

## FREYSTROP COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Monday 10 June 2024 at 19:00  
in the Village Hall, Freystrop

## 1. Attendance &amp; Apologies

- Freystrop Community Councillors: W D Thomas, E Utting, D S Harries, A M Simpson, M R Harries
- Prospective Community Councillor: T F Holder
- Freystrop Community Council Clerk: R D Lavis
- Pembrokeshire County Councillor (Llangwm Ward): M J John

## 2. Welcome

- The Chair welcomed everybody to the series of meetings to be held that evening

## 3. Election of Chair

- The clerk requested nominations from Councillors. Councillor W D Thomas indicated his willingness to continue as Chair
- Proposed: E Utting. Seconded: D S Harries
- Councillor W D Thomas was elected as Chair of Freystrop Community Council for 2024/25

## 4. Election of Vice Chair

- The Chair asked Councillors for nominations.
- Proposed: W D Thomas. Seconded: D S Harries
- Councillor E Utting was elected as Vice-Chair of Freystrop Community Council for 2024/25

## 5. Review of the accounts 2023/24

- The clerk brought to Council's attention the addition of the salt bin at Targate Corner as an asset following discussions with the Internal Auditor.
- The Internal Auditor, B S Hearne, had signed off the 2023/24 accounts
- Proposed for approval: A M Simpson. Seconded: E Utting

## 6. Review of the Annual Report 2023/24

- Proposed for approval: E Utting. Seconded: D S Harries

## 7. Review of Current Policies and Procedures and Adoption of New

- All documents had been made available to Councillors for comment and modification. No changes had been proposed.
- The clerk suggested that Council adopt all the following under one proposal
  - I. Review of Standing Orders
  - II. Review of Financial Regulations – revised for 2024/25
  - III. Review of Financial Risk Assessment – revised for 2024/25
  - IV. Review of Remuneration Policy – revised for 2024/25
  - V. Review of Safeguarding Policy – new policy
  - VI. Review of Equality & Diversity Policy – new policy
  - VII. Review of Health & Safety Policy – new policy
  - VIII. Review of Sickness Absence Policy – new policy
  - IX. Review of Disciplinary Procedure – new policy
- Proposed for approval and adoption: D S Harries. Seconded: E Utting

## 8. Review of clerk's Contract – revised for 2024/25

- The Chair recommended the removal of the example costings for 2024/25 but retention of reference to the source rate documents
- Proposed for approval: E Utting. Seconded: D S Harries

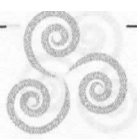
## 9. Review of Donations Policy – unwritten

- £300 is budgeted for donations in 2024/25. Councillors wished to maintain the status quo of £150 each to St Justinians and Bethel
- Proposed for adoption: A M Simpson. Seconded: T F Holder

The meeting closed at 19:20

R D Lavis

Clerc & Swyddog Ariannol Cyfrifo, Cyngor Cymuned Freystrop/  
Clerc & Responsible Financial Officer, Freystrop Community Council  
Ysgrifennydd, Neuadd Bentref Freystrop/Secretary, Freystrop Village Hall  
Ebost/Email [freystropcc@yahoo.com](mailto:freystropcc@yahoo.com)



Approval proposed by:

*Alice Simpson*

Seconded:

*Tony Holden*

Signed:

*Alice Simpson*

Date:

8/7/24

Epost: [freystropcc@yahoo.com](mailto:freystropcc@yahoo.com)  
Ysgrifennydd, Neuadd Bwrdeistref Freystrop, Freystrop Village Hall  
Clerk & Responsible Financial Officer, Freystrop Community Council  
Clerc & Swyddog Arianol Cytiro, Cyngor Cymuned Freystrop/  
R D Lavis

The meeting closed at 19:20

Proposed for adoption: A M Simpson. Seconded: T Holder

Review of Donations Policy - unwritten

Proposed for approval: E Utting. Seconded: D S Harries

Review of Clerk's Contract - revised for 2024/25

Proposed for approval and adoption: D S Harries. Seconded: E Utting

IX. Review of Disciplinary Procedure - new policy

VIII. Review of Sickness Absence Policy - new policy

VII. Review of Health & Safety Policy - new policy

VI. Review of Equality & Diversity Policy - new policy

V. Review of Safeguarding Policy - new policy

IV. Review of Remuneration Policy - revised for 2024/25

III. Review of Financial Risk Assessment - revised for 2024/25

II. Review of Financial Regulations - revised for 2024/25

I. Review of Standing Orders

The clerk suggested that Council adopt all the following under one proposal.

All documents had been made available to Councilors for comment and modification. No changes had been proposed.

7. Review of Current Policies and Procedures and Adoption of New

6. Review of the Annual Report 2023/24

Proposed for approval: A M Simpson. Seconded: E Utting

Councillor E Utting was elected as Vice-Chair of Freystrop Community Council for 2024/25

Proposed: W D Thomas. Seconded: D S Harries

The Chair asked Councilors for nominations.

4. Election of Vice Chair

Councillor E Utting was elected as Chair of Freystrop Community Council for 2024/25

Proposed: E Utting. Seconded: D S Harries

3. Election of Chair

The clerk requested nominations from Councilors. Councillor W D Thomas indicated his willingness to continue as Chair

2. Welcome

The Chair welcomed everybody to the series of meetings to be held that evening

1. Attendance & Apologies

Freystrop Community Councilors: W D Thomas, E Utting, D S Harries, A M Simpson, M R Harries

Prospective Community Councilor: T F Holder

Freystrop Community Council Clerk: R D Lavis

Westminster County Councilor (Langwain Ward): M J John

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