

Hope Community Council

Minutes of the Virtual (Zoom) Annual General Meeting held on Wednesday 5th May 2021.

Present by Video: Councillors Mrs C Olsen (Chairman), Mr H Manning (Vice Chairman), Mrs L Davies, Mrs M Williams, Mrs J Hilton, Mrs C Cunnah, Mr D Roberts, Mrs C Sheibani, Dr R Parsonage. Youth Representatives Matthew Taylor and David Jones.

Present by Phone: Cllr A Parsonage

Also Present: Mrs S Hughes Clerk and Responsible Financial Officer.

1. Election of Chairman 2021/2022

The current Chairman Cllr Hilton nominated Cllr Olsen for the 2021/22 Chairman which was seconded by Cllr Manning. The Chairman asked if there were any other nominations, which there were none.

RESOLVED: Cllr Olsen be elected Chairman of the Council for 2021/22 was unanimously agreed. Councillor Olsen made and signed the declaration of acceptance of office.

Cllr Hilton wished to thank members for their support over the last 2 years and especially to the Chairs of the Committees Cllrs Davies, Williams and Olsen. She congratulated Cllr Olsen and wished her well in her coming year as Chair.

2. Appointment of Vice Chairman 2021/2022

There were two nominations received for the election of Vice Chairman of the Council for 2021/22. Cllr Olsen nominated Cllr Manning which was seconded by Cllr Hilton and Cllr Davies nominated Cllr Cunnah which was seconded by Cllr Williams. Cllr Manning received the majority vote.

RESOLVED: Cllr Manning be appointed as Vice-Chairman of the Council for 2021/22. Councillor Manning will make arrangements to sign the declaration of acceptance of office.

3. Apologies for Absence

Apologies were received from Cllrs S Waterhouse, B Hughes, D Healey and A Parry.

4. Standing Committees

- a) It was suggested that for the purpose of the Personnel Committee the quorum for the Committee should be amended from four to five councillors.

RESOLVED:

- a) The council approved the current standing committees for 2021/2022 and approved and adopt the Terms of Reference with the amendment to the quorum for the Personnel Committee from four to five. The standing committees are as follows:-

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|------------------------------|--------------------------|
| i. Planning and Highways. | iii. Finance. |
| ii. Leisure and Environment. | iv. Personnel (Advisory) |

The council appointed the following members to the Personnel (Advisory) Committee; Cllr Olsen (Chair), Cunnah, Hilton, Williams, Sheibani, Davies and Roberts.

- b) Members made the following nominations for Chairmen of the Standing Committees:
- i. Planning and Highways – Cllr L Davies was nominated by Cllr Cunnah and seconded by Cllr Roberts, unanimously agreed by council.

- ii. Leisure and Environment – Cllr M Williams was nominated by Cllr Davies and seconded by Cllr Roberts, unanimously agreed by council.
- iii. Finance – Cllr Manning was nominated by Cllr Olsen and seconded by Cllr Hilton, unanimously agreed by council.
- iv. Personnel (Advisory) - Cllr Olsen was nominated by Cllr Hilton and seconded by Cllr Manning, unanimously agreed by council

5. Policies and Procedure Documents

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 and whether the Council would approve and adopt.

- Model Code of Conduct
- Model Financial Regulations
- Internal Financial Controls
- Formal Risk Assessment
- Freedom of Information Scheme
- Retention Policy
- Social Media Policy
- Virtual Meetings Procedure
- Standing Orders
- Model Local Resolution Protocol
- Annual Investment Strategy
- Complaints Procedure
- Data Protection Policy
- CCTV Policy
- Press/Media Policy

Cllr Hilton proposed that an addition should be included within the Retention Policy for the voice recordings used by the Clerk for the purpose of producing minutes.

RESOLVED: the council approved the above proposal and with the amendment to the Retention Policy to now include 'voice recordings will be destroyed once the minutes have been approved', the Council approved and adopted all of the above.

6. Asset Register

RESOLVED: the Asset Register for 2021/22 be approved.

7. Community Council Insurance Policy

The Annual Insurance Renewal due for the 1st June 2021 was received from Zurich with an annual premium of £1277.76. This policy is now in the final year of a Long Term Agreement.

The Clerk advised that once Queensway play area improvements are complete this equipment will be added to the policy and therefore an additional premium will be charged.

RESOLVED: the Council approved the renewal with Zurich Insurance.

8. Meeting Dates

RESOLVED: the council approved the following dates for the 2021/22 meetings:-

2 June 2021	7 July 2021	August 2021 – recess	1 September 2021
6 October 2021	3 November 2021	1 December 2021	5 January 2022
2 February 2022	2 March 2022	6 April 2022	4 May 2022

The AGM meeting began at 6.30pm and ended at 6.55pm

Chairman: 2nd June 2021