

**NOLTON AND ROCH COMMUNITY COUNCIL**  
**CYNGOR CYMUNED NOLTON A'R GARN**

**MINUTES OF THE ANNUAL GENERAL MEETING**  
**held at Nolton Reading Rooms on 2 OCTOBER 2023**

**Members Present: R. Thomson, M. Canton, M. Harries and M. Hammond.**

**Clerk: N. Neumann**

**1. Apologies**

A. Peach, J. Hancock, J. Gale, Anna Jones and Cllr. Peter Morgan.

**2. Election of Chairman**

It was proposed by R. Thomson, seconded by M. Hammond and agreed by all that M. Harries be elected Chairman for 2023/24.

**3. Election of Vice Chairman**

It was proposed by M. Harries, seconded by M. Canton and agreed by all that R. Thomson be elected to continue as Vice Chairman for 2023/24.

**4. Signing Declaration of Acceptance of Office and Conduct**

All Councillors present signed the declaration of acceptance of office including agreement to the code of conduct. All declarations of office were signed and returned by the remaining Councillors at a later date.

**5. Community councillor remuneration entitlement for 2023/24 financial year**

Individuals who have accepted office as a member of a community or town council are entitled to receive payments as set out in the Local Government (Wales) Measure 2011 and determined by the Independent Remuneration Panel for Wales. **All eight councillors notified the Clerk and declined any such remuneration payments for the 2023/24 financial year. Councillors not present at the AGM, later signed and returned declarations to the Clerk.**

**6. Minutes of the Previous Annual General Meeting**

It was resolved that the minutes of the AGM held on 3 October 2022 having been circulated to Councillors be confirmed and signed. Proposed R. Thomson, seconded M. Harries.

**7. Matters Arising**

There were no matters arising.

**8. Appointment of Committees, Representatives, Officers etc**

a) **Planning Committee**

It was resolved that the following serve on this Committee:

Chairman, Vice Chairman, M. Canton and M. Hammond. With membership to rotate round to other Councillors at the next AGM or earlier if deemed appropriate.

b) **Victoria Hall Committee**

It was resolved that M. Harries continue as representative on the Victoria Hall Committee.

c) **Roch School**

It was resolved that J. Gale continue as community school governor at Roch School.

d) **Press Officer**

It was resolved that the Clerk be appointed Press Officer.

- e) **Signatories on Council cheques**  
It was resolved that the Clerk plus any two of the following sign community council cheques:  
J. Hancock, R. Thomson and A. Peach.
- f) **Proper Officer**  
It was resolved that the Clerk be designated Proper Officer of the council.
- g) **Financial Officer**  
It was resolved that the Clerk be designated as the Responsible Financial Officer.
- h) **Internal Auditor**  
It was resolved that Bevan Buckland LLP be appointed Internal Auditor.
- I) **Clerk's Salary**  
It was resolved that the Clerk's salary be paid according to the Local Government National Joint Council recommendations (SCP Pay Scale Point 21).

**9. Future Council Meetings – date; venue; time**

**Date:** that wherever possible, council meetings to be held on the first Monday of each month (August and January excepted)

**Venue:** Meetings to alternate, wherever possible, between the Nolton Reading Room and Victoria Hall, Roch.

**Time:** council meetings to commence at 7.30pm unless an alternative time to be approved at the previous full council meeting.

**10. To adopt Standing Order No 1**

**Voting procedures at Council meetings**

“Voting at council meetings shall be by a show of hands by Councillors may by resolution adopt such other method of voting as they consider expedient on any particular matter.”

It was resolved that Standing Order No 1 be adopted.

**11. To adopt Standing Order No 2**

**Procedures for examining Planning Applications**

“If any member of this Council's Planning Committee, or any other Councillor, raised an objection or shows concern regarding a planning application, the Council must be convened to examine that application.”

It was resolved that Standing Order No 2 be adopted.

**12. To adopt Standing Order No 3**

“Any purchase of goods or execution of work authorised by this Council in excess of £700 will be by tender of at least two sealed quotes. To be opened in the presence of at least two persons and a full record of the contents of the tenders should be signed by all those present at the opening.”

It was resolved that Standing Order No 3 be amended and adopted as follows:

“Any purchase of goods or execution of work authorised by this Council in excess of **£1,500** will be by tender of at least two sealed quotes. To be opened in the presence of at least two persons and a full record of the contents of the tenders should be signed by all those present at the opening.”

**13. To adopt Standing Order No 4**

“Members of the public can approach the Council prior to the commencement of the meeting being allowed three minutes to address any issue on the agenda. The number of speakers and time allowed to be at the discretion of the Chairman to allow efficient transaction of the business in hand.

Members of the public to notify the Clerk of their wish to speak and the subject being raised at least 4 days prior to the meeting.”

It was resolved that Standing Order No 4 be adopted.

14. **Chairman's report**  
Awaiting the report.

15. **Any other business**  
None.

Chairman .....

Date: .....