

Hope Community Council

Minutes of the Virtual Zoom Annual Meeting - Wednesday 2nd September 2020

Present by Video: Councillors Mrs J Hilton (Chairman), Mrs C Olsen (Vice Chairman), Mrs C Cunnah, Mrs L Davies, Mrs M Williams, Mr D Healey, Mr D Roberts, Mrs S Waterhouse, Dr R Parsonage, Mrs C Sheibani and Mr A Parry. Youth Representative David Jones.

Present by Phone:

Absent:

In attendance by Video: Mrs S Hughes Clerk and Responsible Financial Officer.

In accordance with The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, the Regulations enable the annual meetings of principal and community councils in 2020 to be held on such day in 2020 as the proper officer may determine.

29. Election of Chairman 2020/2021

Due to the current covid pandemic it was proposed by Cllr Cunnah that the existing Chairman Cllr Hilton remains in seat until May 2021. The Chairman asked if there were any other nominations, which there were none. Cllr Hilton accepted and said that it was an honour to continue to serve.

RESOLVED: unanimously agreed that due to the current covid pandemic Councillor Hilton will remain as Chairman until May 2021. As she has already made and signed the declaration of acceptance of office in 2019/20 this was not required again.

30. Appointment of Vice Chairman 2020/2021

Due to the current covid pandemic it was proposed by Cllr Hilton that the existing Vice Chairman Cllr Olsen remains in seat until May 2021.

RESOLVED: unanimously agreed that due to the current covid pandemic Councillor Olsen will remain as Vice Chairman until May 2021. As she has already made and signed the declaration of acceptance of office in 2019/20 this was not required again.

31. Apologies for Absence

Apologies were received from Cllrs H Manning and S Waterhouse. Cllrs Mr B Hughes and Mr A Parsonage also submitted their apologies due to not being able to access virtual meetings.

32. Youth Representatives

The Chairman wished to welcome Mr David Jones to the meeting and advised that Mr M Taylor was unable to attend this first meeting due to prior commitments and October will be his first meeting. A pre-meeting was held with Mr Jones where he met with the Chair, Clerk and Cllrs Healey and R Parsonage (mentors). At this meeting Mr Jones completed the Declaration of Acceptance of Office.

33. Standing Committees

- a) The Council reviewed and approved the existing standing committees for 2020/2021 together with the Terms of References which were reviewed, approved and adopted.
- b) Due to the current covid pandemic it was proposed, seconded and unanimously agreed that the existing Chairmen of the Standing Committees remain until May 2021.

RESOLVED: that standing committees of the Council for 2020/21 be designated as follows with the existing Chairmen:-

- (i) Planning and Highways – Councillor L Davies

- (ii) Leisure and Environment – Councillor M Williams
- (iii) Finance – Councillor C Olsen
- (iv) Personnel (advisory) – Cllr J Hilton

34. 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.

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

RESOLVED: The Council reviewed, approved and adopted the above documents.

35. Asset Register

The Asset Register for 2020/21 was circulated to members with the agenda. Cllr Sheibani questioned whether historical asset that have been disposed of need to remain on the register. The Clerk advised that some information is required for audit, however, she will make enquires to how long disposed assets should remain the register.

RESOLVED: the Asset Register for 2020/21 be approved. The Clerk will make enquires to how long disposed assets should remain the register and where appropriate will update the register.

36. Community Council Insurance Policy

The Annual Insurance Renewal was received from Zurich with an annual premium of £1255.32. This was renewed as from 1st June 2020 under delegated powers during Covid 19 Lockdown. This policy is now in the 2nd year of a 3 year Long Term Agreement.

RESOLVED: the Council approved and ratified the renewal with Zurich Insurance.

37. Meeting Dates

The following dates were reviewed for the 2020/21 meetings:

3 June 2020 (cancelled due to covid)	1 July 2020	August 2020 – recess
2 September 2020	7 October 2020	4 November 2020
2 December 2020	6 January 2021	3 February 2021
3 March 2021	7 April 2021	5 May 2021

RESOLVED: for the above to be the dates of the 2020/21 Council Meetings.

Chairman: 7th October 2020