

Ilston Community Council

Minutes of Annual Meeting held on 30th May 2024

At the Annual meeting of Ilston Community Council, at the Barham Centre, Parkmill on Wednesday 30th May 2024 at 6.30 p.m.

Present: Cllr. D Ponting, Cllr. R Church, Cllr. Mobbs, Cllr. N Hollett, Cllr. B Beynon, Cllr. S Pleydell, Cllr. Huffer, Cllr. Bates and Cllr. I Brown (via Zoom)

Apologies: Cllr. H James and Cllr. L James

Also attending: Mr A Hill - Internal Auditor and Mr P Sizer -Clerk

In the Chair: Cllr D Ponting

1. Apologies for Absence

Apologies received from: Cllr. H James. The chair advised the Councillors that Cllr. James had tendered her resignation from Ilston Community Council on personal grounds. The Chair thanks Cllr. James for all her hard work for the community.

2. Election of Chairman

The chair Cllr. Ponting had previously stated his intention to step down as chair and welcomed other Councillors to act as chair. It was proposed by Cllr. Mobbs that Cllr. Hollett act as the new chair of Ilston Community Council. This was seconded by Cllr. Pleydell and agreed by all present. Cllr. Hollett thanked the Council and agreed to take on the role. Cllr. Ponting continued with the meeting as chair and Cllr. Hollett will take over for the next meeting scheduled at 7.00 p.m.

3. Election of Vice Chairman

Cllr. Ponting offered his services to the Council to act as Vice Chair in conjunction with Cllr. Church. This was proposed to be accepted by Cllr. Hollett, Seconded by Cllr. Beynon and agreed by all present.

4. Approve minutes of Annual Meeting held on 31st May 2023

The minutes of the meeting had previous been approved in June 2023.

5. To adopt revised:

Financial Regulation 2023-2024

The Clerk advised the Council that at the last Annual meeting, the previous Clerk had submitted the Financial Regulations for 2023/2024 and these had been accepted but the new Clerk could not find any copy. The website copy was dated 2019. The Clerk had written a new version which he asked the Council to adopt as a true reflection of the financial regulations for 2023/2024. Previous to the meeting, the Clerk had asked the chair and vice-chair to look through the document and approve it prior to the meeting. Cllr Bates proposed accepting this

revised Financial Regulation and this was seconded by Cllr. Pleydell. The motion was agreed by all present.
The Clerk will forward a copy to Cllr. Pleydell to put on the website.

6. To receive Statement of Accounts for the Year Ended 31st March 2024.

The Clerk advised he had completed all the reports required for the triennial audit this year and just required a couple of covering letters to be completed. He would ensure all the documentation was delivered personally to Audit Wales in Cardiff by the deadline in early August.

The Clerk had met with the Internal Auditor who had audited the Receipt and Payments book against all bank statements and invoices/expense claims/salary payments.

All the accounts were now audited and found to be correct.

The Internal Auditor made his report to the Council stating he was happy with all the accounts presented to him and could find no issues or errors and they represented a true and fair view of the Council's funds and expenses at that time.

The Clerk presented to the Councillors a copy of:

- The Community & Town Council in Wales report
- Fixed Asset Register
- Income and expenditure report
- Budget for 2023/2024 with actual expenditure and income and variances.

The Councillors accepted the documents as accurate and were proposed by Cllr. Pleydell and seconded by Cllr. Bates. All Councillors agreed with the Statements of Accounts.

The chair thanked the Clerk for all his hard work in preparing the accounts.

7. AOB at discretion of the chairman

The Clerk confirmed he had received the Annual Report from the chair and this had been circulated to all Councillors for comments. There were a couple of minor adjustments made. Cllr. Ponting proposed and Cllr. Mobbs seconded that the Council accept the Annual Report. The Clerk will forward a copy to Cllr. Pleydell to put on the website.

8. Time and Date of next meeting

The next Annual meeting will be held on Thursday 29th May 2025 at 7pm
The meeting closed at 6.55