

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Hybrid Annual General Meeting held on Wednesday 18th May 2022

Present in Person: Councillors Mr R Wakelam (Chairman), Mrs P Ransome (Vice Chairman), Mr J Priddin, Mr D Walker, Mr P Blackman, Mr A Ibbotson, Mrs J Jones and Mrs S Williams

Present by Video: Mr M Rothero (2021/22 Chairman) and Cllr A Sloan

Also Present: Mrs Sarah A Hughes, Clerk & Responsible Financial Officer
1 x Member of the Public

1. Election of Chairman for the year 2022/22

It was proposed and unanimously agreed that Cllr R Wakelam be elected as Chairman for the year 2022/23.

RESOLVED: Councillor R Wakelam be elected Chairman of the Council for 2022/23. Councillor Wakelam took the Chair, made and signed the declaration of acceptance of office.

**6.33pm M.Rothero left the meeting.

2. Election of Vice Chairman for the year 2022/23.

The Chairman asked for nominations for the election of Vice Chairman for 2022/23. Cllr Ibbotson nominated Cllr Ransome which was seconded by Cllr S Williams. No further nominations were received.

RESOLVED: Councillor P Ransome be elected Vice Chairman of the Council for 2022/23, and he made and signed the declaration of acceptance of office.

3. To Receive Signed Declarations of Acceptance of Office from all Members.

RESOLVED: Signed Declarations of Acceptance has been received for all members.

4. Apologies

Apologies were received from Cllr D Williams.

5. Appointment of members to the following outside bodies.

** 6.40pm Cllr Blackman arrived

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

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

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:

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|------------------------|--|
| - Community Engagement | Cllrs Ransome, Ibbotson, Blackman, Priddin. Cllr Ransome to co-ordinate the first meeting. |
| - Environment | Cllrs D Williams, Priddin, Blackman, Ransome, Wakelam. Cllr Blackman to co-ordinate the first meeting. |
| - Infrastructure | Cllrs Sloan, Ibbotson, Walker, Priddin. Cllr Ibbotson 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:

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 (New)
- Retention Policy
- Scheme of Delegation (New)
- Standing Orders

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

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

RESOLVED: all of the above policies and procedures were reviewed, approved and adopted by the council.

8. Social Media Admins

RESOLVED: Cllr Sloan be appointed to assist with the administration of social media (website and facebook).

9. Independent Remuneration Panel for Wales

To review the Attendance Allowance (Determination 49) within the [IRPW Annual Report 2022/23](#) and decide by formal resolution of the council whether this will be adopted for 2022/23.

Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments. If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available. The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

RESOLVED: the council will not be adopting the Attendance Allowance for 2022/23. The Community Engagement Group will undertake research as to whether this allowance would benefit the diversity for future elections.

10. Asset Register

Last year it was questioned whether assets should be depreciated. The Clerk advised One Voice Wales have confirmed that *'Commercial concepts of depreciation, impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets may remain constant until disposal'*

RESOLVED: the Fixed Asset Register be approved.

11. Community Council Insurance Policy

The Councils 5 year Long Term Agreement with Zurich will expire 31st May 2022. Quotes were requested from Zurich, Gallagers and BHIB, however, only Zurich and BHIB provided quotes.

RESOLVED: the council approved to renew with Zurich a 5 year Long Term Agreement.

12. 2022/23 Meeting Dates

RESOLVED: the following meeting dates for the 2022/23 were approved.

8th June 2022	13 th July 2022	August 2022 – No Meeting	7 th September 2022
12 th October 2022	9 th November 2022	7 th December 2022	11 th January 2023
8 th February 2023	8 th March 2023	12 th April 2023	10 th May 2023

The meeting commenced at 6.30pm and closed at 7.05pm

Chair..... 8th June 2022