

PENYFFORDD COMMUNITY COUNCIL

ANNUAL GENERAL MEETING (HYBRID) – 10TH MAY 2023

A G E N D A

1. Election of Chairman for the year 2023/24.

To elect a Chairman for the Council year 2023/24 and to invest him/her with the Chain of Office and to receive the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman for the year 2023/24.

To elect a Vice Chairman for the Council year 2023/24 and to receive the Vice Chairman's Declaration of Acceptance of Office.

3. Apologies

4. To Review and Appoint members to the following outside bodies.

- Penyffordd Tennis Club
- Flintshire County Forum
- St Johns the Baptist, School Governor
- Penyffordd War Memorial Institute
- Hanson Cement Liaison Committee
- Ysgol Penyffordd, Minor Authority Governor
- One Voice Wales

5. Working Groups

- i. To review the current Working Groups and approve the Procedures for each of the Working Groups.
 - Community Engagement
 - Infrastructure
 - Environment
- ii. To appoint members to the approved Working Groups.
- iii. To elect a Chairman and Secretary for each Working Group.

6. Policies and Procedure Documents

- i. To review and adopt the following:
 - CCTV Policy
 - Data Protection Policy
 - Internal Financial Controls
 - Model Code of Conduct
 - Model Local Resolution Policy
 - Press & Media Policy
 - Risk Assessment
 - Social Media Policy
 - Complaints Procedure
 - Freedom of Information Scheme
 - Investment Statement
 - Model Financial Regulations
 - Multi Location Meeting Procedures
 - Retention Policy
 - Scheme of Delegation
 - ~~Standing Orders~~ tbc
- ii. To review and consider adopting the new Staffing Policies:
 - Disciplinary Policy
 - Grievance Policy
 - Bullying & Harassment Policy
 - Equality, Diversity & Inclusion Policy
 - Health & Safety Policy

7. Social Media Admins

To appoint members to assist with the administration of social media (website and facebook).

The public and press are cordially invited to be present. Should you wish to view this meeting on Zoom, please email the Clerk to request the meeting ID clerk@penyfforddcouncil.org or call 01244 537032 before 5pm on the day of the meeting.

8. Asset Register

To review the Council's current Asset Register.

9. Community Council Insurance Policy

To report on the Council's Insurance Policy renewed as from 1st June 2023.

10. 2023/24 Meeting Dates

To approve the dates for the 2023/24 meetings.

14 th June 2023	12 th July 2023	August 2023 – No Meeting	13 th September 2023
11 th October 2023	8 th November 2023	13 th December 2023	10 th January 2024
14 th February 2024	13 th March 2024	10 th April 2024	8 th May 2024