

**CYNGOR CYMUNEDOL DRAETHEN, WATERLOO A RYHDRI**

**DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL (DWR CC)**

**MINUTES OF THE ANNUAL MEETING**

Due to the COVID-19 Pandemic, this meeting was held remotely and consequently because of these exceptional circumstances the meeting was open to the public and press via remote online video conference

**The meeting was held on Thursday, 27<sup>th</sup> May 2021 and commenced at 18:00 p.m.**

<b>Councillors Present:</b>	Jayne Garland (JG) Sarah Parks-Jones (SPJ) Kayleigh Hayes (KH) Terry Hall (TH) arrived during the meeting	Milena Morgan (MM) Mike Garland (MG) Rob Heaton-Jones (RHJ)
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<b>Min Ref</b>		<b>Action</b>
<b>91/21</b>	<b>To Elect a Chairperson of the Council to May 2022</b>	
	<b>RESOLVED:</b> to confirm the election of Chairperson for the term of office for Councillor Sarah Parks-Jones up to the Annual Meeting of 2022. Chair signed and dated the Declaration of Acceptance of Office. The newly elected Chair (SPJ) welcomed everyone to the meeting and introduced the first item.	<b>SPJ</b>
<b>92/21</b>	<b>To Elect a Vice-Chairperson of the Council</b>	
	<b>RESOLVED:</b> Cllr Jayne Garland would be Vice Chair for the ensuing year to up to the next Annual Meeting, May 2022.	
<b>93/21</b>	<b>Retiring Chairpersons Comments</b>	
	Cllr JG expressed her gratitude to those Members who had supported her in the position of Chair and in the tremendous success and achievements achieved together especially through this historical and challenging year of Pandemic. JG said the position is a privilege and an honour and a responsibility she did not take lightly and hopes that her efforts have been seen to produce positive outcomes within our community. JG wished to particularly acknowledge two Members KH & SPJ for their outstanding contribution after only becoming Community Cllrs at the beginning of the year their dedication to the role has been significant and their efforts have produced great rewards already. JG thanked all Members for their commitment and ongoing work. The retiring Chair went through the End of Year Finances with Council who agreed and accepted the accounts and agreed to submit to External Auditor after Finance Committee (wet) signed the Audit Reports.	<b>JG</b>
<b>94/21</b>	<b>To note members' attendance and to receive apologies for absence</b>	
	Apologies: None received. There were no press or public in attendance.	
<b>95/21</b>	<b>To receive Declarations and Register of Interest</b>	
	To receive Declarations and Register of Interest. Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for Councillors and Clerk. <b>None noted.</b>	
<b>96/21</b>	<b>TO RESOLVE Minutes of the Annual Meeting held on 10<sup>th</sup> December 2020 as an accurate record at the Meeting Minute Ref: 179/20</b>	

	<b>RESOLVED:</b> Minutes of the Annual Meeting of the 10 <sup>th</sup> December 2020 were approved as an accurate record of the meeting.						
97/21	<b>To RESOLVED to adopt the following policies and documents for 2021/22.</b> All policies and documents have been reviewed during 2020 and have been adopted or remain unchanged. Next revision date 2022						
	It was <b>RESOLVED</b> to continue to Adopt the following						
	<b>Documents</b> i. Insurance Cover ii. ICO Certificate iii. Financial Regulations iv. Code of Conduct v. Standing Orders vi. Information Data Protection vii. Risk Management viii. Asset Register ix. Standard Wording on Emails x. Consent Form xi. Website Privacy xii. Data Back-up Advice Note xiii. Grants xiv. Retention & Disposal of Documents			<b>Policies</b> xv. Privacy Notice for Cllrs & Staff xvi. Annual Leave Policy xvii. Whistleblowing Policy xviii. Anti-harassment & Bullying Policy xix. Welsh Language Scheme xx. Disciplinary Procedure xxi. Protocol Between Members & Officers xxii. General Privacy Policy xxiii. Health & Safety Policy xxiv. Lone Working Policy xxv. Capability Policy xxvi. Social Media Policy xxvii. Stress Management			
98/21	<b>To appoint Members to serve as representatives of the Community Council on the following outside bodies:-</b>						
i.	Town & Community Council's (TCC) Liaison Committee &						
ii.	TCC <b>Joint</b> Liaison committee. TH/JG						
iii.	One Voice Wales RCT/Merthyr/Caerphilly Area Committee Minor Authority SPJ/JG						
iv.	Representative on the Board of Governors Rudry Primary School RHJ						
v.	Rudry Parish Hall & Social Centre KH						
vi.	Finance Committee – SPJ, JG, TH, RHJ, KS						
	Comms Committee – SPJ, JG, KH, RHJ						
	Planning Committee – MG, KS, JG						
	Staff Committee – JG, TH, SPJ						
	Complaints Committee – MG, KH, JG						
99/21	<b>To resolve Chairperson's Allowance 2021/22</b>						
	<b>RESOLVED:</b> to remain at £250.00						
100/21	<b>To resolve the ensuing Clerk &amp; Proper Officer</b>						
	<b>RESOLVED:</b> The Acting Clerk & Proper Officer would be JG until a permanent Clerk could be recruited. Interviews being held 31 <sup>st</sup> May 2021					<b>Staff Comm</b>	
101/21	<b>To resolve the cycle of meetings for 2021/22</b> To published on Website.					<b>JG</b>	
	<b>RESOLVED:</b> to agree the cycle of meetings for the ensuing year of 2021/22 Bi-monthly starting immediately therefore the next meetings are as follows						
	<b>Date</b>	<b>Type</b>	<b>Date</b>	<b>Type</b>	<b>Date</b>	<b>Type</b>	
	29.07.21	Ordinary	30.09.21	Ordinary	25.11.21	Ordinary	
	27.01.22	Ordinary	31.03.22	Ordinary			
102/21	<b>Public Participation</b>						
	No members of the public in attendance. The meeting closed at 18.28						

Minutes produced by: Acting Clerk Cllr Jayne Garland

Signed by Chair of Council/Meeting:	
Dated:	Print Name: Cllr Sarah Parks-Jones