Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Annual Meeting of St Asaph City Council held 8th May 2024 at 6.30 pm, at the Council Meeting Room, Roe Plas and with remote attendance via Zoom

Present: Cllrs: M Gedd, L Groves, C Hardie (Mayor), M J Hogg, P G Morton, L Nelson, G W Roberts, J.O Roberts, P Scott (Deputy Mayor), and R Williams.

2024/A01 Appointment of Mayor for 2024-2025

Resolved that Cllr Colin Hardie is appointed as Mayor of the City of St Asaph for 2024-2025.

a) Cllr Hardie signed the Declaration of Acceptance of Office as Mayor.

Cllr Hardie thanked the Council for the privilege of being Mayor for the last year and spoke of his pride in St Asaph. The most notable event in the last year had been granting the Freedom of the City to the Royal Welsh. The day was enjoyed by the Councillors and the community. The Mayor spoke of his pride in St Asaph, with its successful sports clubs, notably the Football Club, Cricket Club and Bowling Club. He highlighted the wonderful volunteers in the community, in particular the litter-pickers, the Afon Elwy Environment Group, those who painted benches and the gentleman who restored the pheasant. Cllr Hardie thanked Cllr Scott for all his support, especially during such a difficult year personally. He thanked the Clerk for her hard work.

2024/A02 Appointment of Deputy Mayor for 2024-2025

Resolved that Cllr Peter Scott is appointed as Deputy Mayor for 2024 - 2025.

a) Cllr Scott signed the Declaration of Acceptance of Office as Deputy Mayor.

Cllr Scott thanked the Mayor. He is very happy to continue as Deputy Mayor. He thanked the Councillors and the Clerk for their condolences and support during a very sad year.

2024/A03 Apologies for Absence

- Apologies were received from Cllr Ellison.

2024/A04 Declaration of Interest

- None.

2024/A05 Public Participation

None

2024/A06 Minutes

Resolved to accept the Minutes of the Annual Meeting 10th May 2023 as an accurate record.

2024/A07 Mayor's & Councillors' Allowances

a) **Resolved that the Mayor's Allowance of £1500 per annum be made available to Cllr Hardie in two instalments.**
Resolved that additional expenses should be paid to cover Civic events as necessary.

b) **Resolved that a Deputy Mayor's Allowance of £500 per annum be made available to Cllr Scott.**

c) **Resolved that an allowance of £500 for special responsibility be paid for 2024 -2025 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 and Internal Control Officer.**

It was noted that Councillors' basic and consumables allowances would be paid in accordance with the City Council's policy on Councillor Allowances. The amounts are set by the Independent Remuneration Panel for Wales and remains the same for 2024-2025.

2024/A08 Committees

a) Agree Terms of Reference Framework

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

i. Policy, Resources and Finance
ii. Events
iii. Environments & Assets
iv. HR
v. Website working Party
vi. Flood & Community Emergency Working Party
vii. City Plan Working Group
viii. Christmas Lighting Working Party
ix. Mill Race Meadow Working Group

Resolved to approve the Terms of Reference for the Committees.

b) Appoint Members

The membership of the Committees were reviewed.
Resolved to approve the members of the Council's Committees as per the schedule circulated prior to the meeting.

2024/A09 Schedule of Meetings

Resolved to approve the schedule of meetings.

2024/A10 Standing Orders, Financial regulations, Code of Conduct & Delegations

Documents were circulated prior to the meeting.
Resolved to adopt and approve the Standing Orders, Financial Regulations, Code of Conduct and Delegation Scheme.

2024/A11 Policies and Procedures

Documents were circulated to all councillors prior to the meeting.
Resolved to approve and adopt the following policies and documents:

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.

2024/A12 Outside Bodies

It was noted that the schedule did not include the Finance & Internal Control Officer. This role has been in place since 2019-2020.
Resolved to add the Finance & Internal Control Officer to the schedule.
Resolved to confirm the appointment of Cllr Scott as Finance & Internal Control Officer.
Resolved to approve the schedule for 2024-2025.
The schedule could be re-visited, with Committee membership, once new members have been co-opted.

2024/A13 Signatories to Bank Accounts

Resolved to approve the signatories to the Council's Bank Accounts as per the schedule circulated to all Councillors prior to the meeting.

2024/A14 General Power of Competence

It was noted that the Council was not eligible to declare it has the General Power of Competence as it no longer meets two of the criteria in accordance with the Local Government and Elections (Wales) Act 2021, section 30:

Section	Criteria	Achieved
Ss2	At least two thirds of the total number of Councillors are elected (qualifying threshold is 10 elected councillors).	**No** – 9 elected Councillors

Section	Criteria	Achieved
Ss3	The Clerk holds such qualification as specified by Welsh Ministers by regulations (CILCA).	**Yes** - CILCA
Ss4	The most recent AGW opinion on the Council's accounts:	**No**
a.	Is an unqualified AGW opinion, and	(Yes)
b.	was received by the Council during the 12 months preceding the date of this resolution, and	(No – Audit Wales has not completed its work for 2022-2023)
c.	the AGW opinion on the Council's accounts which immediately preceded the opinion in (a) is also an unqualified AGW opinion.	(Yes)

The meeting concluded at 7.00 pm

Signed .....

Chairman St Asaph City Council 14th May 2025