



## **AGENDA**

for the Annual Meeting of the Association to be held on  
Friday 19<sup>th</sup> July 2019 at 10.30am  
at The Civic Halls Connah's Quay

### **1. Welcome**

To receive a welcome from the Mayor of Connah's Quay Town Council.

### **2. Agenda Notice**

To formally receive the agenda and notice of the meeting.

### **3. Record of attendance**

To record attendance and receive an apologies for absence.

### **4. Minutes of the Annual Meeting held in July 2018**

To consider and approve the minutes of the annual meeting held in July 2018 – see appendix 1.

### **5. End of year report**

To receive an end of year report from Cllr B Roberts (Chair).

### **6. Election of a Chair**

To elect a chair for the ensuring year.  
(see election pack).



## **7. Presentation of Gavel**

The incoming Chair is to present a Gavel to the outgoing Chair.

## **8. Election of Vice Chair**

To elect a Vice Chair for the ensuing year. (see separate pack)

## **9. Election of Secretary/Treasurer**

To elect a Secretary/Treasurer for the ensuing year.

To consider at the same time costs of secretariat into the future. (see appendix 2)

## **10. Election of an Executive**

To elect an executive comprising the following members:

Chair

President

Vice Chair

Immediate past Chair

Secretary/Treasurer

4 other members

## **11. Annual Accounts**

To receive the Annual Accounts to 31<sup>st</sup> March 2019.

See appendix 3.

## **12. Audit**

To confirm that the Secretary shall prepare accounts for Scrutiny by Whittingham Riddell Accountants.



### 13. Fees for 2019-2020

To consider the fee rates for 2019-2020

#### ANNUAL FEES

		2017-2018	2018-2019	2019-2020
		£	£	£
LARGER COUNCIL	Over 10,000 pop	80.00	85.00	90.00
MEDIUM COUNCIL	Overt 5,000 pop	55.00	60.00	65.00
SMALLER COUNCIL	Under 5,000 pop	40.00	45.00	50.00
	MEAL COST	16.00	16.50	17.00
	INCOME ESTIMATED	1700	1850	2000

### 14. Assistant Secretary 2019-2020

To elect 2 assistants to help with consultations during the year.

### 15. Dates and venues for 2019-2020 meetings

To consider confirming the following dates for meetings and their locations:

#### Quarterly Meetings

25th October 2019

17th January 2020

24<sup>th</sup> April 2020

17<sup>th</sup> July 2020

Connah's Quay Civic Halls



## **Executive Meetings**

20<sup>th</sup> September 2019

13<sup>th</sup> December 2019

13<sup>th</sup> March 2020

12<sup>th</sup> June 2020

All Executive Meetings are held at Rhyl Town Council Offices.

All meetings commence at 10.30am



**APPENDIX 1**

**MINUTES**

of the

Annual Meeting

held on Friday 20<sup>th</sup> July 2018

at 10.30am at The Civic Halls Connah's Quay

**Record of attendance:**

Present were:	
Cllr B Roberts	Chair/Abergele Town Council
Cllr H Chave	V Chair/Welshpool Town Council
Cllr H Meredith	V Chair/Bay of Colwyn T.C.
Cllr S Jones Roberts	Abergele Town Council
Cllr R Waters	Abergele Town Council
Cllr R Hampton-Jones	Argoed Town Council
Cllr D Hainge	Bangor City Council
Ian Jones	Bangor City Council
Cllr C Williams	Begillt Community Council
Cllr B Barton	Bay of Colwyn Town Council
Cllr R Griffiths	Broughton & Bretton T.C.
Cllr V Blondek	Buckley Town Council
Cllr A Wooley	Buckley Town Council
Cllr L Edwards	Caerwys Town Council
Cllr P Attridge	Connah's Quay Town Council
Cllr E Faulkner	Connah's Quay Town Council
Cllr P Davies	Connah's Quay Town Council
Cllr S Goodrum	Connah's Quay Town Council
Cllr H Roberts	Corwy Town Council
Cllr D Berry	Denbigh Town Council
Cllr J Loveridge	Flint Town Council
Cllr D Cox	Flint Town Council
Cllr S License	Flint Town Council
Cllr D Mackie	Hawarden Community Council
Cllr K Davies	Holywell Town Council
Cllr P York	Holywell Town Council
Cllr P Johnson	Holywell Town Council
Cllr B Bertola	Llandudno Town Council



Cllr M Lyon	Llandudno Town Council
Cllr M Baines	Penmaenmawr Town Council
M Hanks	Penmaenmawr Town Council
Cllr A James	Rhyl Town Council
Cllr B Mellor	Rhyl Town Council
Cllr G Nickels	Rhyl Town Council
Cllr S Beach	Ruthin Town Council
Cllr K Allsopp Robson	Ruthin Town Council
Cllr Moreton	St Asaph City Council
Mrs Moreton	St Asaph City Council
Cllr B McLoughlin	Towyn & Kinmell Bay T Council
Cllr J Ellis	Welshpool Town Council
Mr Arfon Jones	Police and Crime Commissioner
Apologies for absence received:	
Cllr J Butterfield	President/Rhyl Town Council
Cllr M Davies	Menai Bridge Town Council
Cllr J McMahon	Argoed Town Council
Cllr S Williams	Bay of Colwyn Town Council
Cllr N Bastow	Bay of Colwyn Town Council
Tina Earley	Bay of Colwyn Town Council
Cllr R Tickle	Denbigh Town Council
Vickie Griffith	Llanfair Caereinion Town Council
Cllr F Buckingham	Llandysilio Community Council
C. Davies	Landrinio & Arddleen C Council
Cllr J Chamberlain-Jones	Rhyl Town Council
Cllr M Jones	Towyn & Kinmell Bay T Council

**1. Welcome by the Chair of Connah's Quay Town Council**

The meeting received a welcome from the Chair of Connah's Quay Town Council Cllr P Attridge.

**4. Minutes of the last meeting**

The meeting approved the minutes of the last Annual General Meeting of the Association.



**5. Chairs end of year report**

Cllr Brian Roberts presented an end of year report attached to the minutes .

**6. Election for Chair**

There being only one nomination the Chair was elected unopposed.

**7. Presentation of Gavel**

The Gavel or other memento will presented next year.

There will be examples of replacement gifts as the current supplier is now out of business.

**8. Election of Vice Chair**

The meeting received 3 nominations. An election took place with both Cllr Heather Chave and Cllr Hazel Meredith receiving the same number of votes.

The meeting resolved to appoint two Vice Chairs for the ensuing year – Cllr H Chave and Cllr H Meredith.

**9. Election of Secretary and Treasurer**

The meeting elected Robert Robinson (Welshpool Town Clerk) as Secretary/Treasurer for the ensuing year.

**10. Election of the Executive**

The meeting elected an Executive as follows:

The President	Cllr J Butterfield
Chair	Cllr B Roberts
Vice Chairs	Cllr H Chave Cllr H Meredith
Secretary	Robert Robinson
4 other Members	Cllr B Barton Cllr D Hainge Cllr B Bertola Cllr J Ellis

**11. Financial**

The meeting considered the annual accounts prior to audit. A revised set of accounts was presented with an excess of expenditure over income of £35. The membership fees for the immediate past year are yet to be received due to a glitch in sending out accounts. This is being rectified. (see attached)

The meeting approved a payment to Welshpool Town Council towards administration costs of £400 for the year to 31.7.2018.

**12. Auditors**

The meeting confirmed the appointment of an Auditor as Welshpool Town Councils accountants Whittingham Riddell.

**13. Assistant Secretaries**

The meeting approved two assistant secretaries for the ensuing year – Ian Jones and Tina Earley.

**14. Subscriptions and meal cost for year to July 2019**

The following fees and dinner costs were approved for the ensuing year.

Current membership fee	2017-8	2018-9
Larger Council	£80	£85
Medium Council	£55	£60
Smaller Council	£40	£45
Meals	£16	£16.50

**16. Dates for meetings during the ensuing year**

The following dates and venues were accepted for the ensuing year.





**Quarterly Meetings**

Friday 26<sup>th</sup> October 2018 Bay of Colwyn Town Council  
Friday 18<sup>th</sup> January 2019 Llandudno Town Council  
Friday 19<sup>th</sup> April 2019 Welshpool Town Council  
Friday 19<sup>th</sup> July 2019 the Civic Halls of Connah's Quay.  
All meetings start at 10.30am

**Executive Meetings**

Friday 21st September 2018  
Friday 7th December 2018  
Friday 8th March 2019  
Friday 7th June 2019

10.30am start in all cases. Meetings held at Rhyl Town Council



**APPENDIX 2**

<b>NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS</b>			
INCOME	MEMBERSHIP FEES	1800	
	MEALS	2400	
	OTHER	0	
	TOTAL INCOME	<u>4200</u>	
OUTGOINGS	MEAL COSTS	2400	
	INSURANCES	285	
	GENERAL EXPENSES	100	
	SECRETARIAT	1100 *	
	TOTAL	<u>3885</u>	
	BALANCE	315	
*	Milage to meetings	£600	
	Cost of stationery	£200	
	Cost of stamps	£220	
	Printer ink	£80	
	Total	<u>£1,100</u>	



**ANNUAL ACCOUNTS TO 31<sup>st</sup> March 2019 - APPENDIX 3**

NORTH & MID WALES ASSOCIATION OF LOCAL COUNCILS		ANNUAL ACCOUNTS YEAR TO 31.3.2019												OVERALL
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
<b>INCOME</b>	Membership & Meals	144.00	256.00	16.00	1098.00	206.00	120.00	161.50	296.00	16.00	288.00	32.00	80.00	2713.50
	Interest													0.00
	Debtors													0.00
	Other													0.00
	<b>TOTAL</b>	144.00	256.00	16.00	1098.00	206.00	120.00	161.50	296.00	16.00	288.00	32.00	80.00	2713.50
<b>COSTS</b>	Meals		704.10				560.00		670.40					1934.50
	Expenses													0.00
	Administration													0.00
	Bank charges													0.00
	Gavel													0.00
	Web hosting													0.00
	Web site													0.00
	Translation													0.00
	Other													0.00
	<b>TOTAL</b>	0.00	704.10	0.00	0.00	0.00	560.00	0.00	670.40	0.00	0.00	0.00	0.00	1934.50
	<b>BALANCE</b>	144.00	-448.10	16.00	1098.00	206.00	-440.00	161.50	-374.40	16.00	288.00	32.00	80.00	779.00
<b>BANK</b>	Start	5900.30	6044.30	5596.20	5612.20	6710.20	6916.20	6476.20	6637.70	6263.30	6279.30	6364.45	6599.30	-
	End	6044.30	5596.20	5612.20	6710.20	6916.20	6476.20	6637.70	6263.30	6279.30	6567.30	6599.30	6679.30	-
	Balance	-144.00	448.10	-16.00	-1098.00	-206.00	440.00	-161.50	374.40	-16.00	-288.00	-234.85	-80.00	-