

SGJ/B&B 20.05.2025

15th May 2025

To: **ALL MEMBERS OF COUNCIL**

Dear Councillor

YOU ARE HEREBY SUMMONED to attend the **HYBRID ANNUAL MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** to be held at the Edwin Hall Council Chamber, Brookes Avenue, Broughton on **TUESDAY 20th MAY 2025** at **6:30 P.M.**

The agenda and papers are attached.

To join the meeting virtually 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 **07931 231770** 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



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BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID ANNUAL MEETING

20th MAY 2025

A G E N D A

1. APPOINTMENT OF CHAIRMAN 2025/2026:

- a) To appoint the Chairman of the Council for the Municipal Year 2025/26.
- b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.

2. APPOINTMENT OF VICE-CHAIRMAN 2025/2026:

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2025/26.
- b) To receive the Declaration of Acceptance of Office from the Vice-Chairman and to receive any remarks.

3. APOLOGIES FOR ABSENCE:

4. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

5. RETIRING CHAIR'S REMARKS:

To receive the retiring Chair's remarks following his year in office.

6. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the previous meeting of the Council held on 15th April 2025, copy attached.

7. MATTERS ARISING FROM MINUTES:

8. 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>

9. STANDING ORDERS:

To agree to abide by the Council's Standing Orders available at:

<http://www.broughtonandbrettoncommunitycouncil.gov.uk/ UserFiles/Files/BBCC%20STOs%20May%202022%20Final.pdf>

10. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

i) To review and agree the Council's Expenditure Policy, copy attached.

ii) To agree to adhere to the Council's Financial Regulations, copy available at:

<http://www.broughtonandbrettoncommunitycouncil.gov.uk / UserFiles/Files/BBCC%20Model%20Financial%20Regulations%202019%20for%20Wales.pdf>

11. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the remainder of the municipal year.

The Standing Committees are currently:

- Planning and General Purposes
- Lighting and Amenities; and
- Finance and Staffing

12. APPOINTMENT OF CHAIRS OF COMMITTEES:

To appoint the Chairman of each Committee above for the Municipal Year 2025/26.

13. REPRESENTATION ON OUTSIDE BODIES:

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

14. APPOINTMENT OF INTERNAL AUDITOR:

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2025/26.

15. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the months of April and May and any other relevant matters.

16. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2025/26:

These meetings will be held via a hybrid arrangement following the introduction of the Local Government and Elections (Wales) Act 2021:

17th June 2025
22nd July 2025
16th September 2025
21st October 2025
18th November 2025

20th January 2025
17th February 2025
17th March 2025
21st April 2025

The above meetings will, if confirmed by the Council, commence at 6:30 p.m. It is customary for the Council to go into recess during August and December, when only urgent business is transacted. For this purpose, relevant Recess Sub-Committees, comprising the Chair of Council, the Chair of the relevant Committee and the Clerk and Financial Officer will be held to approve Planning and Finance matters.

Meeting dates can be changed with the consent of the Chairman of the Council for extenuating circumstances, inclement weather or illness or absence of the Clerk and Financial Officer.

17. ACCOUNTS FOR PAYMENT:

To approve the attached list of accounts for payment for May 2025.

18. BANK RECONCILIATION:

To receive and note the bank reconciliation for the period ending 31st April, copy attached.

19. 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 May, (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.