Cyngor Dinas Llanelwy
St Asaph City Council

To: Members of St Asaph City Council,
Cllrs: D Cassidy, J Ellison, M Gedd, J Grove, L Groves, C Hardie (City Mayor), M Hogg, K Jones, P G Morton, L Nelson, G W Roberts, J O Roberts, P Scott (Deputy Mayor) and R Williams.

Dear Councillor
You are summoned to the **Annual Meeting of St Asaph City Council** for the transaction of business shown on the agenda below. To be held at the Council Meeting Room, Roe Plas Meadow and with remote attendance via Zoom. The meeting will be held at 6.30 pm on Wednesday 14th May 2025.

Jill Ellison, City Clerk
30th April 2025

AGENDA

1. **Appointment of Mayor for 2025-2026**
   a) Declaration of Acceptance of Office.
2. **Appointment of Deputy Mayor for 2025-2026**
   a) Declaration of Acceptance of Office.
3. **Apologies for Absence**
   To receive apologies for absence.
4. **Declarations of Interest**
   To declare any personal or personal and prejudicial interest in any item on the agenda.
5. **Public Participation**
6. **Minutes**
   To receive and approve as a correct record the Minutes of the Annual meeting held on 8th May 2024.
7. **Mayor's and Councillors Allowances**
   To consider arrangements for payment of:

a) **Mayor's Allowance and Expenses;**

b) **Allowances for Special Responsibility.**

Councillors Allowances will be paid in accordance with the Councillors Allowances Policy.

8. Committees

a) **To agree Terms of Reference Framework**

i. Policy, Resources and Finance

ii. Events

iii. Environment & Assets

iv. HR

v. Website Working Group

vi. Flood & Community Emergency Working Group

vii. City Plan Working Group

viii. Christmas Lighting Working Group

ix. Mill Race Meadow Working Group

b) **To appoint Members to the committees**

9. Schedule of Meetings

To agree the schedule of Council meetings 2025-2026

10. Standing Orders, Financial Regulations, Code of Conduct & Delegations

To approve and adopt these policies and procedures

11. Polices and Procedures

To approve and adopt the following policies:

a) Remote Meeting Policy;

b) CCTV Policy;

c) Inventory of data held by Council;

d) Internet, e-mail and Social Media Policy;

e) Freedom of Information Policy;

f) Document Retention Policy;

g) Data Protection Policy;

h) Health & Safety Policy;

i) Environment Policy;

j) Flag Flying Protocol;

k) Welsh Language Policy;

l) Complaints Policy;

m) Assets Maintenance Policy;

n) Civic regalia and Robes Policy;

o) Defibrillator Policy.

12. Outside Bodies

To Agree the Council's representatives on Outside Bodies

13. Bank Accounts

To approve the Signatories to the Council's bank accounts.

14. General Power of Competence

To consider a resolution to declare the general power of competence.

Any members of the Public who wish to attend, you are very welcome to join us at the Council Meeting Room, Roe Plas. If you would prefer to attend remotely, please contact the clerk by e-mail for details of the meeting. If you have any questions you would like addressed, please forward these to the Clerk by 4pm on the day before the meeting.

Email:clerk@stasaphcitycouncil.gov.uk