



COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros

Clerk: Ms M. Thomas

MINUTES OF THE FIFTY FIRST ANNUAL MEETING OF THE COYCHURCH LOWER COMMUNITY COUNCIL ON 14th May 2024

Held at 7.00pm in the Williams Memorial Hall, Main Road, Coychurch

2508. The meeting was opened by the Chair at 7.00pm.
2509. **PRESENT:** Councillor Caparros (chairman), Councillors Sutton and Randall and the clerk, Ms Thomas.
There were no members of the public present.
2510. **APOLOGIES** were accepted from Councillor Brace (family illness)
2511. **TO APPOINT THE CHAIRMAN FOR 2024-25.** It was agreed unanimously that Councillor Caparros would continue as Chairman and he signed the Acceptance of Office Form.
2512. **TO REVIEW AND APPROVE THE SCHEDULES OF PAYMENTS AND THE 2023-24 ACCOUNTS**
The schedules and the accounts were reviewed and agreed unanimously. The Chair duly signed the cashbook listing, schedules of payment, and the end of year Bank Reconciliation.
2513. **TO APPROVE THE SCHEDULES OF PAYMENTS AND RECEIPTS FOR FEBRUARY TO APRIL 2024 AND THE ANNUAL ACCOUNTS FOR 2024-25**
These were presented to council, reviewed, approved and signed by the Chairman
2514. **TO ADOPT THE CODE OF PRACTICE FOR 2024-25**
The Code of Practice was adopted by council and signed by the Chair.
2515. **TO ADOPT THE FINANCIAL REGULATIONS FOR 2024-25**
The Clerk advised that a new version of the model financial regulations had been published in the preceding week. Until these can be tailored to the community council the council agreed to adopt the existing Financial Regulations and these were signed by the Chairman.
2516. **TO ADOPT THE MODEL STANDING ORDERS FOR 2024-25**
Council agreed unanimously to adopt these and they were signed by the Chairman.
2517. **TO APPOINT REPRESENTATIVES**
Councillor Sutton agreed to act as representative of the council on the Primary School's governing body.



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Councillor Brace was appointed to continue as the council's representative to One Voice Wales

No appointment was made to the Bridgend County Borough Council's Town and Community Council Forum

2518. TO CONFIRM THE INSURANCE ARRANGEMENTS FOR 2024-25

The Council currently has a 3-year contract with a fixed price. The Clerk was authorised to make the payment for 2024-25.

2519. TO CONFIRM THE INTERNAL AUDITOR FOR THE 2024-25 ACCOUNTS

A new internal auditor has been instructed for the 2023-24 accounts and subject to this proceeding satisfactorily, the council agreed to continue with the same auditor this year.

2520. TO APPROVE MEMBERSHIPS FOR 2024-25

Council agreed to continue membership of:

1. One Voice Wales
2. Society of Local Council Clerks

2521. TO REVIEW THE INVENTORY OF ASSETS

The council reviewed the updated assets list.

2522. TO REVIEW THE BUDGET FOR 2024-25 AND ADOPT THE SCHEDULE OF DELEGATION

The budget agreed in December 2023 was reviewed and agreed unanimously. The Council resolved to adopt the Scheme of Delegation to allow the Clerk to arrange payments of invoices in line with quotations included in the budget. The Scheme of Delegation was signed by the Chairman.

2523. COUNCILLOR RESPONSIBILITIES

It was agreed that members of the council would act as lead contacts for the following:

Councillor Sutton – Playpark and the Playing Field/Pavilion

Councillor Brace – Rights of Way / Public Footpaths

2524. TO AGREE THE SCHEDULE OF MEETINGS FOR 2024-25

The meeting scheduled may be subject to change but it is proposed that the meetings will be at 7pm on the following dates:

July 9th, September 10th, October 8th, November 12th, December 10th,
January 14th 2025, February 11th, March 11th, April 8th, and the next annual meeting will be on May 13th.



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2525. Meeting closed at 7.35pm

Signed by the Chair: _____

On: _____

Minute No: _____