



## COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros

Clerk: Ms M. Thomas

### MINUTES OF THE ANNUAL MEETING ON 16<sup>TH</sup> MAY 2023

At 7pm in the Williams Memorial Hall, Main Road, Coychurch

Meeting Opened at 7pm

Present: Cllr Caparros (Chair), Cllr Brace, Cllr Fudge, Cllr Rowlands, Cllr Sutton

No members of the public were present.

0. WELCOME - The meeting was opened by Cllr Caparros at 7pm
1. APOLOGIES FOR ABSENCE – Cllr Griffiths (Working)
2. TO APPOINT THE CHAIR OF THE COUNCIL FOR 2023-24.  
All members having expressed their opinion it was proposed, seconded and agreed that Cllr E. Caparros be appointed as Chairman to the Coychurch Lower Community Council.  
Cllr Caparros accepted the appointment as Chairman and signed the Acceptance of Office form.
3. APPROVAL OF THE MINUTES OF THE MEETING ON 18<sup>th</sup> April 2023.  
The minutes, having been previously circulated to the members of the council, were accepted by the council and signed by the Chairman as a true and accurate record of the meeting.
4. TO APPOINT THE VICE CHAIR OF THE COUNCIL FOR 2023-24  
It was agreed by members that Cllr R Fudge be appointed as the Vice Chair to the council.
5. TO FORMALLY ADOPT THE CODE OF CONDUCT FOR 2023-24  
The council unanimously adopted the Code of Conduct (Guidance from the Public Services Ombudsman for Wales) and this was signed by the Chairman.
6. TO FORMALLY ADOPT THE COYCHURCH LOWER FINANCIAL REGULATIONS  
The council adopted these regulations unanimously and they were signed by the Chairman.



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7. TO FORMALLY ADOPT THE NALC STANDING ORDERS  
These are still being revised by One Voice Wales and will be reviewed at the June Meeting.
8. REPRESENTATIVES FOR THE FOLLOWING GROUPS WERE AGREED:
  - a. Llangrallo Primary School governors – Cllr Griffiths
  - b. Bridgend County Borough Council's Town and Community Council Forum – unallocated
  - c. One Voice Wales – Cllr Brace

Appointees will attend meetings and report anything relevant to the next full council meeting.
9. TO CONFIRM THE INSURANCE ARRANGEMENTS FOR 2023-24  
Public Liability / insurance provider and renewal fee was agreed in principle by the council, subject to the final renewal figure being provided by the insurer.
10. TO CONFIRM THE INTERNAL AUDITOR FOR 2022-23 ACCOUNTS  
Council agreed to appoint Mr N Davies as the internal auditor for 2022-23 accounts.
11. TO APPROVE CONTINUED MEMBERSHIPS  
Council agreed to continue membership of One Voice Wales (professional advice and councillor training) and the Society of Local Council Clerks (training and professional advice for the clerk)
12. TO REVIEW THE INVENTORY OF ASSETS  
This item will be reviewed at the June meeting.
13. TO REVIEW THE BUDGET FOR 2023-24  
Council was provided with a breakdown of the budget for 2023-24 by Cost Centre. The Budget was approved by the council.
14. TO IDENTIFY LEAD COUNCILLORS / CONTACTS
  - a. It was agreed that Cllr Sutton and Cllr Rowlands would work together to oversee and progress the Pavilion and Playing Field development
  - b. Cllr Brace will address any issues related to Footpaths / Rights of Way
  - c. The lead councillor for the Play Park will be allocated at a later date.



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All councillors will be contactable through the clerk.

### 15. TO AGREE THE SCHEDULE OF MEETINGS FOR 2023-2024

It was agreed that the meetings would remain on the 2<sup>nd</sup> Tuesday of each month, except August, at 7pm in the Council Office at the Williams Memorial Hall, Main Road, Coychurch. These dates may be subject to change nearer the time and changes will be posted on the council website as required, [www.coychurchlower-cc.gov.uk](http://www.coychurchlower-cc.gov.uk)

Meeting dates will be as follows:

June 13 <sup>th</sup> 2023	July 11 <sup>th</sup>	September 12 <sup>th</sup>	October 10 <sup>th</sup>
November 14 <sup>th</sup>	December 12 <sup>th</sup>	January 9 <sup>th</sup> 2024	February 13 <sup>th</sup>
March 12 <sup>th</sup>	April 16 <sup>th</sup>	Next Annual Meeting on May 14 <sup>th</sup>	

### 16. MEETING CLOSED AT 7.20pm

Signed by the Chair:

Date: 13-06-2023

Minute No: 2383a (June 2023)