



THESE MINUTES ARE DRAFT, SUBJECT TO BE RATIFIED AT THE NEXT ANNUAL GENERAL MEETING 2026.

**Annual General Meeting of The Council
Pendine Community Council Meeting
Wednesday 21st May 2025
Llanmiloe Resource Centre**

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| 1 | Welcome, Apologies and Introductions: Present: Andrew Shaw (Chair); Steve Rundle; Hayley Thomas; Emily Bevan-Jones (Clerk). Apologies: Jane Tremlett. 2 members of the public present | |
| 2 | Declaration of Personal Interest: None. | |
| 3 | Annual Report: The Annual Report for 2024/25 was reviewed and approved by the Council. It was unanimously agreed that Gordy Woods should be included in the report under the ownership of Pendine Community Council. | |
| 4 | Election and Installation of Chair 2025/2026: It was unanimously agreed that Andrew Shaw would be elected as Chair for the 2025/2026 term. Andrew Shaw made his statutory declaration at the meeting, and a signed copy of the declaration was provided to the clerk for the Council's records. | |
| 5 | Election and Installation of Vice Chair 2025/2026: It was unanimously agreed that Hayley Thomas would be elected as Vice Chair for the 2025/2026 term. Hayley Thomas made her statutory declaration at the meeting, and a signed copy of the declaration was provided to the clerk for the Council's records. Barry O'Connor was co-opted as a member of the Council. He signed his Declaration of Acceptance of Office at the meeting and provided a signed copy to the Clerk for inclusion in the Council's official records. | ALL |



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| 6 | <p>To Sign as Correct the Minutes of the Previous AGM minutes 22nd May 2024:</p> <p>It was unanimously agreed that the minutes of the AGM meeting held on May 22nd, 2024, were a true representation of the discussions and decisions made at that meeting.</p> | All |
| 7 | <p>Review of Committees:</p> <p>It was resolved that the Finance Committee be formally dissolved.</p> <p>In relation to the Tourism Committee, no action was taken during the year due to the Council's existing workload. However, the Council expressed an intention to develop Terms of Reference should there be sufficient interest in forming the committee.</p> <p>It was further resolved that a letter be circulated to local businesses to invite expressions of interest in participating in a future Tourism Committee.</p> | All |
| 8 | <p>Review and readoption of Existing Policies and Other Governing Documents of The Council:</p> <p>The Council unanimously approved the following policies for a further year:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations (including newly collated and approved regulations – May 2025) • Code of Conduct • Co-option Policy • Complaints Procedure <p>The Asset Register was reviewed and approved. It was resolved that Gordy Woods remain on the register as a Council-owned asset.</p> <p>The Council expressed an intention to investigate the adoption of a Welsh Language Policy and to review and formally document the Publication Scheme. Due to the</p> | MM |



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| | current workload and limited number of members (4), the Council will endeavour to progress these matters when time permits, acknowledging the constraints on available resources. | |
| 9 | <p>Representatives on External Bodies:</p> <p>Councillor Representation on External Bodies was reviewed and confirmed as follows:</p> <ul style="list-style-type: none"> • Morfa Bychan Stakeholder Meetings: The Chair and Clerk will continue to represent the Community Council. They are to report back to the Council on a quarterly basis, or more frequently if necessary, following attendance at stakeholder meetings. • Carmarthenshire County Council Liaison: The Chair and Vice Chair will represent the Community Council at relevant meetings. They are also to provide updates to the Council on a quarterly basis, or as required, following such engagements. | All |
| 10 | <p>Confirmation of Arrangements for Insurance Cover in Respect to All Insurable Risk:</p> <p>The Council reviewed its current insurance cover arrangements and confirmed that the policy provides adequate cover for all identified insurable risks.</p> <p>It was unanimously resolved to continue with the existing insurance arrangements, including the current levels of cover as set out in the policy schedule.</p> <p>The Council also noted that Fidelity Guarantee cover has been increased to the appropriate level, in line with the recommendation highlighted during the recent audit.</p> | ALL |
| 11 | <p>Review of Councillor/Staff Subscriptions to Other Bodies:</p> <p>The Council reviewed its current subscription to the professional body One Voice Wales and unanimously agreed to continue the subscription, recognising the valuable provision of information, guidance, and services the organisation offers to both the Council and the Clerk.</p> <p>The Council also considered potential membership with the Society of Local Council Clerks (SLCC). Following discussion, it was agreed not to proceed with a subscription at this time, as the Council feels the information and support currently received from One Voice Wales is sufficient for its present needs. However, it was noted that membership with the SLCC may be reviewed in the future should the Council feel additional support or resources are required.</p> | All |



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| 12 | Date, Time and Location of Meetings 2025/2026: It was unanimously resolved that the monthly meetings of the Council will be held at 7:00 p.m. on the third Wednesday of each month, at the Llanmiloe Resource Centre, unless otherwise notified. | All |
| 13 | The Annual General Meeting concluded at 19.56. | |