins, Elizabeth Hopkins, Gaynor Hewitt, Michael Flanagan, Samantha Barker, Julie Kemble and Richard Hughes

Member of the Public, Claudette Evans and Meryl Wilkins

Clerk: Adam Davies

It was confirmed that declaration of acceptance for all members were signed at the start of the meeting.

As outgoing Chair Meryl Wilkins opened the meeting by welcoming old and new Councillors to the Council. Mrs Wilkins noted her 25 years' on the Council and will continue to serve her community in any way possible.

1 To receive nominations for and elect a Chair of the Council for 2022/23

Cllr Heidi Bennett was proposed by Cllr Hewitt and seconded by Cllr Flanagan for the role of Chair for 2022-2023.

No other Councillors were nominated so Cllr Bennett was duly appointed Chair for 2022-2023.

Cllr Heidi Bennett thanked Mrs Wilkins on behalf of the Council and acknowledge her valued service to this Council for 25 years.

Cllr Bennett continued to present as Chair

2 To receive nominations for and elect a deputy Chair of the Council for 2022/23

Cllr Michael Flanagan was proposed by Cllr Jane Gebbie and seconded by Cllr Elizabeth Morgan for the role of Deputy Chair for 2022 - 2023.

No other Councillors were nominated so Cllr Flanagan was duly appointed Deputy Chair for 2022-2023.

3 To Receive Apologies for absence

No apologies were received

4 To welcome new and old Councillors

It was agreed to welcome new Councillors at our next meeting following this one.

5 To receive nominations for Committee Membership (Max 5)

a. Staffing Committee

The Following Candidates volunteered for the Staffing Committee

Cllr Sarah Botterill
Cllr Marged Griffiths
Cllr Michael Flanagan
Cllr Heidi Bennett
Cllr Jane Gebbie

b. Maintenance Committee

The Following Candidates volunteered for the Maintenance Committee with one outstanding vacancy.

Cllr David Hopkins
Cllr Michael Flanagan
Cllr Elizabeth Morgan
Cllr Marged Griffiths

c. Wellbeing Committee

The Following Candidates volunteered for the Wellbeing Committee.

Cllr Julie Kemble
Cllr Sarah Botterill
Cllr Elizabeth Morgan
Cllr Samantha Barker
Cllr Richard Hughes

d. Audit Finance and Policy Committee

The Following Candidates volunteered for the Audit Finance and Policy Committee.

Cllr Heidi Bennett
Cllr Richard Hughes

Cllr Gaynor Hewitt
Cllr Sarah Botterill
Cllr Samantha Barker

6 To consider amendments to current Committee terms of reference

- a. Suggested amendment that the Staffing Committee have a minimum of 1 meeting per year.

It was proposed by Cllr Hughes to accept the recommendation above, seconded by Cllr Flanagan

7 To confirm meeting dates for Committee's (Minimum 2 per year)

Suggested meeting dates were presented to Councillors for 22 – 23 financial year and were accepted as follows: (Appendix 1)

- a. Staffing Committee

28th February 2023

- b. Maintenance Committee

26th July 2022

25th October 2022

14th February 2022

- c. Wellbeing Committee

5th July 2022

21st March 2023

- d. Audit Finance and Policy Committee

7th June 2022

22nd November 2022

8 To confirm representative to

- a. One Voice Wales Bridgend/Cardiff/Vale Area Committee meeting

There were no Councillors nominated.

It was suggested to contact One Voice Wales and request them to consider allowing Bridgend Councils to attend other more relevant meetings due to the considerable area differences with Cardiff and the Vale.

- b. Bridgend's Town & Community Council Forum

There were no Councillors nominated.

It was suggested that more information is presented and would be considered in future meetings.

c. Review Clerk's subscription to Society of Local Council Clerks

Cllr Flanagan proposed to pay SLCC for 2022 – 23 seconded by Cllr Gebbie.

It was discussed that as SLCC is a professional body that the payment would be reconsidered once the Clerk has passed his Course with them.

9 Annual Reviews

a. To confirm Chairs Allowance for 2022 / 23 (Currently at £650)

It was agreed to continue with the current amount set at £650 per year.

b. To approve the Clerk to arrange 2 skips per year to Aberkenfig Allotment.

It was noted that this item should be placed on the Full Council's agenda and not the annual meetings agenda. Nevertheless, Councillors discussed this item in depth and proposed the following.

To draft a letter to Aberkenfig Allotments stating that the Council does not consider providing the Allotments Association two skips per year as financially viable, environmentally friendly and in keeping with the Environment (Wales) Act 2016 and the Well-being of Future Generations (Wales) Act.

Councillors discussed if the allotment association considered donating excess food to local food banks or food share initiative within the area.

10 To review bank signatories which are currently 2 Councillors, a suggestion of 3 Councillors should be signatories.

Councillors Gaynor Hewitt and Samantha Barker volunteered to be placed on the Council Co-Operative Bank account alongside current signature Clerk Adam Davies, Cllr Heidi Bennett and Cllr Marged Griffiths.

11 Determine time and place of the Councils ordinary meetings up to and including the next Annual Meeting.

It was agreed to continue to meet on the Second Tuesday of each Month.

There being no more business, the meeting closed at 07:00pm. Immediately following the Annual Meeting of Council, the Council held an ordinary meeting.

Signed

Date

Chair of Newcastle Higher Community Council

Newcastle Higher Community Council Meeting dates for: 2022 – 23

MONTH	FULL Council Meeting Second Tuesday of each month	Maintenance Committee Tuesdays	Wellbeing Committee Tuesdays	Staffing Committee Tuesday	Audit Finance and Policy Tuesday
June	14 th				7 th (Internal Audit Report)
July	12 th	26 th (Christmas Lights)	5 th		
August	Summer Recess				
September	13 th				
October	11 th	25 th (Hanging Baskets)			
November	15 th				22 nd (Annual Precept for 2023 - 24)
December	13 th				
January	10 th				
February	14 th	14 th (Maintenance Contracts)		28 th (Clerk Annual Appraisal)	
March	14 th		21 st		
April	11 th				
May	9 th (6:30pm Annual & Monthly Meeting)				
Meetings Per Year	11	3	2	1	2