



COYCHURCH LOWER COMMUNITY COUNCIL

Chair: Councillor E. Caparros

Clerk: Ms M. Thomas

MINUTES OF THE FIFTY SECOND ANNUAL MEETING OF THE COYCHURCH LOWER COMMUNITY COUNCIL ON 13th May 2025

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

2690. The meeting was opened by the Chair at 7pm
2691. PRESENT: Councillor Caparros (chairman), Councillors Brace, Sutton, Randall, Dickinson and the clerk, Ms Thomas.
There was one member of the public present.
2692. APOLOGIES were accepted from Councillor Snoddy (away)
2693. TO APPOINT THE CHAIRMAN FOR 2025-26. It was proposed, seconded and agreed unanimously that Councillor Caparros would continue as Chairman and he signed the Acceptance of Office Form.
2694. TO APPOINT THE VICE-CHAIRMAN FOR 2025-26
Councillor Randall volunteered to take on the position of Vice-Chairman. He was then proposed, seconded and approved unanimously and signed the Acceptance of Office Form.
2695. TO APPROVE THE MINUTES FROM THE COUNCIL MEETING ON 15th APRIL 2025
These were presented to council, reviewed, approved and signed by the Chairman
2696. TO ADOPT THE CODE OF PRACTICE FOR 2025-26
The Code of Practice was adopted by council and signed by the Chair.
2697. TO ADOPT THE FINANCIAL REGULATIONS FOR 2025-26
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 continue with the existing Financial Regulations adopted in May 2024.
2698. TO ADOPT THE MODEL STANDING ORDERS FOR 2025-26
Council agreed unanimously to adopt these and they were signed by the Chairman.
2699. TO APPOINT REPRESENTATIVES
Councillor Randall agreed to act as representative of the council on the Primary School's governing body.



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No appointment was made to the Bridgend County Borough Council's Town and Community Council Forum. Councillor Caparros attends these meetings and will advise the community council of any items of relevance.

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

2700. TO CONFIRM THE INSURANCE ARRANGEMENTS FOR 2025-26

The Council currently has a 3-year contract with a fixed price. The Clerk was authorised to make the payment for 2025-26.

2701. TO CONFIRM THE INTERNAL AUDITOR FOR THE 2025-26 ACCOUNTS

The audit in 2026 will be the tri-annual audit of accounts and processes. The internal auditor will need to have an in-depth knowledge of council procedures and regulations as well as finance. With this in mind, the clerk was instructed to identify an auditor with the appropriate background and knowledge and submit their details for approval at a later meeting.

2702. TO APPROVE MEMBERSHIPS FOR 2025-26

Council agreed to continue membership of:

1. One Voice Wales (Council)
2. Society of Local Council Clerks (Clerk)

2703. TO REVIEW THE ARRANGEMENTS AND APPOINT TRUSTEES FOR THE MORGAN THOMAS TRUST

One of the current trustees was present and advised that the three non-council trustees were willing to continue in the role.

It was agreed that now that the community council has sufficient members who live in Coychurch that these council members would be appointed as trustees along with the existing trustees.

Meetings of the Trust will be held in the Williams Memorial Hall on the same day as council meetings. The first meeting will be on 8th July 2025 at 7pm.

2704. TO REVIEW THE INVENTORY OF ASSETS

The council reviewed the updated assets list and identified changes for the coming year.

2705. TO REVIEW THE BUDGET FOR 2025-26 AND ADOPT THE SCHEDULE OF DELEGATION

The budget agreed in December 2024 was reviewed and agreed unanimously. The Council resolved to adopt the Scheme of Delegation to allow the Clerk to



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arrange payments of invoices in line with quotations included in the budget. The Scheme of Delegation was signed by the Chairman.

2706. COUNCILLOR RESPONSIBILITIES

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

Councillor Sutton – Playpark

Councillor Randall - Community Field

Councillor Brace – Rights of Way / Public Footpaths

2707. 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 in the meeting room at the Williams Memorial Hall, at 7pm on the following dates:

July 8th, September 9th, October 7th, November 11th, December 9th,

January 13th 2025, February 10th, March 10th, April 7th.

The next annual meeting will be on May 12th at 7pm followed by an Ordinary Meeting at 7.30pm

2708. Meeting closed at 7.25pm

Signed by the Chair: _____

On: _____

Minute No: _____