



Penhow Community Council

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DRAFT MINUTES of the **Annual Meeting** held on

Wednesday, 11th May at 7.15pm at St John's Hall, Penhow

Present:

Councillors

John Wagstaff

Keith Jones

Kyle Park

Michael Weekes

Members of the public:

Viv Blandford

Linda Stephens

Clerk – Nicola Sutherland

The Clerk opened the meeting.

1. As all Councillors were present, there were no apologies given. City Councillor, Will Routley was unable to make this meeting.
2. Cllr John Wagstaff was nominated to be the Chair for the Community Council for this year. This was proposed by Cllr Michael Weekes and seconded by Cllr Keith Jones. Cllr Wagstaff accepted the position and chaired the meeting from this point.
3. Cllr Kyle Park was nominated as Vice-Chair of the Community Council. This was proposed by Cllr Wagstaff and seconded by Cllr Weekes.
4. The minutes of the Annual Meeting May 2021 were discussed. A small alteration was made to section 2 to read that John Wagstaff had been Chair for the last four and a half years.

The minutes were proposed by Cllr Weekes and agreed by all present. The minutes were signed by the Chair.

5. **Matters Arising**
There were no matters arising.

6. **Review of administration**
 - All councillor forms were completed.

Accounts & Financial Matters

- The internal auditor's report was received. It was agreed to purchase a small gift to thank the auditor for his work on this. Clerk to action.
- The Responsible Financial Officer report for 2021/22 (including the documents to be submitted to the Wales Audit Office) was received and accepted. This was proposed by Cllr Weekes and seconded by Cllr Park.

Annual Documents

- The Risk Assessment document and the Asset list were reviewed and agreed.
 - The annual insurance policy payment was reviewed and it was agreed unanimously to pay this premium. Clerk to action.
7. It was unanimously agreed that the Community Council will meet on the first Wednesday of each month, with the exception of August during 2022-23. It was noted that matters will still be dealt with on-line during August.
 8. There were no items for information.
 9. The next Annual Meeting will be held in May 2023.