

Minutes of Annual General Meeting held on 9th May 2024

Present: Cllrs

Allan Morgans – Chair
Amanda Curtis
Paul Sheldon
Lyn Gibson
Margaret Narburgh – Clerk

Apologies:

Jac Armstrong – Vice Chair
Simon Grice

Members of the Public:

4 members of the public
were present

Not Responded

HO Williams

This was a face-to-face meeting with no requests to join by video link.

792. Apologies

Cllrs Armstrong sent his apologies due to being out of the country and Cllr Grice was unable to attend due to a train strike.

793. Election of Chair

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

794. Election of Vice-Chair

Cllr Morgans proposed re-electing Cllr Armstrong as Vice-Chair, Cllr Curtis seconded and Cllrs Gibson and Sheldon voted in favour. There were no votes against or abstentions and the Clerk stated that when Cllr Armstrong had sent his apologies, he had also confirmed that he would accept the office if elected. Action: Clerk to send Declaration of Acceptance of Office to Cllr Armstrong for signing.

795. Appointment of Representatives to Committees

The Chair went through the list of committees and organisations that the Council had representation on. The Clerk suggested the Facebook Administrators should be included and this was agreed. Cllrs accepted appointments onto various committees as detailed in Appendix 1.

796. Dates of General Council Meetings for 2024-25

The Clerk had circulated a list of dates for meetings from April 2024 to March 2025 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.

797. Review of Governance and Policy Documents

The Chair read out the titles of the 27 governance and policy documents as listed in Appendix 3. After due discussion it was agreed that 26 had been updated as soon as the Council became aware that revisions were needed. The only exception was the Financial Risk Assessment which the Clerk had updated prior to the meeting to reflect that meetings would be held in the Druid Inn Llanferres if the village hall were not available; a non-signatory Councillor would check the internet banking to safeguard against fraud and the increase in thresholds for obtaining quotes and going out to formal tender. The Chair proposed adopting these changes, Cllr Curtis seconded and Cllrs Sheldon and Gibson voted in favour. There were no abstentions or votes against. Action: Clerk to publish the updated document.

The AGM was closed at 8.00 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 9th May 2024

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

Appendix 2

Dates of Council Meetings 2024 -2025

Meetings are usually held on the 2nd Thursday of the month in Llanferres Village Hall with remote access available via TEAMS video conference or just by video conference starting at 7.30 pm.

Month	Day	Date
January	Thursday	18 th
February	Thursday	8 th
March	Thursday	14 th
April	Thursday	11 th
May	Thursday	9 th
June	Thursday	13 th
July	Thursday	11 th
August	NO MEETING	NO MEETING
September	Thursday	12 th
October	Thursday	10 th
November	Thursday	14 th
December	Thursday	12 th
January 2025	Thursday	9 th
February 2025	Thursday	13 th
March 2025	Thursday	13 th

Appendix 3

Documents for Reviewed at 2024 AGM

Governance:

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Financial Risk Assessment

Policy:

5. Privacy and data protection policy
6. Privacy and data protection statement
7. Language policy
8. Health and Safety policy
9. Habitual and Vexatious complaints policy
10. Grievance policy
11. Expenses policy
12. Equality, Diversity and Inclusion policy
13. Document Retention and Disposal policy
14. Disciplinary policy
15. Delegation policy
16. Data Protection, Retention and Disposal policy
17. Councillors Allowance policy
18. Complaints policy and procedure
19. Accessibility statement for documents
20. Accessibility statement for website
21. Co-option of Councillors policy
22. Press and Media policy
23. Whistleblowing policy
24. Sickness policy
25. Publication scheme re Freedom of Information

26. Model Resolution Protocol