

HENLLYS COMMUNITY COUNCIL

Mr L Smith-Higgins (acting), Clerk/Treasurer, Henllys Village Hall, Henllys Village Road, Henllys, Cwmbran, NP44 6JZ

Mr L Smith-Higgins (Acting), Clerc y Cyngor/Trysorydd, Neuadd Pentref Henllys, Heol Pentref, Henllys, Cwmbran, NP44 6JZ

Tel: 07703194263

# MINUTES OF THE ANNUAL GENERAL MEETING

# MONDAY 13th MAY 2019 AT HENLLYS VILLAGE HALL

**Present:** Cllr Everett, Cllr Burnett, Cllr Waters, Cllr Jones, Cllr Smith-Higgins, Cllr Lewis, Cllr Thomas.

1. **Apologies**

None

1. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of 2018 AGM**

The minutes were accepted as a true record and signed.

1. **Matters Arising**

There were no matters arising.

1. **Retiring Chair’s Report**

The Chairperson reported that it had been a challenging year with a considerable amount of time having been spent covering the Clerk’s role and recruiting a replacement. With the process now completed we can look forward to building our business planning and implementation in the coming year.

Members of the Council thanked him for all the good work and effort he has put in over the past year.

1. **Election of Officers**

**Chair**

Cllr Smith-Higgins proposed Cllr Waters and Cllr Everett seconded the proposal. All agreed with the proposal and Cllr Waters was duly elected as Chair and signed the Declaration of Acceptance of Office and the Confirmation of the Role & Responsibilities of the Chairman.

**Vice Chair**

Cllr Waters proposed Cllr Lewis and Cllr Smith-Higgins seconded the proposal. All agreed with the proposal and Cllr Lewis was duly elected as Vice Chair and signed the Declaration of Acceptance of Office.

1. **Treasurer’s Report**

The full report was not available but a summary of the position with our auditor was provided. There were no substantive issues to report. The figures supplied have not yet been confirmed by the Independent Internal auditor.

1. **Confirmation of Cheque Signatories**

It was agreed that cheque signatories will be Cllr Everett, Cllr Burnett, Cllr Waters and Cllr Lewis.

1. **Appointment of Independent Auditor**

It was confirmed that Mr Dennis Henson will continue as the Council’s Independent Internal Auditor. It was noted that this would be his last audit and a new auditor would be sought as a matter of urgency.

**10 Election of members with special responsibility and of representation**

The following members were elected.

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| Henllys Village Hall | Cllr Burnett |
| Emergency Officer | Cllr Burnett |
| Henllys CC Working Group | Cllr Everett/Cllr Smith Higgins |
| Henllys CC Planning Working Group | All Members |
| Henllys CC Finance & General-Purpose Working Group | Cllr Waters, Cllr Jones, Cllr Lewis, Cllr Everett |
| Henllys CC Communications Working Group | Cllr Lewis, Cllr Thomas, Cllr Smith-Higgins |
| Henllys CC Environmental Working Group | Cllr Burnett, Cllr Thomas, Cllr Smith-Higgins |
| Henllys CC HR Working Group | Cllr Waters, Cllr Smith-Higgins,  Cllr Everett |

Signed…………………………………………….……Dated………………………..

(Chairman)