

# PENYFFORDD COMMUNITY COUNCIL

## Minutes of the (Zoom) Virtual Annual General Meeting held on Wednesday 12<sup>th</sup> May 2021

**Present by Video:** Councillors Mr M Rothero (Chairman), Mr R Wakelam (Vice Chairman), Mr R Bestwick, Mr J Priddin, Ms C Hinds, Mr D Williams, Mr D Walker, Mr P Blackman, Mrs P Ransome, Mr T Evans and Mr I Challinor.

**Absent:** Cllr A Ibbotson and Miss Y Hewitt – Youth Representative

**Also Present:** Mrs S Hughes, Clerk & RFO to the Council

### 1. Election of Chairman for the year 2021/22.

It was proposed by Cllr Bestwick and unanimously agreed that Cllr M Rothero be elected as Chairman for the year 2021/22.

**RESOLVED:** Councillor M Rothero be elected Chairman of the Council for 2021/22. Councillor Rothero took the Chair, made and signed the declaration of acceptance of office (electronically).

The Chair wished to thank Cllr Bestwick for all of his hard work and efforts for the past year.

### 2. Election of Vice Chairman for the year 2021/22.

The Chairman asked for nominations for the election of Vice Chairman for 2021/22. Cllr Priddin nominated Cllr Wakelam which was seconded by Cllr Blackman. No further nominations were received.

**RESOLVED:** Councillor R Wakelam be elected Vice Chairman of the Council for 2021/22, and he made and signed the declaration of acceptance of office (electronically).

### 3. Apologies

Apologies were received from Cllr S Saxon.

### 4. Committees

**RESOLVED:** Due to the completion of the War Memorial Refurbishment Project, the Committee has now been terminated.

### 5. Appointment of members to the following outside bodies.

**RESOLVED:** the following members were appointed to the outside bodies:

- |  |                            |
|--|----------------------------|
| - Penyffordd Tennis Club                     | Cllrs Williams and Rothero |
| - Hanson Cement Liaison Committee            | Cllrs Priddin and Wakelam  |
| - Flintshire County Forum                    | Cllrs Walker and Priddin   |
| - Ysgol Penyffordd, Minor Authority Governor | Cllr M Rothero             |
| - St Johns the Baptist, School Governor      | Cllr R Wakelam             |
| - One Voice Wales                            | Cllrs Walker and Hinds     |

### 6. Working Groups

**RESOLVED:** the council considered the current Working Groups and approved the procedures. Members were appointed below, with the Chair and Secretary being appointed at the first meeting. The absent members will also be invited to join any of the groups:

- |                        |   |
|------------------------|---|
| - Community Engagement | Cllrs Wakelam, Ransome, Evans and Hinds. Cllr Evans to co-ordinate the first meeting. |
|------------------------|---|

- Environment Cllrs Bestwick, Ransome, Williams, Hinds and Blackman. Cllr Bestwick to co-ordinate the first meeting.
- Infrastructure Cllrs Rothero, Priddin, Blackman, Ibbotson, Ransome, Hinds, Saxon, Evans and Challinor. Cllr Rothero to co-ordinate the first meeting.
- Community Centre Cllrs Williams, Evans, Walker, Priddin and Wakelam. Cllr Williams to co-ordinate the first meeting.

## 7. Policies and Procedure Documents

The following documents had been circulated to all members prior to the meeting. The Chair asked the Council if these had been reviewed and if any amendments were proposed:

- CCTV Policy
- Data Protection Policy
- Internal Financial Controls
- Model Code of Conduct
- Press & Media Policy (new)
- Formal Risk Assessment
- Standing Orders
- Virtual Meeting Procedures
- Complaints Procedure
- Freedom of Information Scheme
- Investment Statement
- Model Local Resolution Policy
- Retention Policy
- Social Media Policy
- Model Financial Regulations

Cllr Ransome proposed for a register to be implemented whereby all members sign to confirm that they have received and reviewed all policies. She also requested for the additions of The Place Plan and Rights of Way to be included within the Freedom of Information Scheme.

**RESOLVED:** the council approved to implement a Policies and Procedures Register. The additions of the Place Plan and Rights of Way will be included within the FOI Scheme and with these additions all of the above policies and procedures were reviewed, approved and adopted by the council.

## 8. Asset Register

Cllr Bestwick requested that the register is reviewed again to fully consider depreciation of costs.

The council requested that the wall mounted noticeboard at Dobshill is now removed from the asset register as it is in poor state of repair and surplus to requirements.

**RESOLVED:** the Fixed Asset Register will be reviewed regarding depreciation costs, the wall mounted noticeboard at Dobshill removed. This will be represented at the June meeting.

## 9. Community Council Insurance Policy

The Council is in the final year of a 5 year Long Term Agreement with Zurich. The renewal fee for 2021/22 is £1728.93 which is an increase of £59.20.

**RESOLVED:** the council approved the renewal fee of £1728.93.

## 10. 2021/22 Meeting Dates

**RESOLVED:** the following meeting dates for the 2021/22 were approved.

9th June 2021	14 <sup>th</sup> July 2021	August 2021 – No Meeting	8 <sup>th</sup> September 2021
13 <sup>th</sup> October 2021	10 <sup>th</sup> November 2021	8 <sup>th</sup> December 2021	12 <sup>th</sup> January 2022
9 <sup>th</sup> February 2022	9 <sup>th</sup> March 2022	13 <sup>th</sup> April 2022	11 <sup>th</sup> May 2022

The meeting commenced at 6.30pm and closed at 7.05pm

Chair.....9<sup>th</sup> June 2021