

# Abergele Town Council

## **MINUTES**

A meeting of the Executive Committee was held on Thursday 27<sup>th</sup> January 2020 at 6:30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

579/19 **Attendance Register**

The Mayor, Cllr. S Jones-Roberts,  
Cllrs: D M Armstrong; J M Bird; M. Bond;  
D A MacRae;  
Mrs. M. J. Evans (Clerk)

580/19 **Apologies for Absence**

Apologies were received from:  
Cllrs: A. Hunter; A. Wood;

581/19 **Absence without Apologies**

None

582/19 **Declaration of Interests**

Members were reminded that they must declare any personal and/or prejudicial interests using the form provided for this purpose.

583/19 **Minutes**

**It was RESOLVED to RECEIVE, APPROVE and SIGN the Minutes of the Executive Committee Meeting held on 15<sup>th</sup> August 2019.**

584/19 **Committee Structure**

The proposed draft structure for Committees in preparation for adoption at the next Annual Meeting was RECEIVED and CONSIDERED as follows:

A sheet outlining members observations regarding how the Committees could be restructured emailed to the Clerk was RECEIVED. The emails received included other observations regarding the processes of meetings and the Clerk informed members that it would be prudent to address these observations at the Ordinary meeting. The Clerk also provided members with an example of Committee Terms of Reference from OVW. The Clerk provided members with an option based on her experience, that may work for the Council as a first attempt to reduce the number of Committees. This proposal included the following:

- a) Police Liaison to merge into the Ordinary meeting (the Police would be invited to attend a meeting on an ad-hoc basis i.e. once a quarter)
- b) Local Government to merge with Executive Committee (as the Executive Committee currently has the power to consider items delegated from the other Committees.
- c) Parks, St Scene & CCTV and Heritage to merge into the General Purpose and Planning Committee (Heritage only meets when there is an item to consider and Parks has a large Agenda items requiring regular meeting and that require approval from the GP&P, by merging this Committee a decision by the Committee can be made instantaneously reducing the need to defer and make recommendations.

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- d) Newsletter and Marketing & Promotion to merge (they have similar values)
  - e) Events and Christmas Decoration to merge (they also have similar values)
  - f) All other Committees would remain the same with a reduction from 15 to 9. Staffing will need to remain as a stand-alone Committee due to the nature of the items that fall under the remit.
  - g) The meetings would then take place on Thursday's as follows :  
week 1 Ordinary  
week 2 General Purpose and Planning  
week 3 Policy & Finance  
bi-monthly week 4 Placeplan
- Other Committee meetings could take place, when required on the spare Thursday or Mondays as usual.
- h) Membership of all merging Sub Committees would disband following the Annual Meeting and then be reformed.
  - i) To re-review the structure in 12-months' time.

It was RECOMMENDED to APPROVE the Draft Structure and the separating of the two standing Committees to their own evening.

It was FURTHER RECOMMENDED that the membership of Sub Committees is capped at 7 members.

It was FURTHER RECOMMENDED that the Terms of Reference for the Place Plan Committee is amended to remove the words 'six County Councillors' and replace with 'County Councillors who are not members of Abergele Town Council' in the non-voting section.

#### 585/19 **Risk Assessment**

- a) A review of the current risk assessment and management report was RECEIVED, CONSIDERED and updated where necessary in preparation for the Annual Meeting and Audit.
- b) The annual inventory report was RECEIVED, CONSIDERED and updated where necessary in preparation for the Annual Meeting and Audit.

#### 586/19 **Internal Controls and Audit**

The Council's internal controls and the appointment of an internal auditor for 2020/21 was RECEIVED, CONSIDERED and APPROVED at £522.

587/19 The following Town Council policies in preparation for adoption at the next Annual meeting were RECEIVED and CONSIDERED :

- a) Code of Conduct
- b) Financial Regulations      New version for approval
- c) Standing Orders

The new Financial Regulations were DEFERRED to the next meeting in order to allow the Clerk time to amend the document and it was RECOMMENDED to approve the Code of Conduct and Standing Orders as current documents. The Mayor is to proof both documents for any cross overs and advise the Clerk.

588/19 **Annual Report**

- a) A copy of the Town Council's 2018/19 Annual report in conjunction with the Future Generations Act 2015 and Power of Wellbeing Act order and to commence preparing the 2019/20 report, (2019 Report added to dropbox 16/12/19) was RECEIVED. It was RECOMMENDED to DEFER to the next meeting in order for members to review the document and further amendments to be made.
- b) Section 6 of the Biodiversity and resilience of ecosystems duty was DEFERRED to the next meeting for clarification on the duty.

589/19 The prioritized summary of action points DEFERRED to the next meeting for consideration.

Meeting Closed at 8:10pm

Signed .....  
(Chairman)