



*St Asaph City Council  
Cyngor Dinas Llanelwly*

Minutes of the Annual General Meeting of St Asaph City Council held on 8th May 2019 at 6.30pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

**Present:**

Cllrs: Bill Cowie, M Gedd, C Hardie (Mayor), G D Hodgkinson (BEM), P.G Morton, J.O Roberts (Deputy Mayor), P Scott, D A Thomas and R Williams.

Cllr Andrew Thomas addressed the meeting to express his thanks to all councilors for their kind messages and for attending the funeral of Sue.

**1. Apologies for Absence**

- Cllrs J Ellison, B J Rust and E Winter sent their apologies.

**2. Declaration of Interest**

- There were no declarations of Interest.

**3. Minutes**

To receive and approve, as a correct record, the Minutes of the Annual Meeting held on Wednesday 9th May 2018.

**Resolved to accept the Minutes as accurate.**

**4. Public Participation.**

- There were three members of the Public present.

**5. Address by the Outgoing Mayor**

Cllr Colin Hardie addressed the meeting:

He stated it had been a huge honour and privilege to represent the City over the last three years. It has been quite unique as he has worked with four clerks and two Deputy Mayors. Together with Gwenda, his wife, he has attended over 300 functions and attended every Full Council meeting and all Committee meetings. Also as Council representative he has attended at least 15 meetings with NRW re the Flood Defence work. During his tenure, St Asaph celebrated its fifth anniversary of achieving City Status and had a week of events. The Mayor's Charity have raised over £3000 to each of his charities, Tenovus and St

Kentigern's. Before handing over he wished to express his thanks to all the Councillors for electing him and having confidence in him. He really appreciated having the Council's support in everything he has done as Mayor.

Cllr Hardie presented flowers as a gesture of thanks to Cllr Williams for her tenure as Deputy Mayor, Mrs Christine Roberts as Deputy Mayoress, Mrs Sue Scott as the new Mayoress, the Clerk and to his wife the outgoing Mayoress, Mrs Gwenda Hardie. Cllr Hardie thanked Gwenda for all her support and hard work she has put in over the last three years, including acting as Clerk while the position was vacant.

Cllr Hardie then handed over to Cllr Peter Scott who was elected last month.

## 6. Appointment of Mayor for 2019-20

Cllr Peter Scott was elected for the position of City Mayor 2019-20 at the Full Council meeting 10<sup>th</sup> April 2019.

**Resolved that Peter Scott be appointed Mayor of the City of St Asaph for 2019-20.**

**Cllr Peter Scott completed the Declaration of Acceptance of Office.**

## 7. Address by the Mayor

Cllr Scott expressed his thanks to Cllr Colin Hardie on all the work he has done over the last three years. He stated that the teams are in place and that we have a good team.

Cllr Scott then made presentations to Cllr Colin Hardie and Mrs Gwenda Hardie.

## 8. Appointment of the Deputy Mayor for 2019-20

Cllr John Roberts was elected for the position of Deputy Mayor 2019-20 at the Full Council Meeting 10<sup>th</sup> April 2019. Cllr Scott thanked Cllr Roberts for taking on this office.

**Resolved that Cllr John Roberts be appointed Deputy Mayor of the City of St Asaph 2019-20**

**Cllr Roberts completed the Declaration of Acceptance of Office.**

Cllr Roberts thanked Cllr Scott and said he was honoured to accept the position for the coming year. He referred to the last time he and Cllr Scott were in this position and the roles were reversed.

## 9. Mayor's & Councillors' Allowances

It was unanimously agreed that the Mayor's Allowance remain as last year.

**Resolved that the allowance of £1,500 be made available to Cllr Scott in two instalments.**

**Resolved that additional expenses should be paid to cover Civic events as necessary.**

**Resolved that Cllr's allowance of £150 would be made available to Cllr Roberts and that the Council would pay all expenses relating to his office and attendance at Civic events.**

**The Councillors' Allowance was agreed at £150 (statutory amount) unless refused individually by councilors.**

**Resolved that the allowance of £150 be made available to each councillor.**

All councillors were reminded of the need to complete payroll forms and return these to the Clerk, unless they were refusing their allowance. If they were refusing the allowance, they should write to the Clerk individually.

## 10. Committees

### a) Confirm Structure

**Resolved to approve the Committee structure.**

### b) Agree Terms of Reference Framework

The Terms of Reference for the Committees were circulated before the meeting and consisted of the following:

- Policy, Resources and Finance
- Events
- Environments & Assets
- HR
- Website working Party

**Resolved to approve the Terms of Reference for the Committees.**

### c) Agree Members

The membership of the Committees were reviewed.

**Resolved to approve the membership of the Committees as for last year with the following amendments:**

- **Cllr Peter Scott takes over the Mayor's position on all committees;**
- **The new Website Working Party to consist of Cllrs Scott, Ellison, Hodgkinson and Thomas.**
- **Cllr Bill Cowie to join the Policy Resources & Finance, Events and Environment & Assets committees.**
- **Cllr Hardie to be a member of the Policy, Resources & Finance committee.**

### d) Agree Chair.

It was agreed by the majority the Chair would be agreed at the time of setting the meeting.

**Resolved that the chair would be reviewed and agreed as the meeting was established**

## 11. Schedule of Meetings

**Resolved to approve the schedule of meetings.**

## 12. Standing Orders, Financial Regulations Code of Conduct & Delegations

Revised documents were circulated prior to the meeting.

**Resolved to adopt and approve the documents.**

### 13.Data Protection Act Policies

**Resolved to approve and adopt the following policies and documents:**

- **Data Protection Policy.**
- **Internet E-mail and Social Media policy.**
- **CCTV Code of Practice**
- **Privacy Notice for Staff, Councillors and Role Holders**
- **General Privacy Notice**
- **Data Sharing Agreement**
- **Website Privacy Notice**
- **Application of GDPR to photographs**
- **Document Retention and Disposal Policy**

### 14.Outside Bodies

Council's representatives on Outside Bodies were reviewed.

**Resolved to Approve the Council's Representatives on Outside Bodies as for last year.**

### 15.Signatories to Bank Accounts

**Resolved to approve the signatories to the Bank Account.**

**Standing orders were suspended whilst Members went outside for photographs.**

**The meeting concluded at 7.00 pm**

Signed .....

**Chairman St Asaph City Council 13<sup>th</sup> May 2020**