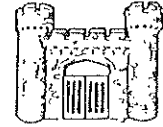


CYNGOR CYMUNED PENARLÂG
HAWARDEN COMMUNITY COUNCIL



SGJ/H.09.11.20

4th November 2020

To: ALL MEMBERS OF COUNCIL

Dear Councillor,

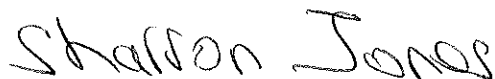
YOU ARE HEREBY SUMMONED to attend the **VIRTUAL ANNUAL MEETING** of the **HAWARDEN COMMUNITY COUNCIL** to be held remotely (*The Local Authorities (Coronavirus) (Wales) Regulation 2020*) on **MONDAY 9TH NOVEMBER 2020** at **6.30PM**.

The agenda and papers are attached.

Please note at approximately 7.30 p.m. we will be joined by the 2020/21 Bursary Award winners where there will be a short presentation and the recipients will formally receive their certificates.

To join the meeting please follow the instructions that will be sent via email on Monday. Members of the public are welcome to attend and observe the meeting. Please contact the Clerk and Financial Officer on **07752 595239** if you require log-in details for the meeting, or if you have any problems logging in.

Yours sincerely



Mrs Sharron G Jones
Clerk & Financial Officer

S.G JONES

Clerk a Swyddog Cyllidol Clerk & Financial Officer

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SWYDDFEYDD Y CYNGOR

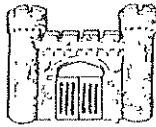
113 Yr Highway, Penarlâg, Giannau Dyfrdwy, Sir y Fflint CH5 3DL. Ffôn/Ffacs: 01244 533692

COUNCIL OFFICES

113 The Highway, Hawarden, Deeside, Flintshire CH5 3DL. Tel/Fax: 01244 533692

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www.hawardencommunitycouncil.gov.uk



HAWARDEN COMMUNITY COUNCIL

VIRTUAL ANNUAL MEETING

9TH NOVEMBER 2020

A G E N D A

1. APPOINTMENT OF CHAIR 2020/2021:

- a) To appoint the Chairman of the Council for the Municipal Year 2020/21.

IT IS RECOMMENDED: that the current Chairman, Councillor George Hardcastle, remain in office due to the covid-19 pandemic and the lack of civic duties required during this difficult time.

- b) To virtually receive the Declaration of Acceptance of Office from the Chair and to receive any remarks.

2. APPOINTMENT OF VICE-CHAIR 2020/2021:

- a) To appoint the Vice-Chair of the Council for the Municipal Year 2020/21.

IT IS RECOMMENDED: that the current Vice-Chair, Councillor Helen Brown, remain in office due to the covid-19 pandemic and the lack of civic duties required during this difficult time.

- b) To virtually receive the Declaration of Acceptance of Office from the Vice-Chair and to receive any remarks.

3. APOLOGIES FOR ABSENCE:

To receive any apologies for absence.

4. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

5. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the meeting of the Council held on 12th October 2020.

6. MATTERS ARISING FROM MINUTES:

7. ANNUAL AUDIT FOR THE YEAR ENDED 31 MARCH 2020:

Subject to the receipt of the Annual Audit from the External Auditor:

- i. To approve and accept the Annual Report following completion of the audit by the Council's External Auditor, copy attached; and
- ii. To note and action the attached Issues Report as outlined.

8. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the remainder of the municipal year. All members currently serve on each of the council's committees. Due to the Covid-19 pandemic the committees have not met since February as the virtual council meeting agenda is one condensed agenda. Committees will resume in due course.

The Standing Committees are currently Community Amenities, Finance, Planning and Staffing and General Purposes.

9. APPOINTMENT OF CHAIRS OF COMMITTEES:

IT IS RECOMMENDED: that the current Chair persons remain in office due to the covid-19 pandemic and the lack of civic duties required during this difficult time.

The current Chair persons are as follows:

Community Amenities	-	Councillor Lowri Earith
Finance	-	Councillor Dave Mackie
Planning	-	Councillor Cheryl Carver
Staff and General Purposes	-	Councillor Darren Sterry.

10. MEMBERS CODE OF CONDUCT:

To confirm adherence to the Model Code of Conduct which can be accessed via this link: <http://www.hawardencommunitycouncil.gov.uk/Hawarden-CC/UserFiles/Files/Code%20of%20Conduct%202018.pdf>

11. STANDING ORDERS:

- i. Item requested by Cllr Richard Taylor. In the interest of transparency Cllr Taylor wishes to discuss recording HCC meetings.

- ii. Dependent upon the above, to review and agree the Council's Standing Orders which can be accessed via this link:

<http://www.hawardencommunitycouncil.gov.uk/Hawarden-CC/UserFiles/Files/HCC%20Standing%20Orders%202018.pdf>

12. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

- (i) To review and agree the Council's Expenditure Policy which is attached.
- (ii) The Council's financial regulations are available on the Council's website via the following link:

<http://www.hawardencommunitycouncil.gov.uk/Hawarden-CC/UserFiles/Files/HCC%20Financial%20Regulation%20AGM%209.11.2020.pdf>

The Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) in 2019 issued "model" financial regulations. The Council's internal auditor recommended that "*The Council should consider adopting the model financial regulations relating to contracts*".

Extracts of the relevant documents are attached.

13. MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS:

- (i) **It is recommended** that the current membership of sub-committees be retained for the remainder of the municipal year as follows:

Communications Sub-Committee:

Councillors:

Richard Taylor (Chairman)
Helen Brown
Bob Connah
George Hardcastle
Dan Preece
Emma Preece
Sam Swash

Personnel Sub-Committee:

Councillors:

Darren Sterry (Chairman)
Joyce Angell
Janet Axworthy
Helen Brown
Lowri Earith
Dave Mackie

Ralph Small

- (ii) At the Council meeting on 12th October, it was agreed that a Play Area Sub-Committee be established to review the current provision of play across the community. The Council is asked to consider appointing seven members to this sub-committee. It is recommended that the Chair of Community Amenities be one member of the group.
- (iii) Consideration of the establishment of a finance working group or sub-committee to review draft budget for 2021-22 prior to full council consideration in January 2021 and future years.

14. OUTSIDE BODIES:

To agree the Council's representation on Outside Bodies as per the attached schedule.

15. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the month of November.

16. ACCOUNTS FOR PAYMENT:

To approve the attached list of accounts for payments for November.

17. PLANNING APPLICATIONS AND DECISIONS:

County Council Members:

- (i) 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.
- (ii) To consider the planning applications received to date for the month of October (table attached).

Members are asked to view the applications on-line prior to the meeting via <http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

- (iii) To note any planning appeals
- (iv) To note the planning decisions as attached.