

## CYNGOR CYMUNED Y FELINHELI

Minutes of the annual meeting held remotely using zoom, 11 <sup>th</sup> May 2021 at 7 p.m.	
<b>PRESENT</b>	
Daniel Williams	Eifion Williams
Casi Roberts	Nerys John
Iestyn Harris	Cynog Prys
Iestyn Harris	Dafydd Huws
Emyr Gareth	
	Member of the Public
	Gareth Griffiths
Financial Officer: Wynne Barton	Jo Powell
<b>1.0</b>	<b>OPENING REMARKS AND WELCOME</b>
	The meeting was opened Councillor Iestyn Harris who was presiding due to the apologies received from the Chairman elect Iwan Huws who will be in office for the coming year.
<b>2.0</b>	<b>ELECTION OF CHAIR</b>
	Councillor Iwan Huws had apologised for missing the meeting, however he was willing to accept the post of Chairman for the Council. A new measure for the Standing Orders was introduced that the post of Chairman would be for a 5 year period and that a chair would be elected annually for 5 years. The Council agreed with this.
<b>3.0</b>	<b>APOLOGIES</b>
<b>3.1</b>	Apologies were received from Llŷr Evans, Lliwen Griffith-Williams and Iwan Huws
<b>4.0</b>	<b>QUESTIONS FROM THE MEMBER OF THE PUBLIC</b>
	Although member of the public were present no questions were received.
<b>5.0</b>	<b>ELECTION OF VICE CHAIR</b>
	Councillor Iestyn Harris explained that there was a need to elect a vice chair for the year. Councillor Daniel Williams accepted the post for the time being until the covid 19 restrictions had been lifted.
<b>6.0</b>	<b>REPORT FROM THE CHAIR</b>
	As Councillor Iwan Huws was not present to address the council, it is envisaged that he will address the council at the June monthly meeting.
<b>7.0</b>	<b>APPOINTMENT OF REPRESENTATIVES</b>
7.1	<b>School Governor</b> – Councillor Iestyn Harris at present is the Council’s representative and he does this for a period of 4 years. This term comes to an end in September, therefore there will be a need to look at this matter at that time.
7.2	<b>Junior Football</b> - Llŷr Evans was elected as the representative.
7.3	<b>One Voice Wales</b> – Councillor’s Nerys John and Iestyn Harris will attend meeting when appropriate to do so.
<b>8.0</b>	<b>ELECTION OF MEMBER ON SUB-COMMITTEES</b>

## CYNGOR CYMUNED Y FELINHELI

8.1	<b>Footpaths and Lon Las</b> - Nerys John, Llŷr Evans, Emyr Gareth and Dafydd Huws.	
8.2	<b>Cemetery, Car Park and Moria Site</b> - Casi Roberts, Lliwedd Griffith-Williams, Eifion Williams and Dafydd Huws	
8.3	<b>Highways, Benches and Shelters</b> – Daniel Williams, Eifion Williams, Emyr Gareth and Cynog Prys.	
8.4	<b>Community Projects</b> - Nerys John, Casi Roberts and Lliwen Griffith-Williams.	
8.5	<b>Web site</b> - Casi Roberts and Emyr Gareth.	
8.6	<b>Finance and Employment</b> Daniel Williams, Iestyn Harris and Iwan Huws	
8.7	<b>Policies</b> - Iestyn Harris, Cynog Prys and Iwan Huws	
8.8	<b>Memorial Hall and Clock</b> – Daniel Williams, Casi Roberts, Llŷr Evans, Dafydd Huws and Iestyn Harris	
<b>9.0</b>	<b>DECIDING ON THE EVENING AND DATES FOR THE MONTHLY COUNCIL MEETINGS</b>	
	It was decided that the arrangement would continue with monthly meetings being on the second Tuesday evening of each month except for August.	
<b>10.0</b>	<b>VACANT SEAT</b>	
	There is two vacant seats on the Council. It was decided to move ahead with the process to fill them. It was also decided that the new members will sit on the sub-committees where they are needed for the first year. Usually sub-committee members are chosen at the beginning of the new year.	
<b>11.0</b>	<b>INTERNAL AUDITORS</b>	
	It was confirmed that Eluned Fôn Jones of Gwynedd Council will be appointed as the internal auditor. A letter of appointment with details of what is expected will be forward to her.	
<b>12.0</b>	<b>FINANCIAL REPORT</b>	
12.1	The Financial Report for 01/04/2020 – 31/03/2021 was presented by the Financial Officer. They were proposed and seconded as correct and they were accepted and adopted unanimously by the Council.	
12.2	As the Council accepted the report (item 12.1) the Chair for the evening will sign the Annual Accounting and Governance Statements to state that they have been approved by the Council.	
<b>13.0</b>	<b>COUNCIL'S POLICIES</b>	
	The following policies were adopted:	
13.1	Risk Management	
13.2	Standing Orders	
13.3	Financial Regulations	
13.4	Internal Management (Handbook)	
13.5	Environmental Policy	
13.6	Data Protection Policy	
13.7	Equal Opportunities Policy	
13.8	Privacy Declaration	

**CYNGOR CYMUNED Y FELINHELI**

13.9	Freedom of Information Policy	
13.10	Recruiting and Appointment of Staff Policy	
13.11	Employment Termination Policy	
13.12	Language and Culture Policy	
13.13	Grant application Principles	
13.14	Code of Conduct	
<b>14.0</b>	<b>REPORT BY THE FINANCIA AND EMPLOYMENT SUB-COMMITTEE</b>	
	The sub-committee is yet to meet, it will do so in the near future.	
	The meeting came to an end approximately at 8 p.m.	