**GROSMONT FAWR COMMUNITY COUNCIL**

**11TH MAY 2020 – VIA ZOOM DUE TO THE CORONAVIRUS – 7.30PM**

**DRAFT MINUTES – AGM**

**Present** C. Cllr David-Hughes Jones

Cllr Andrew Farr

Cllr Mrs Margie Barker

Cllr James Beavan

Cllr Peter McVann

**In Attendance** Ms Clare Preece – Clerk

Jane Moggeridge

Jan Chatfield

Gaynor Henshaw

**Apologies for**

**Absence** PC Sara Mason

Cllr Witek Minowt-Czyz

1. **Election of Chairman**

Cllr Andrew Farr proposed C.Cllr David Hughes-Jones, seconded Cllr Peter McVann

Resolved – Following a unanimous vote C.Cllr David Hughes-Jones was elected as Chairman and accepted the nomination.

1. **Election of Vice-Chairman**

Cllr Jim Beavan proposed Cllr Andrew Farr, seconded Cllr Mrs Margie Barker.

Resolved -Following a unanimous vote Cllr Andrew Farr was elected as Vice-Chairman and accepted the nomination.

1. **To receive the Chairman’s Report for the year from 01/04/19 to 31/03/20**

Cllr David Hughes-Jones thanked the Clerk and welcomed the members of the public in attendance via Zoom.

The Chairman then paid tribute Cllr Vernon Jones from Llangua who sadly passed away last year. He thanked him for his invaluable support and contribution to the Grosmont Fawr Community council and said that he would be hugely missed.

He thanked Tracey Vaughn, Caretaker to the Grosmont Town Hall for all her efforts and commitment to her post throughout the year.

Cllr David Hughes-Jones thanked the previous outgoing Clerks, Mrs M Mercer and Mrs F Lambert and the current Clerk, Ms C Preece for their hard work during the year. He recognised that the Clerk had been “thrown in at the deep end” due to the outbreak of Covid 19 and he thanked her for rising to the challenge.

The Chairman also thanked his fellow Councillors for their input to the Community Council and sharing the aim to improve the conditions for where we live. Council meetings are held bi-monthly when possible and they are Trustees for Grosmont Town Hall and consultees for Highways and Planning matters as well as other matters when they arise.

He thanked Cllr Andrew Farr for all the tremendous hard work and input into the project of the refurbishment of the Town Hall. The Council and the village and surrounding areas are very grateful and he should be very proud of his achievements.

The Chairman also gave huge thanks to Grosmont Events for their work in the redecoration of the Town Hall and the contribution made by all the community groups in the village.

He looks forward to another year with the council supporting the community and hopefully the reopening of Pontrilas railway station and he thanked the council for his re-election as Chairman.

1. **To approve the Accounts for the 2019/20 financial year:**

**Notice of annual audit for accounts for the year ended 31 March 2020**

1. To receive and note letter emailed to Councillors from the appointed external auditor, on behalf of the Auditor General for Wales BDO LLP
2. Summary of Timescale following Internal Audit – note

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| Statutory deadline for council to approve  Annual Return | 30th June 2020 |
| Notice of Appointment of Date for the Exercise  Of Electors’ Rights | 29th July – 18th August 2020 |
| Date by which BDO LLP are to receive  Approved Annual Return | 10th July 2020 |
| Appointment date set for the exercise of  Elector’s rights to inspect Annual Return | 29th July 2020 |
| Council to publish certified Annual return | 30th September 2020 |

The Clerk informed the Council that errors had been found in the accounts upon examination by the Internal Auditor. The Auditor stated in her report dated 11th May 2020, that the current clerk had been posed the difficult task of accounting for the reconciliations performed by two previous clerks. The Internal auditor has directed the Clerk to the errors and the Clerk now has the job of reconciling the accounts again by 30th June 2020. The accounts will then have to be put before the council at a future meeting.

Resolved The council agreed to a future meeting being held by Zoom in order to agree the accounts when the Clerk has revised them, by 30th June 2020.

1. **To confirm bank signatories**

The Clerk explained that Cllr David Hughes-Jones was not a signatory on the bank account, as was previously believed to be the case and that due to Covid 19 there was a hold up processing mandates with Lloyds bank. The current signatories are as follows: Cllr Andrew Farr, Cllr Mrs Margie Barker and Cllr Martin Davies.

Resolved The Clerk will complete the paperwork to add Cllr David Hughes-Jones as a signatory.

1. **To consider Standing Orders and Financial Regulations**

The Standing Orders and Financial regulations were adopted in May 2017.

Resolved The Council approved the Standing Orders and Regulations without amendment.

1. **To consider the Annual Risk Assessment**

It was noted that the Council’s risk assessment had first been adopted in March 2018. It was also noted that prior to the meeting a Risk Assessment had been carried out regarding the use of Zoom to hold council meetings and the risk was considered to be low.

Resolved The council approved the Annual Risk assessment without amendment.

1. **Any other business**

The Chairman noted that the closing date for applications for the Co-option of a Council member for the vacancy as the result of the sad loss of Cllr Vernon Jones of Llangua had passed. One formal application had been made to the Clerk by Mr James Stark of Llangua. The Clerk read James Stark’s application to the Councillors.

Proposed: Cllr Andrew Farr, Seconded: Cllr Jim Beavan

Resolved James Stark was Co-opted to the Council without amendment and the Clerk is to inform him of the decision and welcome him following the meeting.

Appointment of Officers

One Voice Wales – remains vacant

Grosmont Events Resolved The Councillors proposed that Cllr Witek Mintowt-Czyz continue as the representative and will ask him if he is willing to continue when he is available.

The meeting was opened to the public and Gaynor Henshaw thanked Jan Chatfield for everything she had done co-ordinating the volunteers who have responded to the Coronavirus outbreak shopping and supporting the vulnerable in Grosmont and surrounding areas.

1. **Appointment of Internal Auditor**

Proposal of Catherine Williams of Crickhowell

Resolved All members unanimously agreed.

Meeting closed 20.15