

RNB/H.3.1

4 May 2016

To: **ALL MEMBERS OF COUNCIL:**

Dear Councillor

**YOU ARE HEREBY SUMMONED** to attend the **ANNUAL MEETING** of the **HAWARDEN COMMUNITY COUNCIL** to be held at **MANCOT VILLAGE HALL, MANCOT LANE, MANCOT** on **MONDAY 9 MAY 2016**, at **6.30 p.m.**

The Agenda and papers are attached.

Yours sincerely

R N BARNES

Clerk & Financial Officer

# HAWARDEN COMMUNITY COUNCIL

## ANNUAL MEETING

9 MAY 2016

### A G E N D A

1. **Apologies for Absence:**
2. **Declarations of Interest:**

To receive any declarations of interest from Members.
3. **Retiring Chair's Remarks:**
4. **Appointment of Chair 2016/2017:**
  - (a) To appoint the Chair of Council for the Municipal Year.
  - (b) To receive the Declaration of Acceptance of Office from the Chair and to receive any remarks.
5. **Appointment of Vice-Chair 2016/2017:**
  - (a) To appoint the Vice-Chair of Council for the Municipal Year.
  - (b) To receive the Declaration of Acceptance of Office from the Vice-Chair and to receive any remarks.
6. **Minutes of Previous Meeting:**

To receive and confirm as a correct record and then to authorise the Minutes of the previous Meeting, held on 11 April 2016, to be signed by the Chair.
7. **Matters Arising from the Minutes:**
8. **Members Code of Conduct:**

Arising from The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 a new Model Code of Conduct, a copy of which is attached was made on 27 January 2016. The Council is required to adopt this new Code of Conduct.

As reported to the February meeting of the Staff and General Purposes Committee on 14 March 2016, the Order amends the model Code of Conduct for local government members, set out in the schedule to the Local Authorities (Model Code of Conduct) (Wales) Order 2008 as follows:-

- The 2013 Act transferred responsibility for maintaining the register of interests of members of Community Councils from the Monitoring Officer of the Principal Authority for the area to the ‘proper officer’ of each Community Council with effect from 1 May 2015. A number of consequential amendments are made to the Model Code to reflect this change, so that in relation to a Community Council, a reference to a Monitoring Officer is replaced with a reference to a proper officer of the Community Council.
- Paragraph 15 of the Model Code, dealing with the register of Members’ interests, is amended to clarify that any interest disclosed for the first time must be entered into the register. This is not a change of policy, but clarifies the original intention. The exemption for Community Councillors from the requirement to register upfront is maintained.
- The obligation on a Member to report a potential breach of the Code of Conduct to the Public Service Ombudsman is omitted from the Code.
- Paragraph 10(2)(b) of the Model Code is omitted. This is to overcome unintended difficulties in the practical application of this paragraph in relation to participation in business relating to constituency interests. A member participating in the consideration of a ward matter is nonetheless under an obligation to act objectively in the wider public interest in accordance with paragraph 8 of the Model Code.

**9. Councillor Vacancy – Mancot Ward:**

Following the advertisement of the vacancy, without an election being called the Council is now required to co-opt a Councillor to replace Councillor John Walker.

**10. Payments to members of community and town councils:**

To decide on Determination 46 to 54, which are permissive powers. Decisions taken will apply to all Members at the levels determined by the Independent Remuneration Panel. An individual Member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the Council.

Details of the determinations are attached.

**11. Dates and Times of Meetings  
For the Municipal Year 2016/2017:**

06 June 2016	09 January 2017
11 July 2016	13 February 2017
12 September 2016	13 March 2017
10 October 2016	10 April 2017
14 November 2016	08 May 2017
12 December 2016	

The above meetings will, if confirmed by the Council, commence at 6.30 p.m.

It is customary for the Council to go into recess during August, when only urgent business is transacted. For this purpose, relevant Recess Sub-Committees, comprising the Chair of Council, the Chair of the relevant Committee and the Clerk, will be held.

**12. Internal Audit:**

- (a) To receive the Internal Auditor's report for the financial year ending 31 March 2016 – Copy attached
- (b) To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2016/2017.

**13. Annual Return for Year Ended 31 March 2016:**

- (a) To receive and approve the Annual Return
- (b) To agree confirmation prior to submission for External Audit.  
Copy of return attached.

**14. Accounts for Payment:**

To approve accounts for payment.

**15. Planning Applications:**

(a) County Council Members:

To formally note that the participation of those Councillors who are also Members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council. The County Councillors reserve their final views on the application until they are in full possession of all relevant arguments for and against.

- (b) To consider the planning applications received to date and any received later. Copy list attached.
- (b) To note any planning appeals.

**16. Insurance – 1 June 2016 to 31 May 2017:**

The Council's long term insurance agreement with Zurich ends on 31 May 2016. I have therefore invited quotes from three insurers who deal with Local Council Insurance. The quotations will be presented at the meeting.

**17. Staffing Matters:**

- To note the appointment of Mrs Sharron Jones as Clerk & Financial Officer commencing 27 June 2016.
- To note the resignation of Mrs Susan Jones, Administrative Assistant with effect from 30 April 2016.