

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

**MINUTES OF THE ANNUAL GENERAL MEETING
held at VICTORIA HALL, ROCH
TUESDAY 3rd MAY 2016**

Members Present: A Ricketts, J Gale, M Harries, P Pinson

Clerk: H Smith

1 Apologies

None.

2 Election of Chairman

It was proposed by J Gale, seconded by M Harries and agreed by all that Councillor P Pinson be re-elected Chairman for 2016/17.

3 Election of Vice Chairman

It was proposed by Councillor P Pinson seconded by M Harries and agreed by all that Councillor D Smith be re-elected Vice Chairman for 2016/17.

4 Signing Declaration of Acceptance of Office and Conduct

Councillors P Pinson and D Smith signed the declaration of acceptance of office including agreement to the code of conduct.

5 Minutes of the Previous Annual General Meeting

It was resolved that the minutes of the AGM held on 5th May 2015 having been circulated to councillors be confirmed and signed.

6 Matters Arising

There were no matters arising.

7 Appointment of Committees, Representatives, Officers etc

a) **Planning Committee**

It was resolved that following serve on this Committee:

Chairman, Vice Chairman, Councillor M Canton and two members to serve in alphabetical order for three months.

b) **Victoria Hall Committee**

It was resolved that Michael Harries represent Council on this Committee.

c) **Roch School**

It was resolved that Mrs 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:

P Pinson

D Smith

J Hancock

Mrs J Gale

Mrs A Ricketts
Ms P Messer

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 Mrs A Williams 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.

8 **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.

9 **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.

10 **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.

11 **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 adopted.

12 **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.

13 **Chairman's report**

The Chairman presented his report.

14 **Any other business**

None.

Chairman

Date: