Cyngor Dinas Llanelwy St Asaph City Council

Summary of Meeting

Date of meeting;	14th May 2025
Meeting:	Annual Meeting of St Asaph City Council
Members Present:	Cllr Daryl Cassidy Cllr Michael Gedd Cllr James Grove Cllr Leanne Groves Cllr Colin Hardie Cllr Martyn Hogg Cllr Katie Jones Cllr Linda Nelson Cllr Gareth Roberts Cllr John Roberts Cllr Peter Scott (Mayor) Cllr Rosalind Williams (Deputy Mayor)
Apologies for Absence:	Cllr Ellison
Declarations of Interest	None

Resolutions (Decisions) Made

Agenda Item	Subject	Resolution:
1.	Appointment of Mayor 2025-2026	That Cllr Peter Scott be appointed as Mayor of the City of St Asaph for 2025-2026. Declaration of office was signed by Cllr Scott.
2.	Appointment of Deputy Mayor 2025-2026	That Cllr Rosalind Williams be appointed as Deputy Mayor of the City of St Asaph for 2025-2026 Declaration of office was signed by Cllr Williams.
6.	Minutes	To receive and approve as a correct record the Minutes of the Annual Meeting held on 8th May 2024.
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.

Agenda Item	Subject	Resolution:
		• To approve payment of the Deputy Mayor's allowance of £500 per annum to Cllr Williams. • Decision re: Senior Responsibility Allowances deferred until committee chairmanship is known. • It was noted that the Councillors' allowances for 2025-2026 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 with the following additions: • Cllr Hardie was appointed to the Policy, resources and Finance Committee; • Cllr Nelson was appointed to the Events Committee; • Cllr Hogg was appointed to the Environment & assets Committee; • Cllr Grove was appointed to the City Plan Working Group.
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) Freedom of Information Policy; f) Document retention Policy;

Agenda Item	Subject	Resolution:
		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	• Schedule approved.
13.	Bank Accounts	The Council approved the signatories to the Bank accounts as per the schedule circulated to all councillors