

## Minutes of Annual General Meeting held on 11<sup>th</sup> May 2023

### Present: Cllrs

Allan Morgans – Chair  
Jac Armstrong – Vice Chair  
Amanda Curtis  
Simon Grice  
Paul Sheldon  
Margaret Narburgh – Clerk

### Apologies:

Lyn Gibson

### Standards Committee Observers:

Samuel Jones  
Julia Hughes

### Members of the Public:

Tony King  
Hugo Watts  
Dawn Skelhorn  
Mr Davies  
Mr & Mrs Dyson  
Mr & Mrs Jelley  
Martyn Holland

There were no requests to join by video conference.

### 599. Apologies

Cllr Gibson sent her apologies due to being on holiday.

### 600. Election of Chair

Cllr Armstrong proposed re-electing Cllr Morgans as Chair, Cllr Curtis seconded the motion and Cllrs Grice and Sheldon voted in favour. There were no votes against or abstentions so the motion was carried. Cllr Morgans accepted the office and signed the Declaration of Acceptance form.

### 601. Election of Vice-Chair

Cllr Morgans proposed re-electing Cllr Armstrong as Chair, Cllr Curtis seconded the motion and Cllrs Grice and Sheldon voted in favour. There were no votes against or abstentions so the motion was carried. Cllr Armstrong accepted the office and signed the Declaration of Acceptance form.

### 602. Appointment of Representatives to Committees and Organisations

Cllr Morgans went through the list of committees and organisations that the Council had representation on and noted that the Older People's Welfare group had been disbanded so needed to be removed. A Park Improvements sub-committee had been formed in March and this needed to be added to the list. Cllrs accepted appointments onto various committees as detailed in Appendix 1.

### 603. Dates for 2023-24 Meetings

The Clerk had circulated a list of dates for meetings from April 2023 to March 2024 for approval. Councillors agreed to continue holding meetings on the second Thursday of each month, except August when there would be no meeting. Dates of meetings attached as Appendix 2.

### 604. Review of Standing Orders and other Policy Documents

The Chair went through the twenty-five governance documents and proposed the following:

1. Reaffirming the Accessibility Statement for the Website, Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
2. Reaffirming the Accessibility Statement for Correspondence on the website, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
3. Reaffirming the Code of Conduct, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
4. Reaffirming the Complaints Procedure, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
5. Reaffirming the Co-option of Councillors policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.

6. Reaffirming the Councillors Allowance policy, Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
7. Reaffirming the Data Protection policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
8. Reaffirming the Delegation policy, Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
9. Reaffirming the Disciplinary policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
10. Reaffirming the Document Retention and Disposal policy, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
11. Cllr Morgans stated there was a large element of duplication in the Equal Opportunities, Equality and Diversity, Diversity and Inclusion policies and proposed merging the three documents into one. Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried. **Action: Clerk to draft combined policy and circulate to Councillors for discussion at the next meeting.**
12. Reaffirming the Expenses policy, Cllr Curtis seconded and Cllr Armstrong, Grice and Sheldon voted in favour. There were no votes against of abstentions and the motion was carried.
13. Reaffirming the Grievance policy, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
14. Reaffirming the Habitual and Vexatious complaints policy, Cllr Curtis seconded and Cllr Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
15. Reaffirming the Health & Safety policy, Cllr Sheldon seconded and Cllr Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
16. Reaffirming the Language policy, Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
17. Reaffirming the Privacy and Data Protection policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
18. Reaffirming the Privacy for Correspondence policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
19. Reaffirming the Privacy for Website policy, Cllr Sheldon seconded and Cllrs Armstrong, Grice and Curtis voted in favour. There were no votes against or abstentions and the motion was carried.
20. Reaffirming the Publication Scheme for Freedom of Information policy, Cllr Armstrong seconded and Cllrs Curtis, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
21. Reaffirming the Sickness policy, Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried.
22. The Chair stated that One Voice Wales are drafting a new Model Standing Orders template to reflect changes in legislation and proposed reaffirming the current Standing Orders and reviewing them again when the revised OVW template is available. Cllr Curtis seconded and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried. **Action: Clerk to circulate draft revision when available.**
23. The Chair stated the Financial Regulations had been reviewed and updated in March to bring the thresholds for going out to formal tender in line with Standing Orders. The Clerk asked if Councillors wished to consider reviewing them again because currently, they state contracts are to be advertised in the local newspaper and there is no reference to other means available to reflect the use of social media platforms. Cllr Morgans proposed the Clerk draft a revision, Cllr Curtis seconded the motion

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and Cllrs Armstrong, Grice and Sheldon voted in favour. There were no votes against or abstentions and the motion was carried. **Action: Clerk to draft revision and circulate to Councillors for discussion at the next meeting.**

The AGM was closed at 8.50 pm and was followed by a General Meeting of the Council

### Appendix 1

## List of Committees and Organisations with Names of Community Council Representatives

As agreed at AGM on 11<sup>th</sup> May 2023

| Name of Committee or Organisation                              | Community Council Representative   |
|--|--|
| One Voice Wales  | Allan Morgans - Chair<br>Margaret Narburgh - Clerk   |
| Llanferres Village Hall Management                             | Jac Armstrong – Vice Chair   |
| Park Improvements sub-committee                                | Allan Morgans, Lyn Gibson, Margaret Narburgh, Dawn Skelhorn and 2 members of the general public (Ann Catherall, Sean Thomas) |
| Llanferres Playing Fields & Recreation Association             | Full Council   |
| Community Open Spaces<br>Maeshafn Playing Field & Maes Ysgawen | Full Council   |
| Clwyd Branch of Society of Local Council Clerks                | Margaret Narburgh - Clerk  |
| Planning sub-committee   | Full Council   |
| News & Views Reporter  | Margaret Narburgh - Clerk  |
| Website Management   | Margaret Narburgh – Clerk<br>Amanda Curtis - Councillor  |
| Internet Banking Check   | Paul Sheldon   |

Appendix 2

## Dates of Council Meetings 2023 -2024

Meetings are either held in Llanferres Village Hall with remote access available via Teams video conference facilities or Teams video conferencing and start at 7.30pm.

Please refer to the Public Notice and Agenda published at least 3 days before each meeting on the Council’s website [www.llanferrescommunitycouncil.org](http://www.llanferrescommunitycouncil.org) and noticeboards around the area, for confirmation of how each meeting will be held.

| Month         | Day        | Date             |
|---------------|------------|------------------|
| January       | Thursday   | 12 <sup>th</sup> |
| February      | Thursday   | 9 <sup>th</sup>  |
| March         | Thursday   | 9 <sup>th</sup>  |
| April         | Thursday   | 13 <sup>th</sup> |
| May           | Thursday   | 11 <sup>th</sup> |
| June          | Tuesday    | 8 <sup>th</sup>  |
| July          | Thursday   | 13 <sup>th</sup> |
| August        | NO MEETING | NO MEETING       |
| September     | Thursday   | 14 <sup>th</sup> |
| October       | Thursday   | 12 <sup>th</sup> |
| November      | Thursday   | 9 <sup>th</sup>  |
| December      | Thursday   | 14 <sup>th</sup> |
| January 2024  | Thursday   | 11 <sup>th</sup> |
| February 2024 | Thursday   | 8 <sup>th</sup>  |
| March 2024    | Thursday   | 14 <sup>th</sup> |