

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the Annual Meeting held in the War Memorial Institute on Wednesday 8th May 2019

Present: Councillors Mr A Wight (Chairman), Mr R Bestwick (Vice Chairman) Mr J Priddin, Mr D Williams, Ms C Hinds, Mrs E Davies, Mr D Walker, Mr R Wakelam, Mrs P Ransome, Mr P Blackman, Mr M Rothero and Mr A Bakewell (Youth Representative)

Absent: Cllr Mrs M Jones

In attendance: Mrs S Hughes, Clerk & RFO to the Council
Ms Jessica Satchwell

1. Election of Chairman for the year 2019/20

The Chairman invited nominations for the election of Chairman of the Council for 2019/20. It was proposed by Cllr Priddin and unanimously agreed that Cllr A Wight be elected as Chairman for the year 2019/20.

Cllr Priddin thanked members for their support during his year of Chairman, the support and work of the County Councillors and also the Clerk.

Cllr Davies wished to thank Cllr Priddin on behalf of the council for his commitment, service and efforts.

RESOLVED: Councillor A Wight be elected Chairman of the Council for 2019/20. Councillor Wight took the Chair, made and signed the declaration of acceptance of office.

2. Election of Vice Chairman for the year 2019/20

Cllr Davies proposed for Cllr Bestwick to be elected as Vice Chairman of the Council for 2019/20 which was seconded by Cllr Priddin, the Chair invited further nominations. It was unanimously agreed Cllr Bestwick be elected as Vice Chairman.

RESOLVED: Councillor R Bestwick be elected Vice Chairman of the Council for 2019/20. Councillor Bestwick made and signed the declaration of acceptance of office.

3. Apologies

Apologies were received from Councillor Dr J Smith-Bellis.

4. Appointment of members to outside bodies.

Members to outside bodies were reviewed. The Wood Lane Liaison Group ceased and should have not been included and will be removed.

RESOLVED:

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| • Penyffordd Tennis Club | Cllrs Williams, Rothero and Jones |
| • Hanson Cement Liaison Committee | Cllrs Priddin, Wakelam and Jones |
| • Flintshire County Forum | Cllrs Walker and Wight |
| • Ysgol Penyffordd, School Governor | Cllr Ransome |
| • St Johns the Baptist, School Governor | Cllr Wakelam |
| • One Voice Wales | Cllrs Walker and Wight |
| • CEASED - Wood Lane Liaison Group | |

5. Working Groups

- i. A revised working group structure was considered as was the appointment of members to the following Working Groups.
- ii. The Council considered the appointment of a Chairman and Secretary for each Working Group which was agreed and that the appointments will be made at the first working group meeting and will be reported at the June meeting.
- iii. The proposed Procedures of the Working Groups were reviewed by the council and approved.

The Chairman reminded members that these are working groups which will allow the council to be proactive in their activities. These groups do not have any delegated powers. The intention is that the secretary for the group will provide a written report to the clerk which will be included with the agenda for the monthly meetings where the council will make any final resolutions required.

RESOLVED:

i.

Working Group	Members	
Community Engagement	Cllrs Rothero, Blackman, Williams, Ransome, Hinds, Davies, Wight and Mr Bakewell (YR)	Cllr Blackman will co-ordinate the first meeting.
Environment	Cllrs Wakelam, Bestwick, Williams, Blackman, Ransome, Hinds, Wight and Mr Bakewell (YR)	Cllr Bestwick will co-ordinate the first meeting.
Infrastructure	Cllrs Walker, Blackman, Williams, Ransome, Hinds, Priddin and Wight	Cllr Williams will co-ordinate the first meeting.
War Memorial Refurbishment Project	Cllrs Wakelam, Wight, Blackman and Priddin	Cllr Wight will co-ordinate the first meeting.
Community Centre	Cllrs Wakelam, Walker, Priddin, Williams, Ransome, Hinds and Wight	Cllr Wakelam will co-ordinate the first meeting.

- ii. The council approved that in order to ensure the groups are proactive and there is structure to the working group meetings they will appoint a Chairman and Secretary. These will be agreed at the first working group meeting and will be reported at the June meeting.
- iii. The Council also approved the Procedures which are to be adhered to by the aforementioned Working Groups.

6. Policies and Procedure Documents

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

- Model Code of Conduct
- Standing Orders
- Model Financial Regulations
- Complaints Procedure
- General Data Protection Policy
- Internal Financial Controls
- Freedom of Information Scheme
- Investment Statement
- Formal Risk Assessment
- Social Media Policy (new 2019)
- CCTV Policy (new 2019)

The Clerk informed members of two modifications that were required to be considered.

- Financial Regulations 4.1 – should the expenditure amounts be reviewed taking into consideration the expenditure amounts anticipated for the WMI Refurbishment? Cllr Wight proposed that for the purpose of the WMI Refurbishment Project the duly delegated committee expenditure amount should be increased to £25,000. A vote was taken and the council approved the increase. There was one abstention.
- Social Media Policy 6.4 – to include the wording ‘*for information that is not already in the public domain*’

RESOLVED: the Council approved that an addition should be included to 4.1 of the Financial Regulations stating ‘*a duly delegated committee of the council for the sole purpose of individual ‘special projects’ for items under £25,000*’. It was also agreed to incorporate the following: ‘*for information that is not already in the public domain*’ into 6.4 of the Social Media Policy.

With the above amendments, the above documents were reviewed, approved and adopted by the Council.

7. Asset Register

A copy of the Asset Register had been circulated by the Clerk prior to the meeting.

RESOLVED: the Asset Register dated May 2019 be received and approved.

8. Community Council Insurance Policy

The Council are in a Long Term Agreement with Zurich until 2022. The premium has increased slightly due to the additional items added during the year and increase to the fidelity guarantee. The renewal premium will be £1546.69 (an increase of £55.84).

RESOLVED: the Council approved the renewal with Zurich as above.

9. 2019/20 Meeting Dates

To approve the following dates for the 2019/20 meetings.

12th June 2019	10th July 2019	August 2019 – No Meeting
11th September 2019	9th October 2019	13th November 2019
11th December 2019	15th January 2020	12th February 2020
11th March 2020	8th April 2020	13th May 2020

RESOLVED: for the above to be the dates of the 2019/20 Council Meetings.

Chair.....12th June 2019