

Cefn Community Council

COUNCIL OFFICE: GEORGE EDWARDS HALL
WELL STREET CEFN MAWR WREXHAM, LL14 3AE

Mrs T NICHOLLS-SMITH
Clerk to the Council

Telephone
01978 821298 (*Council Office*)

*All Communications to
Be addressed to the Clerk*

19th May 2021,

Dear Councillor,

You are summoned to a remote meeting of the Annual Meeting of the Council, to be held on **Tuesday 25th May, 2021**, commencing at **6.45p.m** (AGM minutes 2020 attached)

Under Welsh Government legislation Community Councils are authorized to conduct meetings on the basis of remote attendance. **The link to join the Zoom meeting will be sent separately.**

Please note voting for all matters will be conducted by a show of hands

Yours sincerely,

Trina Nicholls-Smith

T Nicholls-Smith(Mrs)
Clerk

AGENDAS

AGM

1. Election of Chairperson
2. Apologies, Welcome and Introduction
3. Declaration of office of Chairman
4. Election of Vice Chairperson
5. Election of Chairperson & Vice Chairperson of Finance & GP Meeting (Currently PB, SBJ)
6. Election of Chairperson & Vice Chairperson of Burial Meeting (Currently PR, GW)
7. Election of Chairperson & Vice Chairperson of Lighting Meeting (Currently AE, BC)
8. Election of Statutory Meetings (Finance, Burial, Lighting)
9. Election of Staffing Committee – (currently PV, DW, PB, SBJ, PR, JP)

10. Election of Christmas Sub-Committee (currently PV, BT, IT , JJ, SBJ, KT, BC)
11. Election of War Memorial Committee (All members)
12. Day & Times of Meetings
13. To Receive Attendance & Declaration List for year ended April 2021
14. Correspondence relating to AGM
15. Appointment of the internal auditor (Currently JDH)
16. To confirm Banking Mandate for payments – current signatories are Councillors PV, DW, & PB
17. To Consider any Amendments to Standing Orders (re-adopt) (Please refer to the folder sent to all in February 2021)
18. To Consider Any Amendments to Financial Regulations (re-adopt) (Please refer to the folder sent to all in February 2021)
19. Procedural Matters: To Agree and Re-Adopt the following (Please refer to the folder sent to all in February 2021)
 - (a) Annual Investment Strategy 2021-22
 - (b) Schedule of Assets 2021-22
 - (c) Risk Assessment 2021-22
 - (d) Policy of Reserves 2021-22
 - (e) Terms of reference for standing committees
20. Re - Adopt GDPR Policies
21. To Agree Chairmans Allowance for municipal year 2021/22

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CEFN
COMMUNITY COUNCIL

MINUTES OF THE REMOTE VIRTUAL ANNUAL MEETING HELD ON 15th
DECEMBER, 2020 VIA ZOOM

1.PRESENTCouncillors: Mrs S Benbow-Jones, P Blackwell, B Cook, Mrs J Jones, D Metcalfe, Rev K Tiltman, Mrs I Twigg, B Twigg, P Vaughan, D Wright & Mrs G Wright

2.ELECTION OF CHAIRPERSON

Resolved – Councillor Mrs S Benbow-Jones nominated seconded by Mrs I Twigg to re-elect Councillor P Vaughan. As only one nomination was received it was unanimously resolved that Councillor P Vaughan be re-elected to serve as Chairperson for 2020/21 the Declaration of Acceptance of Office will be signed at the next earliest opportunity.

Councillor P Vaughan thanked Council for re-appointing him as Chair, he thanked the Clerk and assistant for their assistance and guidance. Members wished to pass on their thanks to Councillor P Vaughan for his dedication to the role and his continued efforts.

Councillor Mrs I Twigg proposed due to the extraordinary year and given the time of holding this year's AGM all elected members currently in post, if willing be re-elected until the next AGM in May 2021. This was seconded by Councillor Mrs G Wright; a vote followed all members in favour.

3.APOLOGIES & INTRODUCTION Apologies for absence were received from Councillors: A Ennis, M Hughes, Ms J Parrish, Mrs L Prescott-Ennis & Mrs P Roberts

4.ELECTION OF VICE CHAIRPERSON

Resolved – for Councillor D Wright be re-elected to serve as Vice-Chairperson for 2020/21.

5. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF FINANCE & GP MEETING

Resolved for Councillor P Blackwell to be re-elected to serve as Chairperson for 2020/21

Resolved for Councillor S Benbow-Jones to be re-elected to serve as Vice Chairperson for 2020/21

6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF BURIAL MEETING

Resolved for Councillor Mrs P Roberts to be re-elected to serve as Chairperson for 2020/21

Resolved for Councillor Mrs G Wright to be re-elected to serve as Vice Chairperson for 2020/21

7. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIGHTING MEETING

Resolved for Councillor A Ennis to be re-elected to serve as Chairperson for 2020/21

Resolved for Councillor B Cook to be re-elected to serve as Vice Chairperson for 2020/21

8.ELECTION OF STATUTORY MEETINGS

Resolved - That all members of the Council Constitute the Statutory meetings,
i.e. Finance & General Purposes Meeting
Burial Meeting
Lighting Meeting

9.ELECTION OF STAFFING COMMITTEE

Resolved - Chair, Vice Chair and one member from each Ward be elected to
serve on the Staffing Committee. PV, DW, PB, Mrs PR, Ms JP & Mrs SBJ

10.WAR MEMORIAL MEETING (Registered Charity)

Resolved - All Councillors act as Trustees of the Cefn Mawr War Memorial
meeting

11.DAY & TIMES OF MEETINGS

Resolved to leave as is: Full Council meetings will be held on the 4th Tuesday of the month
starting at 6.45p.m, finance, lighting, and burial every three months on a rolling rota to be held
on the same evening as Full Council meetings. Staffing committee meetings to be held as
required. Meetings to be adjusted subject to bank holidays in May and December.

12. CORRESPONDENCE RELATING TO AGM

There was no correspondence relating to Annual General Meeting.

13. APPOINTMENT OF THE INTERNAL AUDITOR

Following a discussion Members agreed to continue with the appointment of JDH for 2020/21 as
the internal auditors as required by the Welsh Audit Office.

14. TO CONFIRM BANKING MANDATE FOR PAYMENTS – current signatories are Councillors PV, DW, & PB

Members resolved for the signatories to remain as PV, DW, PB.

15. TO AGREE CHAIRMANS ALLOWANCE

Members resolved for the Chairmans allowance to remain at £1000.00 for the 2020/21 municipal
year. The Clerk for the benefit of members confirmed who the Chairman had awarded financial
assistance to during the last financial year.

The Chairman declared the Annual Meeting closed.

CEFN COMMUNITY COUNCIL
MEMBERS ATTENDANCE AND DECLARATIONS OF INTEREST FOR THE YEAR ENDED 31 MARCH 2021

COUNCILLOR	19 May 2020	23 June 2020	28 July 2020	August Recess meeting	22 September 2020	27 October 2020	24 November 2020	15 December 2020	26 January 2021	23 February 2021	23 March 2021	27 April 2021	4 May 2021	TOTALS	
														Actual	Possible
Mrs S Benbow-Jones	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
P Blackwell	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
B C Cook	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	A	10	11
Mrs L Prescott-Ennis	A		✓	H			A	A				P		1	11
A Ennis	A		✓	H			A	A		✓		P		2	11
M Hughes	A	A	A	H		A	A	A	A			P		0	11
Mrs J Jones	A	A	A	H	A	✓	✓	✓	✓	✓	✓	P	✓	7	11
D Metcalfe	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
Mis J Parrish	A	A	A	H	A	A	A	A	A	A	A	P	A	0	11
Mrs P Roberts	A	A	A	H	✓	A	A	A	✓	✓	✓	P	✓	5	11
Rev K Tiltman	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	A	10	11
Mrs I Twigg	✓	A	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
B Twigg	✓	A	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
PM Vaughan - Chair	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
D Wright - Vice	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11
Mrs G Wright	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	P	✓	11	11

CEFN COMMUNITY COUNCIL
REGISTER OF Members' Declarations of Interest made during the Municipal Year 2020/2021

MEETING DATE	COUNCILLOR'S NAME	Agenda Item and topic	Minute Reference	Nature of Personal interest	Personal Not Prejudicial	Prejudicial and left the meeting	Prejudicial took no part in discussion	Prejudicial but have a dispensation
22/10/2020	Mrs S Benbow-Jones	Item 16 - Planning	171	Board of directors	✓		✓	
7/10/2020	P Vaughan	item 5 – Staffing	Staffing 3	Friend of employee	✓	✓		
27/10/2020	D Metcalfe	Item 16 – Planning	186	Owner of property	✓		✓	
15/12/2020	Mrs S Benbow-Jones	Item 9 – Grant Awards	10	School Governor			✓	
15/12/2020	Rev K Tiltman	Item 9 – Grant Awards	10	School Governor	✓			
15/12/2020	Mrs J Jones	Item 9 – Grant Awards	10	Committee Member – Clwyd Family History	✓			
15/12/2020	B Twigg	Item 9 – Grant Awards	10	Committee Member – Hampden Bowling Club	✓			
15/12/2020	Mrs I Twigg	Item 9 – Grant Awards	10	Committee Member – Hampden Bowling Club	✓			
15/12/2020	Mrs G Wright	Item 9 – Grant Awards	10	School Governor & Volunteer	✓			
15/12/2020	P Blackwell	Item 9 – Grant Awards	10	School Governor	✓			
15/12/2020	P Vaughan	Item 9 – Grant Awards	10	School Governor & Committee Member – CMI Historical Society	✓			
10/03/2021	P Vaughan	Item 4 – Staffing	3	Friend of employee	✓	✓		

04/05/2021	Mrs S Benbow-Jones	Item 7 – Clerks Report – Waste Bins	64	Member of advisory group on CRNCA	✓		
04/05/2021	Mrs S Benbow-Jones	Item 14 - Planning	64	School Governor	✓		
04/05/2021	P Vaughan	Item 14 - Planning	64	School Governor	✓		
04/05/2021	Mrs G Wright	Item 14 - Planning	64	Neighbouring property to family	✓	✓	
04/05/2021	Mrs G Wright	Item 14 - Planning	64	Neighbouring property to family	✓	✓	

CEFNC COMMUNITY COUNCIL

Schedule of Meeting Dates 2021/2022

JUNE TUESDAY 15th

JULY TUESDAY 27th

AUGUST NO MEETING

SEPTEMBER TUESDAY 21st

OCTOBER TUESDAY 26th

NOVEMBER TUESDAY 23rd

DECEMBER TUESDAY 14th

2022

JANUARY TUESDAY 25th

FEBRUARY TUESDAY 22nd

MARCH TUESDAY 22nd

APRIL TUESDAY 26th

MAY TUESDAY 24th

