

**GWERNAFFIELD AND PANTYWMYN COMMUNITY COUNCIL**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**18 May 2022 / 18 Mai 2022**

**1. Signing of declarations of office (All Councillors)**

All Councillors signed their declaration of office as witnessed by the clerk - Mrs Kay Roberts.

**2. (A) Attendance (B) Apologies (For both the Annual and General Meetings)**

Councillors: Adrian Barsby, Dave Bolton (Chairman), Sue Coles, and George Tattum.

**(B) Apologies** – Cllr. Ruth Appleton, Rob Challinor and County Councillor David Coggins Cogan.

In attendance: County Councillor Adele Davies Cooke and Mrs Kay Roberts – Clerk and RFO.

There were no members of the public present.

The clerk welcomed everyone to the meeting, it has been over 2 years of conducting business via a virtual platform and the community council met face to face. The clerk explained how the windows were open, to allow plenty ventilation and masks although not mandatory were available should members wish to use them. The chairs allowed social distance between members.

There were technical difficulties experienced with ICT to enable the meeting to be accessed remotely. The councillor who had been set up to access the meeting remotely, attended the meeting physically instead. The clerk will report this issue to Flintshire County Council ICT.

**3. (A) Election of the Chair for 2022 /2023**

Councillor Dave Bolton was proposed by Councillor Adrian Barsby and seconded by Councillor Tattum. There were no other nominations. Councillor Dave Bolton accepted and signed his declaration of office as witnessed by the clerk.

**RESOLVED: Councillor Dave Bolton was elected Chairman for the period 2022 / 2023.**

**(B) Election of Vice Chair 2022 / 2023**

Councillor Ruth Appleton was proposed by Councillor Dave Bolton and seconded by Councillor Sue Coles. There were no other nominations. Councillor Ruth Appleton accepted and signed her declaration of office as witnessed by the clerk.

**RESOLVED: Councillor Ruth Appleton was elected as Vice Chair for the period 2022 / 2023.**

**4. Declarations of Interest**

The clerk had distributed the register of members interest form and requested these be returned to enable her to update information held by the community council. Cllr. Bolton and Cllr. Barsby provided their completed forms.

**5. To approve the minutes of the last Annual General Meeting on 5 May 2021.**

The Clerk informed members, that the Minutes of the 2021 Annual Meeting were formally proposed, seconded, and agreed at the June 2021 meeting. Members in attendance reaffirmed the decision.

**6. To consider the co-option of vacant councillor seats following the uncontested election.**

An expression of interest was received prior to the co-option deadline via Cllr. Tattum for a Mr Arthur Orme for the Gwernaffield ward. A former councillor with a wealth of experience. Members were happy to accept this expression of interest and the clerk will contact Mr Orme and invite him to the next meeting.

The clerk will prepare another more informal vacancy notices to sit alongside the statutory notices for circulation in June for the shop, pub, golf club and Ysgol Y Waun.

**7. To receive the record of Councillor Attendance 2021 /2022.**

The clerk had circulated the record of councillor attendance prior to the meeting. This was accepted as an accurate record by those members present and proposed by Cllr. Coles and seconded by Cllr. Bolton.

**8. To approve the Chair's allowance and confirm other allowances.**

The Chair's allowance of £350 had been set at the Budget Meeting in January 2022 and the clerk would administrate this allowance as per the May schedule of payments.

All members were reminded prior to the meeting of the annual councillor allowance of £150 to affray the cost of office, as listed per the May schedule of payments.

**9. To receive nominations to serve on committees and outside bodies.**

Nominations were discussed for Sub Committees of the community council and the following agreed to date:

**Community Road Safety Sub Committee**

**Councillor Bolton, Councillor Barsby, Councillor Challinor, Councillor Coggins Cogan and Councillor Tattum.**

As Councillor Coggins Cogan (not in attendance due to a clash of the County commitments) had been recently elected as County Councillor a question was raised, if he could retain his membership of the group given potential County planning meetings - depending on any committee commitments at County level. The clerk was asked to enquire with Flintshire County Councils monitoring officer.

The group would review and submit a revised terms of reference for the June meeting.

**Community Events Committee**

**Councillor Appleton and Councillor Coles – other councillors will support individual events.**

Councillor Bolton will co-ordinate the Treasure Hunt in June. The group would review and submit a revised terms of reference for the June meeting.

Cllr. Tattum continues to be the Quarry representative and a Governor at Ysgol Pen Coch in Flint.

Cllr. Coles is the Local Education Authority Governor at The Hafod Federation.

As it has been sometime since the quarry committee had met either face to face or virtually, it was suggested Cllr. Tattum speak to the quarry directly as concerns were raised about the disrepair of the road outside the quarry entrance.

Further progress on terms of reference and membership of committees will be deferred until the June meeting when there is a greater compliment of members in attendance.

**10. To review and adopt Code of Conduct, Standing Orders and Financial Regulations.**

The code of conduct was adopted by members. As the standing orders and financial regulations were referred to by the auditor in their report received yesterday, for amounts in relation to quotes and tenders, the clerk suggested this needed looking at again prior to a future meeting, so this was deferred.

**11. To consider the format of future meetings.**

Meetings have now resumed on a face to face/physical basis again and hopefully with access via zoom, once technicalities are resolved with assistance from Flintshire County Council.

**The Annual General Meeting closed at 7.54pm and was followed by the General Meeting.**