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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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The Annual Meeting held at 6:30pm, May 22, 2023 online via Microsoft Teams

ANNUAL MEETING – DRAFT MINUTES

1. To elect a Chairman of the Council

Cllr McGrath was elected & is to confirm availability.

2. To elect a Vice Chairman

Cllr Yarrow was elected & is to confirm availability.

3. In Attendance

Cllr's McGrath, Thomas, Dixon, Yarrow, Pickard, Rosser, Quilter, Krip, Hardy, Roberts,
Clerk

Apologies for absence

Cllr's Jones

4. To appoint representatives to outside bodies

Members are to advise the Clerk:

- Which Committees they wish to attend
- Which outside bodies they wish to attend

5. To appoint standing committees

The Chairman and Vice Chairman are automatic members of all committees except Disciplinary and Appeals. There must be a minimum of 3 members/committee for it to be quorate.

Approved:

- Planning Committee
- Finance Committee
- Staffing Committee
- Building & Estates Committee

6. To review the Financial Regulations (FR)

It was agreed the Finance Committee would review the FR.

7. Referred the Risk Assessment Schedule to Finance Committee

8. Referred the Fixed Assets Register, as at 31st March 23, to Finance Committee

9. Fees payable to PCC:

- a. Burial Fees - It was agreed that the proposed fees should be compared with those set by the Church in Wales.
- b. Rent for Dynevor Gardening Association – It was agreed that this should be considered by the Building & Estates Committee.

10. Approved payment of direct debits for:

1. British Telecom: phone and broadband
2. 1&1 Ionos: email and website
3. Cardiff Council: rates for Penuel Road
4. EDF: electricity and gas supply to Penuel Road
5. Sage: Sage One payroll service
6. Siemens: photocopier lease

11. Approved payments to Members for 23/24:

- Chair Allowance (£200 agreed for 22/23)
- Basic Allowance of £156, as specified by the Independent Remuneration Panel for Wales
- Consumables Allowance of £52, as specified by the Independent Remuneration Panel for Wales