

**CYNGOR CYMUNED PENARLÂG**  
**HAWARDEN COMMUNITY COUNCIL**



SGJ/H.15.05.23

10<sup>th</sup> May 2023

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 at the Scout Head Quarters, Gladstone Playing Fields on **MONDAY 15<sup>TH</sup> MAY 2023** at **6.30PM**. The agenda and papers are attached.

Following the meeting, there will be the annual awards presentation evening to the Bursary Students and Community Volunteers. Light refreshments will be served.

To join the meeting virtually 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 **07931 231770** if you require log-in details for the meeting, or if you have any problems logging in.

***No recording, broadcasting or photographs may be taken of the council meeting without the prior approval of the Community Council.***

Yours sincerely



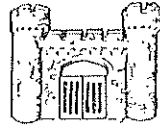
Mrs Sharron G Jones  
Clerk & Financial Officer

*Gyda Chyfarchion. With Compliments*

**MRS SHARRON G JONES**  
**Clerc a Swyddog Cyllidol Clerk & Financial Officer**

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## **HAWARDEN COMMUNITY COUNCIL**

### **HYBRID ANNUAL MEETING**

**15<sup>TH</sup> MAY 2023**

### **A G E N D A**

1. **APPOINTMENT OF CHAIRMAN 2023/2024:**
  - a) To appoint the Chairman of the Council for the Municipal Year 2023/24.
  - b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.
  
2. **APPOINTMENT OF VICE-CHAIRMAN 2023/2024:**
  - a) To appoint the Vice-Chairman of the Council for the Municipal Year 2023/24.
  - b) To receive the Declaration of Acceptance of Office from the Vice-Chairman 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. **RETIRING CHAIRMAN'S REMARKS:**

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

6. **MINUTES OF THE PREVIOUS MEETING:**

To receive and approve the minutes of the meeting of the Council held on 17<sup>th</sup> April 2023.

7. **MATTERS ARISING FROM MINUTES:**

8. **2022-2023 ANNUAL REPORT:**

Copy attached for members approval.

9. **GENERAL POWER OF COMPETENCE:**

Since the introduction of the Local Government Elections (Wales) Act 2021 the council can 'resolve' to become a council with the General Power of Competence (GPOC).

What this means is that the council is considered "competent" in making its decisions and the decision to adopt GPOC permits the council "*to do anything that an individual might do, as long as other legislation does not forbid it*". For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly, the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

The council is asked to consider to a resolution to become a council with the *General Power of Competence*.

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:**

To agree to abide by the Council's Standing Orders which can be accessed via the following link:

<http://www.hawardencommunitycouncil.gov.uk/UserFiles/Files/Item%2011%20Standing%20Orders.pdf>

**12. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:**

(i) To review and agree the Council's Expenditure Policy, copy attached.

(ii) To review and agree to the Council's Financial Regulations, copy available at [http://www.hawardencommunitycouncil.gov.uk/Policies\\_and\\_Procedures\\_40703.aspx](http://www.hawardencommunitycouncil.gov.uk/Policies_and_Procedures_40703.aspx)

**13. LOCAL RESOLUTION PROTOCOL:**

To re-adopt the Local Resolution Protocol as advised by the Monitoring Officer at Flintshire County Council, copy available at:

<http://www.hawardencommunitycouncil.gov.uk/Hawarden-CC/UserFiles/Files/HCC%20Local%20Resolution%20Protocol%202019%20Complaints%20Policy.pdf>

**14. SCHEME OF DELEGATION:**

To adopt the council's scheme of delegation as attached.

**15. APPOINTMENT OF STANDING COMMITTEES:**

To designate the standing committees of the Council for the municipal year 2023/24 as follows:

- Staffing and General Purposes, including Lighting
- Planning
- Community and Environment including Playing Fields
- Finance

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

**16. APPOINTMENT OF CHAIRS OF COMMITTEES:**

To appoint the Chairman of each committee above for the Municipal Year 2023/24.

**17. APPOINTMENT OF PERSONNEL SUB-COMMITTEE:**

To re-establish the Personnel Sub-Committee comprising seven members. Terms of Reference attached.

The members elected previously to serve on the Sub-Committee were:

Councillors Joyce Angell, Janet Axworthy, Helen Brown, Dave Mackie, Ralph Small, Darren Sterry and one vacancy.

**18. EWLOE COMMUNITY CENTRE TASK AND FINISH GROUP TERMS OF REFERENCE:**

The Working Group has already been established as the Chairman of the Council plus all seven Ewloe members, as and when available. The Working Group currently has no delegated authority and reports to full council with verbal or written updates.

As the Working Group moves into the detail of the project the Terms of Reference for the group need to be highly confidential as all options for the delivery of the facility will be reviewed and discussed and therefore not all avenues fully supported.

Council is asked to agree that the Terms of Reference for this group are extended to include confidentiality until proper options are presented to council for approval.

**19. REPRESENTATION ON OUTSIDE BODIES:**

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

**20. DATA BREACH NOTIFICATION POLICY:**

To approve the council's Data Breach Notification Policy and Risk Assessment, copies attached, and consider training requirements for all members and members of staff.

**21. APPOINTMENT OF INTERNAL AUDITOR:**

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2023/24.

**22. CLERK AND FINANCIAL OFFICER'S REPORT:**

- (i) To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the month of May;
- (ii) To determine the future arrangements for Bonni's pizza van. The three-month trial period has ended and members are asked to consider future arrangements; and
- (iii) Gladstone Playing Fields – to consider a request for improvements to the Gladstone Playing Fields (request emailed separately to members); and
- (iv) To consider attendance at a LGBT+ event to be held at Hawarden High School on 27<sup>th</sup> June 2023 to promote the Community Council.

**23. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2023/24:**

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

12 June 2023  
10 July 2023  
11 September 2023  
09 October 2023  
13 November 2023  
11 December 2023

08 January 2024  
12 February 2024  
11 March 2024  
08 April 2024  
13 May 2024

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.

**24. ACCOUNTS FOR PAYMENT:**

To approve the attached list of accounts for payments for May 2023.

**25. BANK RECONCILIATION:**

To receive and note the bank reconciliation for the period ending 31<sup>st</sup> April, copy to follow.

**26. 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 May (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.asp>  
X

- (iii) To note any planning appeals

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

**IMPORTANT NOTICE:**

FOLLOWING THE ANNUAL MEETING THERE WILL BE PRESENTATIONS BY THE CHAIRMAN TO THE COMMUNITY VOLUNTEERS AND BURSARY STUDENTS INCLUDING A LIGHT BUFFET.