

Hope Community Council

Minutes of the Annual General Meeting held on Wednesday 3rd May 2023

Present: Councillors Mr D Roberts (Chairman), Mrs T Bowgett (Vice Chairman), Mrs L Davies, Mrs M Williams, Mrs C Cunnah Mr M Taylor, Mrs J Arnold, , Mr J Mead, Mr B Hughes, Mrs C Sheibani, Mr A Parsonage and Mrs E Oldham.

Also Present: Mrs S Hughes Clerk and Responsible Financial Officer

1. **Election of Chairman 2023/2024**

The current Chairman Cllr Cunnah nominated Cllr Roberts for the 2023/24 Chairman which was seconded by Cllr Davies. The Chairman asked if there were any other nominations, which there were none.

RESOLVED: Cllr Roberts be elected Chairman of the Council for 2023/24. Cllr Roberts signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

2. **Appointment of Vice Chairman 2023/2024**

The Chairman Cllr Roberts nominated Cllr Bowgett for the 2023/24 Vice Chairman which was seconded by Cllr Davies. The Chairman asked if there were any other nominations, which there were none.

RESOLVED: Cllr Bowgett be elected Vice Chairman of the Council for 2023/24. Cllr Bowgett signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

3. **Apologies for Absence**

Apologies for absence were received from Cllrs N Jones and J Tilston.

4. **Standing Committees**

RESOLVED:

- a) The council approved the current standing committees for 2023/2024 and approved and adopted the Terms of Reference. The standing committees are as follows:-
 - i. Planning and Highways.
 - ii. Leisure and Environment.
 - iii. Finance.
 - iv. Personnel (Advisory)
- b) Members made the following nominations for Chairmen of the Standing Committees:
 - i. Planning and Highways – Cllr L Davies was nominated by Cllr Roberts and seconded by Cllr Hughes, unanimously agreed by council.
 - ii. Leisure and Environment – Cllr M Williams was nominated by Cllr Roberts and seconded by Cllr Davies, unanimously agreed by council.
 - iii. Finance – Cllr Bowgett was nominated by Cllr Roberts and seconded by Cllr Davies, unanimously agreed by council.
 - iv. Personnel (Advisory) – Cllr Bowgett was nominated by Cllr Roberts and seconded by Cllr Davies, unanimously agreed by council.
- c) The following Cllrs were appointed to the Personnel (Advisory) Committee: Cllrs Sheibani, Williams, Davies, Cunnah, Bowgett, Oldham and Arnold.

5. **Appointment to Outside Bodies**

RESOLVED:

- a) One Voice Wales – Cllrs Roberts and Tilston (no change).
- b) Hanson Liaison Committee – Cllr Hughes (no change)
- c) School Governor Abermorddu CP – Cllr Tilston.
School Governor Ysgol Estyn – awaiting confirmation whether there is a vacancy, and this will be included on a future agenda as and when a vacancy arises.

6. **Policies and Procedure Documents**

- a) The following policies and procedures were circulated to the Council prior to the meeting for members to review. The Chairman asked members if they would like to comment on the documents, including the amendments, and whether the Council would approve and adopt:

- Annual Investment Strategy
- CCTV Policy
- Data Protection Policy
- Internal Financial Controls
- Model Financial Regulations
- Model Local Resolution Protocol
- Retention Policy
- Scheme of Delegation
- ~~Standing Orders~~ -tbc
- Attendance Allowance Scheme (IRPW)(new)
- Complaints Procedure
- Freedom of Information Scheme
- Model Code of Conduct
- Multi Location Meetings Procedure
- Press/Media Policy
- Risk Assessment
- Social Media Policy
- Supplier Account Set Up & Change Procedure

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.

b) The following Staffing Policies were circulated to the Council prior to the meeting for members to review. The Chairman asked members if they would like to comment on the documents and whether the Council would approve and adopt:

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

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

7. Asset Register

It was questioned why the kiosk is still listed as an asset and the clerk advised that at this time the kiosk has not actually been disposed of.

RESOLVED: The Asset Register for 2023/2024 be approved.

8. Community Council Insurance Policy

The Annual Insurance Renewal due for the 1st June 2023 was received from Zurich. In 2022 the council resolved to enter a 5 year Long Term Agreement (LTA).

RESOLVED: the Council approved the renewal with Zurich Insurance on the 5 year LTA at a cost of £1666.34.

9. Appointment to Social Media

RESOLVED: Cllrs Bowgett and Taylor will manage the council facebook page and support management of the council website.

10. Meeting Dates

Cllr Davies proposed that the council have recess for January and that delegated powers are given to the Chairs and Clerk, the meeting date of the 3rd January 2024 be cancelled.

The Clerk advised that as the council currently reviews the budget/precept in December and finalises in January, this would have to be brought forward as the budget/precept has to be approved by full council and not under delegated powers.

RESOLVED: the council unanimously agreed for January to be a recess and delegated powers given to the Chairs and Clerk. The following dates for the 2023/2024 be approved:-

7 June 2023	5 July 2023	August 2023 – recess	6 September 2023
4 October 2023	1 November 2023	6 December 2023	January 2024 - recess
7 February 2024	6 March 2024	3 April 2024	1 May 2024

The meeting of the Council began at 6.30pm and ended at 6.43pm

Chairman: 7th June 2023