



Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council's ANNUAL Meeting held at 7.30pm on the 19th of May 2025.

Present: Councillors: CHAIR A Phillips, S Armitage, D Cross,
J Drysdale, S Firth, D Moody Jones, H Potter and D Meir

Also present: Cllr Michael Morgan VOG
Clerk, Val Harvey
Cyswllt Peterston Connect – Nigel Jones

Agenda Item	Discussion points	Action	Person/ Date
25/019 Elect Chair	Cllr Phillips stated that she did not wish to stand for Chair again and proposed that the Vice Chair take over the position. Cllr Cross was nominated by Cllr Moody Jones and seconded by Cllr Firth. It was agreed that Cllr Cross be elected for Chair of the Council Year 2025-26.		
25/020 Chair's Declaration	The Chairman's Declaration of Acceptance of Office was signed		
25/021 Elect Vice Chair	Nominations for the position of Vice Chair were requested. As none were forthcoming, Cllr Cross nominated Cllr Phillips, who agreed to act as Vice Chair for the Council Year 2025-26.		
25/022 Apologies for Absence	None		
25/023 Declarations of Interest	None		
25/024	The Annual Meeting was temporarily suspended to allow Nigel Jones, who was attending on behalf of Peterston Connect, to discuss a grant application and for Cllr Morgan to give his regular VOG Update. Nigel Jones left the meeting at 7.50pm and Cllr Morgan left at 8.15pm, at which time the AGM recommenced.		

Agenda Item	Discussion points	Action	Person/ Date
25/025 Review Committee Structures and appoint Members to Serve	<p>The following Working Groups were agreed:</p> <p>FINANCE WORKING GROUP MEMBERS: Cllr S Firth Cllr J Drysdale Cllr A Phillips (Vice Chair) The next Finance WG meeting is on the 17.6.25 at 7pm</p> <p>RISK ASSESSMENT, ASSETS & MAINTENANCE, PLAYING FIELD AND PLAYGROUND WG MEMBERS: Cllr D Cross (Chair) Cllr A Phillips (Vice Chair) Cllr H Potter</p> <p>CHURCYARD WG MEMBERS: Cllr D Moody Jones Cllr D Meir</p> <p>MUGA WG MEMBERS: Cllr J Drysdale Cllr H Potter Cllr D Cross (Chair)</p> <p>EMPLOYMENT WG MEMBERS: Cllr A Phillips (Vice Chair) Cllr S Firth Cllr S Armitage</p> <p>VILLAGE ENVIRONMENT WG MEMBERS: Cllr S Firth Cllr J Drysdale Cllr A Phillips (Vice Chair)</p>		
25/026 To appoint Representatives on board of external bodies	<p>It was agreed that representatives on the board of external bodies for the council year 2025-26 to be as follows:</p> <ul style="list-style-type: none"> - One Voice Wales : Councillor D Moody Jones - VOG Community Liaison Committee : Representation to be allocated on a rotation basis. Clerk to co-ordinate. 	Issue schedule of VOG CLC Meetings	Clerk
25/027 Future Council Meeting Dates	<p>It was agreed that the dates and times of the Ordinary Meetings be as follows:</p> <p>9th June 2025 14th July 2025 8th September 2025 20th October 2025 10th November 2025</p>		

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	12 th January 2026 9 th February 2026 9 th March 2026		
25/028 Review and Confirmation of Governance Documents	The review of the Governance Documents was deferred until the next Council Meeting and representatives to work with the Clerk to review were appointed. These are as follows: STANDING ORDERS – Cllr H Potter FINANCIAL REGULATIONS – Cllr J Drysdale PUBLICATION SCHEME – Cllr D Cross CODE OF CONDUCT – Clerk to adopt OVW guidance FINANCIAL AND BUSINESS RISK ASSESSMENT – Clerk to liaise with all Councillors		Next Meeting
25/029 Review Fixed Asset Register	The review of the Fixed Asset Register was deferred and will now be completed by the Risk Assessment, Assets & Maintenance, Playing Field and Playground Working Group which comprises of: Cllr D Cross (Chair) Cllr A Phillips (Vice Chair) Cllr H Potter. The WG will report back at the next Ordinary Council Meeting with its findings and recommendations.	WG to review FA Register	Next Meeting
25/030 Review Insurance Policy Schedule	The Insurance Policy for 2025-26 (valid until 31.5.2026) was reviewed and agreed. The Clerk confirmed they had contacted Zurich Insurance to check that the policy covers the activities of Peterston Connect and had been informed that PSECC “have Public Liability cover with us, which will cover volunteers for activities such as litter picking” so long as these activities are risk assessed. Peterston Connect had sent through specific policy wording though so the Clerk has contacted Zurich with this updated policy wording to ensure the cover provided by the PSECC policy is the same.		
25/031 Confirm Banking Arrangements	It was agreed that the banking arrangements for 2025-26 be adopted and approved.		
25/032 Appoint an Internal Auditor for 2026-27	The Clerk reported that Mrs J Howell, the existing Internal auditor, has notified that she will not be available for future audits. The decision to appoint a new Internal Auditor was therefore deferred until a new Internal Auditor is selected.	Cllr Cross & Clerk	

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	Clerk to contact OVW to see if they have a list of auditors and Cllr Cross to contact two local accountants to see if they are able to assist.		
25/033 Agree Statutory Annual Return	<p>The Clerk reported that a number of issues had been discovered when compiling and submitting the paperwork for the Annual Return for Audit Wales, and that some information regarding budget variances and the Annual Governance Statement was still outstanding.</p> <p>A decision regarding agreeing the Annual Return was deferred until the next Ordinary Council Meeting on the 9th June 2025. It was agreed that, in the meantime, the Chair and Vice Chair would work with the Clerk to complete the Annual Return.</p>	Add to June Agenda	Clerk
25/034 Agree Statutory Training Plan	<p>The Clerk reported that, despite issues requests for information to Councillors, the Training Plan was incomplete. It was agreed that each new Working Groups will submit a Training Plan for their members.</p> <p>It was noted that a list of available courses is being compiled by the Clerk.</p>	WG	By July Council Meeting (14.7.25)
25/035 AOB	None		

The meeting closed at 8pm