

SGJ/H.08.05.2025

8th May 2025

To: **ALL MEMBERS OF COUNCIL**

Dear Councillor,

YOU ARE HEREBY SUMMONED to attend the **HYBRID ANNUAL MEETING** of the **HAWARDEN COMMUNITY COUNCIL** to be held on **MONDAY 12th MAY 2025** at **6:30pm**. The remote access meeting link will be sent out on Monday afternoon on request.

The agenda and papers are attached.

Members of the public are welcome to attend and observe the meeting. Please contact the Clerk and Financial Officer on **07931 231770** direct if you require log-in details for the meeting, or if you have any problems logging in.

NOTE: IMMEDIATELY following the council's Annual Meeting there will be a presentation evening to the Community Volunteers and Bursary Students, together with light refreshments.

Yours sincerely

Mrs Sharron G Jones
Clerk & Financial Officer



HAWARDEN COMMUNITY COUNCIL

HYBRID ANNUAL MEETING

12th May 2025

A G E N D A

6.30pm.

1. APPOINTMENT OF CHAIRMAN 2025/2026:

- a) To appoint the Chairman of the Council for the Municipal Year 2025/26.
- b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.

2. APPOINTMENT OF VICE-CHAIRMAN 2025/2026:

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2025/26.
- b) To receive the Declaration of Acceptance of Office from the Vice-Chairman and to receive any remarks.

3. APOLOGIES FOR ABSENCE:

4. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

5. RETIRING CHAIRMAN'S REMARKS:

To receive the retiring Chairman's remarks following her year in office.

6. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the previous meeting of the council held on 14th April 2025, copy attached.

7. MATTERS ARISING FROM THE MINUTES:

8. VACANCIES IN HAWARDEN – ASTON WARD AND HAWARDEN - MANCOT:

To receive an update on the vacancies and consider any nominations for co-option. Members of the public may be present at the meeting to speak with members and answer any questions.

9. 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/_UserFiles/Files/Council/Policies%20and%20Procedures/Code%20of%20Conduct%202018.pdf

10. STANDING ORDERS:

To agree to abide by the Council's Standing Orders, copy attached.

11. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

- (i) To review and agree the Council's Expenditure Policy, copy attached.
- (ii) To review and agree the Council's Financial Procedure Rules (FPRs), copy attached.

12. SCHEME OF DELEGATION:

To re-adopt the council's scheme of delegation, copy attached.

13. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the municipal year 2025/26 as follows:

- a) Staffing and General Purposes, including lighting
- b) Planning
- c) Community and Environment, including playing fields
- d) Finance

The standing committees will follow the council meeting each month and continue to run as a "rolling agenda".

14. APPOINTMENT OF CHAIRMEN OF COMMITTEES:

To appoint the Chairman of each committee above for the Municipal Year 2025/26.

15. PERSONNEL SUB-COMMITTEE MEMBERSHIP:

The current membership of the Personnel Sub-Committee, comprising seven members, is Councillors Joyce Angell, Janet Axworthy, Helen Brown, Dave Mackie, Ralph Small, Darren Sterry and Sam Swash.

Council is asked to continue with this arrangement or make amendments.

16. REPRESENTATION ON OUTSIDE BODIES:

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

17. APPOINTMENT OF INTERNAL AUDITOR:

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2025/26.

18. CLERK AND FINANCIAL OFFICER'S REPORT:

- (ii) To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the months of April and May
- (iii) To consider the alternative banking options to be shared by the Clerk and Financial Officer and Councillor Colin Randerson.

19. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2025/26:

These meetings will be held via a hybrid arrangement following the introduction of the Local Government and Elections (Wales) Act 2021:

09 th June 2025	12 th January 2026
14 th July 2025	09 th February 2026
08 th September 2025	09 th March 2026
13 th October 2025	13 th April 2026
10 th November 2025	11 th May 2026
08 th December 2025	

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 and Financial Officer will be held, under the Council's Scheme of Delegation.

Meeting dates can be changed with the consent of the Chairman of the Council for extenuating circumstances, inclement weather or illness or absence of the Clerk and Financial Officer.

20. ACCOUNTS FOR PAYMENT:

To approve the attached list of payments for May, copy to follow.

21. BANK RECONCILIATION:

To receive the bank reconciliation statement for the period ending 30th April, *copy to follow*.

22. PLANNING APPLICATIONS AND DECISIONS:

- (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 May.

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 attached planning decisions for May.