Cyngor Dinas Llanelwy St Asaph City Council

Summary of Meeting

Date of meeting;	8th May 2024
Meeting:	Annual Meeting of St Asaph City Council
Members Present:	Cllr Colin Hardie (Mayor) Cllr Peter Scott (Deputy Mayor) Cllr Michael Gedd Cllr Leanne Groves Cllr Graham Jones Cllr Peter Morton Cllr Linda Nelson Cllr Gareth Roberts Cllr John Roberts Cllr R Williams
Apologies for Absence:	Cllr Ellison
Declarations of Interest	None

Resolutions (Decisions) Made

Agenda Item	Subject	Resolution:
1.	Appointment of Mayor 2024-2025	That Cllr Colin Hardie be appointed as Mayor of the City of St Asaph for 2024-2025. Declaration of office was signed by Cllr Hardie.
2.	Appointment of Deputy Mayor 2024-2025	That Cllr Peter Scott be appointed as Deputy Mayor of the City of St Asaph for 2024-2025 Declaration of office was signed by Cllr Scott.
6.	Minutes	To receive and approve as a correct record the Minutes of the Annual Meeting held on 10th May 2023.
7.	Mayor's & Councillors' Allowances	• To approve payment of the Mayor's Allowance of £1500 per annum be made available to Cllr Hardie in two instalments. • To pay any additional expenses to cover Civic events and matters as necessary. • To approve payment of the Deputy Mayor's allowance of £500 per annum to Cllr Scott.

Agenda Item	Subject	Resolution:
		• To approve three Senior Responsibility Allowances of £500 to be paid as follows: i. To Cllr Gedd as Chairman of the Environment & Assets Committee, Chairman of the Policy Resources & Finance Committee, and Tree Officer. ii. To Cllr Hardie as Chairman of the Events Committee and Health & Safety Officer. iii. To Cllr Scott as Finance & Internal Control Officer. It was noted that the Councillors' allowances for 2024-2025 will be administered and paid in accordance with the Councillors' Allowances policy.
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 • City Plan Working Party • Christmas Lighting Working Party • Mill Race Meadow Working Group Membership was approved as per the schedule.
9.	Meetings	The Council approved the schedule of meetings.
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) Internet, e-mail and Social Media Policy; e) Procurement Policy; f) Grant Awarding Policy and Application; g) Privacy Impact Procedures; h) Memorial Tree and Bench Policy; i) Capability Policy.

Agenda Item	Subject	Resolution:
12.	Outside Bodies	• The role of Finance & Internal Control Officer was added to the schedule. • Cllr Scott's appointment as Finance & Internal Control Officer was confirmed. • Schedule approved. To be reviewed once new members are co-opted.
13.	Bank Accounts	The Council approved the signatories to the Bank accounts as per the schedule circulated to all councillors