

Hope Community Council

Minutes of the Virtual Annual General Meeting held on Wednesday 11th May 2022.

Present by Video Mrs C Olsen and Councillors Mrs C Cunnah, Mr B Hughes, Mr D Roberts, Mrs C Sheibani, Mrs L Davies, Mrs M Williams and Youth Representative Mr M Taylor

Present by Phone Cllr Mr A Parsonage

Also Present Mrs S Hughes Clerk and Responsible Financial Officer

1. Election of Chairman 2022/2023

The current Chairman asked for nominations, Cllr Davies nominated Cllr Cunnah for the 2022/23 Chairman which was seconded by Cllr Hughes. The Chairman asked if there were any other nominations, which there were none.

RESOLVED: Cllr Cunnah be elected Chairman of the Council for 2022/23. Councillor Cunnah will make and sign the Declaration of Acceptance of Office.

** Mrs Olsen left the meeting 6.32pm

2. Appointment of Vice Chairman 2022/2023

The Chairman Cllr Cunnah nominated Cllr Roberts for the 2022/23 Vice Chairman which was seconded by Cllr Hughes. The Chairman asked if there were any other nominations, which there were none.

RESOLVED: Cllr Roberts be elected Vice Chairman of the Council for 2022/23. Councillor Roberts will make and sign the Declaration of Acceptance of Office.

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

RESOLVED: Declarations of Acceptance of Office was received, signed and witnessed by the Clerk for all members.

4. Apologies for Absence

Cllr Sheibani had submitted her apologies and advised she will be late to the meeting.

5. Standing Committees

RESOLVED:

- a) The council approved the current standing committees for 2022/2023 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 Williams and seconded by Cllr Roberts, 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 Roberts was nominated by Cllr Cunnah and seconded by Cllr Parsonage, unanimously agreed by council.
 - iv. Personnel (Advisory) – Due to the membership of this committee being 7 and is to exclude the Vice Chairman, this appointment will be deferred until after the co-option and the current vacancies have been filled.
- c) As above, due to the membership of this committee being 7 and is to exclude the Vice Chairman, this appointment will be deferred until after the co-option and the current vacancies have been filled.

6. Appointment to Outside Bodies

RESOLVED:

- a) One Voice Wales – this will be deferred until after the co-option and the current vacancies have been filled.
- b) Hanson Liaison Committee – Cllr B Hughes.
- c) School Governor (Abermorddu CP) – Cllr Roberts.

7. 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:

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

- b) The new Staffing Policies which the Personnel Committee approved to submit to full council were reviewed and considered:

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

RESOLVED: the council approved and adopted all of the above.

8. Asset Register

RESOLVED: The Asset Register for 2022/2023 be approved.

9. Community Council Insurance Policy

The Annual Insurance Renewal due for the 1st June 2022 was received from Zurich with options for a Long Term Agreement (LTA). As the council's LTA with Zurich expires, alternative quotes were also sought from BHIB and Gallagers.

RESOLVED: the Council approved the renewal with Zurich Insurance on a 5 year LTA at a cost of £1376.54.

10. Independent Remuneration Panel for Wales

To review the Attendance Allowance within the [2022/23 Annual Report](#) 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.

A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.

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.

Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.

All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline to receive payment by informing (in writing) the proper officer.

Due to the limited interest in the elections, the council considered that this may encourage interest.

RESOLVED: the council approved by formal resolution to adopt Determination 49 – Attendance Allowance and will produce a Scheme for adoption which will include:

- The sum of £20 was approved as the Attendance Allowance
- The monthly council meeting (including committee meetings held on the same evening) will be identified as official business or approved duty
- Payment will be made in conjunction with all other IRPW payments and will be made to members at the end of the financial year February or March.
- Payments will be as one lump sum.
- Payments will be processed via payroll where appropriate tax and ni will be deducted

11. Appointment to Social Media

To appoint 2x members to manage the councils Facebook Page and to support management of the council website.

RESOLVED: Cllr Cunnah will manage the council facebook page, and this item will be reviewed again after the co-option and the current vacancies have been filled.

**Cllr Sheibani arrived 7pm

12. Meeting Dates

RESOLVED: the council approved the following dates for the 2022/2023:-

1 June 2022	6 July 2022	August 2022 – recess	7 September 2022
5 October 2022	2 November 2022	7 December 2022	4 January 2023
1 February 2023	1 March 2023	5 April 2023	3 May 2023

The 1st June 2022 will be cancelled due to not being quorate and the council gave delegated powers, authorising the Chairman, Vice-Chairman and Chairmen of Planning and Highways, Leisure and Environment and Finance Committees together with the Clerk to deal with any urgent matters subject to those matters being reported back to Council at the July meeting.

The meeting of the Council began at 6.30pm and ended at 7.05pm

Chairman: 6th July 2022