

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Annual General Meeting (Hybrid) held on Wednesday 10th May 2023

Present: Councillors Mrs P Ransome (Chairman), Mr A Sloan (Vice Chairman), Mr R Wakelam, Mr D Williams, Mr J Priddin, Mrs L Overington, Mr A Ibbotson, Mr O Thompson, Mr D Walker, Mr P Blackman and Mr M Rothero. Miss N Boleyn – Youth Representative.

By Phone/Video: Cllr S Williams

Also Present: Mrs Sarah A Hughes, Clerk & Responsible Financial Officer
Mr Damian Hughes, Mr Paul Callard and Mr Heath Thornton – FCC Officers

1. Election of Chairman for the year 2023/24

Cllr Priddin proposed Cllr Wakelam, seconded by Cllr Sloan, Cllr Ibbotson proposed Cllr Ransome, seconded by Cllr Rothero. Members voted by show of hands with the majority vote for Cllr Ransome.

RESOLVED: Councillor P Ransome be elected Chairman of the Council for 2023/24. Councillor Ransome took the Chair, made and signed the declaration of acceptance of office.

**6.34pm Cllrs D Williams and P Blackman arrived.

The Chair wished to thank members for their support and will do her utmost to fulfil the role to the best of her ability. She also thanked Cllr Wakelam for all his work during the past 12 months and hopes his support will continue throughout the coming year.

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

The Chairman asked for nominations for the election of Vice Chairman for 2023/24.

- Cllr Wakelam nominated Cllr Blackman, seconded by Cllr Sloan
- Cllr Thompson nominated Cllr Sloan, seconded by Cllr Blackman
- Cllr Ibbotson nominated himself, seconded by Cllr Rothero
- Cllr D Williams nominated Cllr Walker, Cllr Walker requested for the nomination to be withdrawn.

Cllr Blackman also requested for his nomination by Cllr Wakelam to be withdrawn.

Members voted on the nominations of Cllrs Sloan and Ibbotson for Vice Chairman with the majority vote for Cllr Sloan.

RESOLVED: Councillor A Sloan be elected Vice Chairman of the Council for 2023/24, and he made and signed the declaration of acceptance of office.

3. Apologies

There were no apologies for absence.

4. Appointment of members to the following outside bodies.

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

- | | |
|--|------------------------------|
| - Penyffordd Tennis Club | Cllrs D Williams and Rothero |
| - Hanson Cement Liaison Committee | Cllrs Priddin and Wakelam |
| - Flintshire County Forum | Cllr Walker |
| - Ysgol Penyffordd, Minor Authority Governor | Cllr P Blackman (to remain) |
| - St Johns the Baptist, School Governor | Cllr A Sloan (to remain) |
| - One Voice Wales | Cllrs Ransome and Walker |
| - Penyffordd War Memorial Institute | Cllrs Ransome and D Williams |

5. Working Groups

It was acknowledged that meetings of the Working Groups have been minimal during the past 12 months, however the purpose of the Groups were supported.

It was proposed that each Working Group provides a report for the June meeting on the viability of the group.

**6.51pm 2 x FCC Officers arrived (DH & PC)

RESOLVED: the council approved the current Working Groups and approved the procedures. Members were appointed below, with the Chair and Secretary being appointed at the first meeting. Each Working Group to provide a report for the June meeting:

- Community Engagement Cllrs Ransome, Ibbotson, Blackman, Priddin, Thompson, D Williams. Youth Rep N Boleyn. Cllr Ransome to co-ordinate the first meeting.
- Environment Cllrs Blackman, D Williams, Priddin, Wakelam, Rothero, S Williams, Thompson. Cllr Blackman to co-ordinate the first meeting.
- Infrastructure Cllrs Sloan, D Williams, Ibbotson, Walker, Priddin. Cllr D Williams to co-ordinate the first meeting.

6. 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:

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

The Clerk advised that OVW are in the process of updating the Model Standing Orders in light of the significant changes in governance law introduced by way of the Local Government and Elections (Wales) Act 2021.

ii. To review and consider adopting the new Staffing Policies:

- Disciplinary Policy
- Grievance Policy
- Bullying & Harassment Policy
- Equality, Diversity & Inclusion Policy
- Health & Safety Policy

RESOLVED: all of the above policies and procedures were reviewed, approved and adopted by the council. The updated Model Standing Orders will be included on a future agenda once received from OVW.

**6.57pm - 1 x FCC Officers arrived (HT)

7. Social Media Admins

RESOLVED: Cllr Priddin. Sloan and the Clerk be appointed to the administration of the councils social media.

8. Asset Register

RESOLVED: the Fixed Asset Register be approved.

9. Community Council Insurance Policy

The Council entered into a 5 year Long Term Agreement with Zurich in 2022 and this years renewal, due 1st June 2023 is £1968.02.

RESOLVED: the council approved the renewal with Zurich.

10. 2023/24 Meeting Dates

RESOLVED: the following meeting dates for the 2023/24 were approved.

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

The meeting commenced at 6.30pm and closed at 7.00pm

Chair..... 14th June 2023