Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Annual Meeting of St Asaph City Council held 14th May 2025 at 6.30 pm, at the Council Meeting Room, Roe Plas and with remote attendance via Zoom

Present: Cllrs: D Cassidy, M Gedd, J J Grove, L Groves, C Hardie, M J Hogg, K Jones, L Nelson, G W Roberts, J.O Roberts, P Scott (Mayor), and R S Williams (Deputy Mayor).

2025/A01 Appointment of Mayor for 2025-2026

Unanimously resolved that Cllr Peter Scott is appointed as Mayor of the City of St Asaph for 2025-2026.

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

Cllr Hardie thanked the Council for the privilege of being Mayor for the last three years and spoke of his pride in St Asaph. The most notable events during his term of office included the Platinum Jubilee, Operation London Bridge, the Proclamation for King Charles III and granting the Freedom of the City to the Royal Welsh. He had travelled to charity events from Caernarfon to Chester and it gave him great pleasure to represent the city. He thanked all the councillors for their support and especially Cllr Scott who had been a constant support.

Presentations were made to Mrs Gwenda Hardie, consort to Cllr Hardie, Cllr Scott's consort and the Clerk. Cllr hardie gave particular thanks to Mrs Hardie for her constant support.

Cllr Scott took the chair.

Cllr Scott thanked Cllr Hardie for the introduction. They had enjoyed attending many events together over the last two years. He thanked the councillors for electing him for one more year.

2025/A02 Appointment of Deputy Mayor for 2025-2026

Unanimously resolved that Cllr Rosalind Williams is appointed as Deputy Mayor for 2025 - 2026.

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

Cllr Williams thanked the councillors for their faith in her. She will do her very best to support the Mayor and Clerk and will do her utmost to do credit to the wonderful city of St Asaph.

2025/A03 Apologies for Absence

- Apologies were received from Cllr Ellison.

2025/A04 Declaration of Interest

- None.

2025/A05 Public Participation

Three members of the public were present.
Two members of the public left the meeting.

2025/A06 Minutes

Resolved to accept the Minutes of the Annual Meeting 8th May 2024 as an accurate record.

2025/A07 Mayor's & Councillors' Allowances

a) **Resolved that the Mayor's Allowance of £1500 per annum be made available to Cllr Scott 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 Williams.**

c) **Deferred decisions regarding the special responsibility allowances until the chairmanship of the committees is known.**

d) 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 2025-2026.

2025/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. The Mayor and Deputy Mayor will serve ex-officio on all committees and working groups, except for the Mill Race Meadow Working Group.

Resolved to appoint Cllr Hardie to the Policy, Resources and Finance Committee.
Resolved to appoint Cllr Nelson to the Events Committee.
Resolved to appoint Cllr Hogg to the Environment & Assets Committee.
Resolved to appoint Cllr Grove to the City Plan Working Group.
The remaining members of the Council's Committees to remain as per the schedule circulated prior to the meeting.

2025/A09 Schedule of Meetings

Resolved to approve the schedule of meetings.

2025/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.

2025/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) 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.

2025/A12 Outside Bodies

Resolved to approve the schedule for 2025-2026.

2025/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.

2025/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
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:	**Yes**
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	(Yes)
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 .....

Cllr Rosalind Williams Chairman St Asaph City Council 13th May 2026