St Asaph City Council

Summary of Meeting

Date of meeting;	12th May 2021
Meeting:	Annual Meeting of St Asaph City Council
Members Present:	Cllr Peter Scott (Mayor) Cllr John Roberts (Deputy Mayor) Cllr Joanne Ellison Cllr Michael Gedd Cllr Linda Griffiths Cllr Colin Hardie Cllr Barbara Rust Cllr D Andrew Thomas Cllr Barry Townsend
Apologies for Absence:	Cllr Rosalind Williams (illness) Cllr Leanne Groves (work commitment) Cllr Morton was unable to attend due to technical issues.
Declarations of Interest	None – Cllrs Scott and Roberts were placed in the waiting room for items 1 & 2 respectively.

Resolutions (Decisions) Made

Agenda Item	Subject	Resolution:
1. a)	Appointment of Mayor 2021-2022	That Cllr Peter Scott be appointed as Mayor of the City of St Asaph for 2021-2022. Declaration of office was signed by Cllr Scott in the presence of the meeting.
2.	Appointment of Deputy Mayor 2021-22	That Cllr John Roberts be appointed as Deputy Mayor of the City of St Asaph for 2021-2022. Declaration of office was signed by Cllr Roberts in the presence of the meeting.

Agenda Item	Subject	Resolution:
6.	Minutes	To receive and approve as a correct record the Minutes of the Annual Meeting held on 9th December 2020.
7.	Mayor's & Councillors' Allowances	• To approve payment of the Mayor's Allowance of £1500 per annum be made available to Cllr Scott in two instalments. • To pay any additional expenses to cover Civic events and matters as necessary. • That no other allowances for special responsibility be paid for 2021-2022. It was noted that the Councillors' allowances for 2021-2022 will be administered and paid in accordance with the Councillors' Allowances policy and the Governance & Accountability for Local Councils in Wales Practitioners Guide 2019.
8.	Committees a) b)	The Council approved terms of reference for the following Committees: • Policy Resources and Finance • Events • Environment & Assets • Website Working Party • HR • Flood & Community Emergency Working Party Membership was approved as per the schedule. (This is posted on the website)
9.	Meetings	The Council approved the schedule of meetings. (This is posted on the website)
10.	Standing Orders, Financial Regulations, Code of Conduct & Delegations	The Council approved and adopted the following policies & procedures: • Standing Orders; • Financial Regulations; • Code of Conduct; • Delegation Scheme.
11.	Policies & Procedures	The Council approved and adopted the following policies & procedures: a) Remote Meeting Policy; b) CCTV Policy; c) Inventory of data held by Council; d) Retention & Disposal Policy;

Agenda Item	Subject	Resolution:
11.	Policies & Procedures	e) Internet, e-mail and Social Media Policy; f) Grievance Procedures; g) Sickness Absence Policy & Procedure; h) Anti-harassment & Bullying Policy (Dignity at Work); i) Disciplinary Procedure; j) Whistleblowing Policy; k) Capability Policy; l) Press Media & Communications Policy.
12.	Outside Bodies	The Council approved the Council's Representatives on Outside Bodies, as per the schedule (posted on the website)
13.	Bank Accounts	The Council approved the signatories to the Bank accounts as per the schedule circulated to all councillors.