**GWERNAFFIELD AND PANTYWMYN COMMUNITY COUNCIL**

**Annual General Meeting**

**Minutes 1 May 2024 / 1 Mai 2024**

1. **Signing of declarations of office (All Councillors)**

All councillors in attendance signed and returned their declaration of office as witnessed by the clerk.

1. **To record attendance (For the purposes of the AGM and General Meeting)**

**Councillors:** Ruth Appleton, Dave Bolton, Richard Davies, Peter Eaton, John Griffiths, Arthur Orme,   
George Tattum.

1. **(B) To record apologies**

Cllr. Rob Challinor.

**Not in attendance:** Cllr. Ian Newman **In attendance**: Mrs Kay Roberts – Clerk to the Council.

1. **Declaration of interests**

None for the AGM.

Item 11a - The clerk left the General Meeting during feedback from her appraisal by the Chair,   
Cllr. Appleton.

**General Declaration of Interests were updated 2024/2025:**

Councillor John Griffiths is proprietor of JGG Groundworks.

Councillor Dave Bolton is a Trustee of Pantymwyn Village Hall.

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The outgoing Chair, Councillor Ruth Appleton was thanked for her work as Chairperson over the last year and she in turn thanked members.

1. **(A) Election of Chairperson for 2024/2025 The Chair to sign their declaration of office.**

Councillor Ruth Appleton was proposed by Councillor Arthur Orme and seconded by Councillor David Bolton. There were no other nominations.

Councillor Ruth Appleton accepted and signed her declaration of office as witnessed by the clerk.

**RESOLVED: Councillor Ruth Appleton was elected Chairperson for the period 2024 / 2025.**

**(B) Election of Vice Chair for 2024 / 2025 The Vice Chair to sign their declaration of office.**

Councillor George Tattum was proposed by Councillor Dave Bolton and seconded by Councillor Richard Davies. There were no other nominations.

Councillor George Tattum accepted and signed his declaration of office as witnessed by the clerk.

**RESOLVED: Councillor George Tattum was elected Vice Chair for the period 2024 / 2025.**

1. **To approve the minutes of the last Annual General Meeting on 3 May 2022.**

The Clerk informed members, that the Minutes of the 2023 Annual Meeting were formally proposed, seconded, and agreed at the June 2023 meeting. Members in attendance reaffirmed the decision.

1. **To consider the co-option of vacant councillor seats.**

The clerk reported there were 3 vacant seats on the community council 1 for the Pantymwyn ward and 2 for the Gwernaffield ward. The clerk would check with Flintshire County Councils Election Office to continue to co-op future members.

1. **To receive the record of Councillor Attendance 2023 /2024.**

The clerk had circulated the record of councillor attendance prior to the meeting. This was proposed by Cllr. Bolton and seconded by Cllr. Tattum and accepted as an accurate record by those members present.

1. **To approve the Chair’s allowance and confirm other allowances.**

The Chair’s allowance of £350 had been set at the Budget Meeting in January 2024 and the clerk would administrate this allowance as per an updated May schedule of payments. No changes to other allowances at this time.

All members were reminded prior to the meeting of the annual councillor allowance of £156 to affray the cost of office, as would be listed per the May schedule of payments. Members submitted their form to claim or forego the allowance and as such the schedule of payments would reflect this.

Members decided if during the course of the year a councillor who resigned due to health reasons for themselves/family or due to bereavement the allowance would not, in such circumstances reclaim this.

**10. To receive nominations to serve on committees and outside bodies.**

The current membership of committees and outside bodies were reviewed and updated and would be circulated to all members post the meeting.

**11. To review and adopt Code of Conduct, Standing Orders and Financial Regulations.**

The documents were reviewed and an update made to help simplify and reflect orders under section Work, Goods and Services – Page 15, that the clerk would strive to obtain 3 quotations where the value is over £1,000.

**12. To consider the format and venue for future meetings.**

The clerk reported Mold Golf Club as of April 2024 increased there prices for using the venue to £40 including VAT for the community council. This the clerk was advised a discounted rate. All agreed to pay the increase as reflected on the latest invoice and for 2024/2025. Members are happy with the venue, which is accessible/ ramp, parking, warm / set out in readiness to start the meeting and can accommodate members of the public with ease.

The Annual General Meeting closed at 7.34pm with the General Meeting to follow after a comfort break.