

OLD ST. MELLONS COMMUNITY COUNCIL

Agenda of Annual Statutory Meeting
to be held at the Village Hall at 6pm on Thursday 9th May 2024

- a) Apologies for absence
- b) Report of the Retiring Chairman
- c) Election of Chairman
- d) Election of Vice-Chairman
- e) Declaration of Acceptance of Office
- f) Appointment of Working Parties:
 - i. Village Hall Working Party
 - ii. Playing Fields Working Party
 - iii. St. Edeyrn's Church
 - iv. Governor representative for St Mellons Church in Wales School
 - v. One Voice Wales representative
 - vi. Village Association Representative

As per SO4.

- g) Appointment of OSMCCTC Committee
- h) Adopt Standing Orders 12th October 2023 and Financial Regulations 11th May 2023

There will be a short break before the May monthly meeting commences.

- 1. **Declaration of interests (1 min)**
- 2. **Minutes – to approve as a correct record of the minutes of the meeting held on 11th April 2024 (2 min)**
- 3. **Matters arising from the minutes of 11th April 2024 (20 min)**
 - 3.1 Installation of signs – RFO
 - 3.2 Review GDPR Privacy Notice – IB update
 - 3.3 Review GDPR Website Privacy Notice – IB update
 - 3.4 Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
 - 3.5 OSMCCTC – Constitution
 - 3.6 Cyber Resilience – training update
 - 3.7 Quarterly signing of Bank Reconciliation
- 4. **Local Residents (15 min) – web link available on request if meeting held via Zoom**

Under Standing Order 3.(e) the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.
- 5. **County Councillors Report (5 min)**

(Cllr Joel Williams, Cllr Peter Littlechild to present report)
- 6. **Annual Planner (15 min)**
 - 6.1 Agree Financial figures RFO Annual Return
 - 6.2 Annual VAT claim.
 - 6.3 Review Financial Risk Assessment
 - 6.4 Electricity contract – review
 - 6.5 Councillors Remuneration from May 2024
- 7. **Finance (15 min)**

(RFO to present financial report)
- 8. **S106 Monies and Pavilion (15 min)**
 - Project Fee
- 9. **OSMCC Tennis Club (10 min)**

(Liz Croad-Protheroe to present report)

 - Courtstall update
 - Constitution - approve updated version
 - Next OSMCCTC meeting - 03/06, Fox & Hounds at 19:30
- 10. **Police Matters (5 min)**

(Police to present report)
- 11. **Planning (5 min)**
- 12. **One Voice Wales (RJ) (5 min)**
- 13. **St. Mellons Primary CiW School (5 min)**

(Mr Stephen Ashton to present report)
- 14. **St. Edeyrn's Church Working Party (5 min)**
- 15. **St. Edeyrn's Village (5 min)**
- 16. **Village Hall Working Party (5 min)**
 - Fire Risk Assessment
- 17. **Playing Field Working Party (10 min)**
- 18. **Training (10 min)**

(Attendees to provide feedback from courses)
- 19. **Correspondence (5 min)**
 - Guides request for outside cooking
- 20. **Items for next meeting (2 min)**



Mrs N Evelyn-Gauci
Clerk to the Old St. Mellons Community Council