

PENYFFORDD COMMUNITY COUNCIL

ANNUAL GENERAL MEETING – WEDNESDAY 8TH MAY 2024, 6.00PM

A G E N D A

1. Election of Chair for the year 2024/25

To elect a Chair for the Council year 2024/25 and to invest him/her with the Chain of Office and to receive the Chair's Declaration of Acceptance of Office.

2. Election of Vice Chair for the year 2024/25

To elect a Vice Chair for the Council year 2024/25 and to receive the Vice Chair's Declaration of Acceptance of Office.

3. Apologies

4. To Review and Appoint members to the following outside bodies.

- Penyffordd Tennis Club
- Flintshire County Forum
- St Johns the Baptist, School Governor
- Penyffordd War Memorial Institute
- Hanson Cement Liaison Committee
- Ysgol Penyffordd, Minor Authority Governor
- One Voice Wales
- Penyffordd Youth Club

5. Working Groups

- i. To review the current Working Groups and approve the Procedures for each of the Working Groups.
 - Community Engagement
 - Infrastructure
 - Environment
- ii. To appoint members to the approved Working Groups.
- iii. To elect a Chairman and Secretary for each Working Group.

6. Policies and Procedure Documents

- i. To review and adopt the following:
 - CCTV Policy
 - Complaints Procedure
 - Financial Regulations (Model)
 - Internal Financial Controls
 - Local Resolution Policy (Model)
 - Press & Media Policy
 - Risk Assessment
 - Social Media Policy
 - Code of Conduct (Model)
 - Data Protection Policy
 - Freedom of Information Scheme
 - Investment Statement
 - Multi Location Meeting Procedures
 - Retention Policy
 - Scheme of Delegation
 - Standing Orders
- ii. To review and consider adopting the new Staffing Policies:
 - Dignity at Work
 - Equality, Diversity & Inclusion Policy
 - Health & Safety Policy
 - Disciplinary Policy
 - Grievance Policy
 - Lone Working Policy (NEW)

7. Social Media Admins

To appoint members to assist with the administration of social media (website and facebook).

8. Asset Register

To review the Council's current Asset Register.

The public and press are cordially invited to be present. Should you wish to view this meeting on Zoom, please email the Clerk to request the meeting ID clerk@penyfforddcouncil.org or call 01244 537032 before 5pm on the day of the meeting.

9. Community Council Insurance Policy

To report on the Council's Insurance Policy renewed as from 1st June 2024.

10. 2024/25 Meeting Dates

To approve the dates for the 2024/25 meetings.

12 th June 2024	10 th July 2024	August 2024 – Recess	11 th September 2024
9 th October 2024	13 th November 2024	11 th December 2024	8 th January 2025
12 th February 2025	12 th March 2025	9 th April 2025	14 th May 2025

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01/05/2024