

CYNGOR CYMUNED BRYCHDYN A BRETTON **BROUGHTON & BRETTON COMMUNITY COUNCIL**

SGJ/B&B 17.11.20

12th November 2020

To: ALL MEMBERS OF COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED to attend the **VIRTUAL ANNUAL MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** to be held remotely (*The Local Authorities (Coronavirus) (Wales) Regulation 2020*) on **TUESDAY 17TH NOVEMBER 2020** at **7.00PM**.

The agenda and papers are attached.

To join the meeting please follow the instructions that will be sent via email on Tuesday afternoon. Members of the public are welcome to attend and observe the meeting. Please contact the Clerk and Financial Officer on **07752 595239** if you require log-in details for the meeting, or if you have any problems logging in.

Yours sincerely



Mrs Sharron G Jones
Clerk & Financial Officer

MRS SHARRON G JONES
Clerc a Swyddog Cyllidol Clerk & Financial Officer

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SWYDDFEYDD Y CYNGOR

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CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

VIRTUAL ANNUAL MEETING

17 NOVEMBER 2020

A G E N D A

1. APPOINTMENT OF CHAIRMAN 2020/2021:

- a) To appoint the Chairman of the Council for the Municipal Year 2020/21.

IT IS RECOMMENDED: that the current Chairman, Councillor Phil Griffiths, remain in office due to the Covid-19 pandemic and the lack of civic duties required during this difficult time.

- b) To receive virtually the Declaration of Acceptance of Office from the Chair and to receive any remarks.

2. APPOINTMENT OF VICE-CHAIRMAN 2020/2021:

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2020/21.

IT IS RECOMMENDED: that the current Vice-Chairman, Councillor Ryan McKeown, remain in office due to the Covid-19 pandemic and the lack of civic duties required during this difficult time.

- b) To receive the Declaration of Acceptance of Office from the Vice-Chair and to receive remarks.

3. APOLOGIES FOR ABSENCE:

4. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

5. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the virtual meeting of the Council held on 20th October 2020, copy attached.

6. MATTERS ARISING FROM MINUTES:

7. ANNUAL AUDIT FOR THE YEAR ENDED 31 MARCH 2020:

Subject to the receipt of the Annual Audit report from the External Auditor:

- i. To approve and accept the Annual Report following completion of the audit by the Council's External Auditor, copy attached; and
- ii. To note and action the attached Issues Report as outlined.

8. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the remainder of the municipal year. All members currently serve on each of the council's committees. Due to the Covid-19 pandemic the committees have not met since February as the virtual council meeting agenda is one condensed agenda. Committees will resume in due course.

The Standing Committees are currently Planning and General Purposes, Lighting and Amenities and Finance and Staffing.

9. APPOINTMENT OF CHAIRS OF COMMITTEES:

IT IS RECOMMENDED: that the current Chair Persons remain in office due to the Covid-19 pandemic and the lack of civic duties required during this difficult time.

The current Chair persons are as follows:

Planning and General Purposes	-	Councillor Sue Stevens
Lighting and Amenities	-	Councillor Penny Brett-Roberts
Finance and Staffing	-	Councillor Ros Griffiths

10. MEMBERS CODE OF CONDUCT:

To confirm adherence to the Model Code of Conduct as previously adopted by Council. The Council's Code of Conduct can be accessed via the following link:
<http://www.broughtonandbrettoncommunitycouncil.gov.uk/UserFiles/Files/Policies/Code%20of%20Conduct%20%202018.pdf>

11. STANDING ORDERS:

To review and confirm adherence to the Council's Standing Orders as previously adopted by Council, copy to be emailed separately.

<http://www.broughtonandbrettoncommunitycouncil.gov.uk/UserFiles/Files/BCC%20Standing%20Orders%20May%202019.pdf>

12. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

(i) To review and agree the Council's Expenditure Policy which is attached.

(ii) The Council's Financial Regulations are available on the Council's website via the following link:

<http://www.broughtonandbrettoncommunitycouncil.gov.uk/UserFiles/Files/BCC%20Financial%20Regulation%20May%202019.pdf>

The Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) in 2019 issued "model" financial regulations. The Council's internal auditor recommended that "The council should consider adopting the model financial regulations relating to contracts".

Extracts of the relevant documents are attached.

13. OUTSIDE BODIES:

To agree the Council's representation on outside bodies, schedule attached.

14. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the month of November.

15. ACCOUNTS FOR PAYMENT:

To approve the attached list of accounts for payment for November.

16. PLANNING APPLICATIONS AND DECISIONS:

County Council Members:

(i) To formally note that the participation of those Councillors who are also members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council. The County Councillors reserve their final views on the application until they are in full possession of all relevant arguments for and against.

- (ii) To consider the planning applications received to date for the month of October, (table attached).

Members are asked to view the applications on-line prior to the meeting via

<http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

- (iii) To note any planning appeals.

- (iv) To note the planning decisions as attached.