

CYNGOR CYMUNED PENARLÂG
HAWARDEN COMMUNITY COUNCIL



SGJ/H.16.05.22

11th May 2022

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 remotely (*The Local Government and Elections (Wales) Act 2021*) on **MONDAY 16TH MAY 2022** at **6.30PM**.

The agenda and papers are attached.

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

SWYDDFEYDD Y CYNGOR

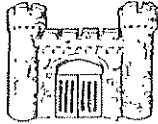
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COUNCIL OFFICES

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HAWARDEN COMMUNITY COUNCIL

HYBRID ANNUAL MEETING

16TH MAY 2022

A G E N D A

1. **APPOINTMENT OF CHAIRMAN 2022/2023:**
 - a) To appoint the Chairman of the Council for the Municipal Year 2022/23.
 - b) To receive the Declaration of Acceptance of Office from the Chair and to receive any remarks.

2. **APPOINTMENT OF VICE-CHAIRMAN 2022/2023:**
 - a) To appoint the Vice-Chair of the Council for the Municipal Year 2022/23.
 - b) To 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. **DECLARATIONS OF ACCEPTANCE OF OFFICE:**

To receive a verbal update from the Clerk and Financial Officer.

6. COUNCILLOR VACANCIES AND CO-OPTION PROCESS:

Following the recent Local Government elections, there remains a vacancy in the Aston ward and two vacancies in the Mancot ward. The Council is asked to consider filling the vacancies by Co-option and notice of Co-option will be advertised accordingly if the council agrees.

Notice of the vacancies must be advertised for a period of time to be agreed by council and nominations will be requested by the 10th June 2022.

7. RETIRING CHAIR'S REMARKS:

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

8. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the meeting of the Council held on 11th April 2022.

9. MATTERS ARISING FROM MINUTES:

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, as amended, copy attached.

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/Hawarden-CC/UserFiles/Files/FINAL%20Financial%20Regulations%20HCC%20May%202021.pdf>

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. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the municipal year 2021/22 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".

15. APPOINTMENT OF CHAIRS OF COMMITTEES:

To appoint the Chairman of each committee above for the Municipal Year 2022/23.

16. FINANCE WORKING GROUP:

To consider the establishment of a finance working group or sub-committee to review the Medium Term Financial Plan for the next three years and to consider the detailed proposed budget on an annual basis.

17. PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS:

The attached determinations 44 to 51 are permissive powers. Decisions taken 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. Members are asked to re-confirm their approval for determination numbers 45, 46, 47, 49 and 50. Determination number 44 is mandatory and determination number 52 does not apply to Hawarden.

18. REPRESENTATION ON OUTSIDE BODIES:

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

19. APPOINTMENT OF INTERNAL AUDITOR:

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2022/23.

20. COUNCIL INSURANCE – 1 JUNE 2022 TO 31 MAY 2023:

The Council's three-year deal with Came and Co insurance comes to an end this year. The Clerk and Financial Officer has invited quotes from three insurers who deal with Local Council Insurance. Quotations to be shared at the meeting.

21. 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 May and any other relevant matters.

22. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2022/23:

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

13 June 2022	9 January 2023
11 July 2022	13 February 2023
12 September 2022	13 March 2023
10 October 2022	10 April 2023
14 November 2022	8 May 2023
12 December 2022	

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.*

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.

23. ACCOUNTS FOR PAYMENT:

To approve the attached list of accounts for payments for May 2022.

24. BANK RECONCILIATION:

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

25. **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.

26. **H.M. THE QUEEN'S JUBILEE CELEBRATIONS:**

- (i) To consider the attached report.
- (ii) To consider granting permission for the use of the Gladstone Playing Fields for a "community" picnic in celebration of The Queen's Jubilee; and
- (iii) To consider granting permission for the use of the Mancot Playing Fields for a "community" picnic in celebration of The Queen's Jubilee.

IMPORTANT NOTICE:

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