

# MINUTES OF BODFARI COMMUNITY COUNCIL ANNUAL GENERAL MEETING 2024.

Held at St Stephens Church on the 14<sup>th</sup> of May 2024 and by TEAMS conferencing software:

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Present:

Cllr Julie Burnage (Chair) (JB) Via Teams

Cllr Philip Barley (Vice Chair) (PB)

Cllr Martin Shutt (MS) Via Teams

Cllr Rebecca Parrin (RP)

Cllr Sue Davidson (SD)

Also present:

Heather Eubank (Clerk)

Cllr Chris Evans. (CE) Via Teams. Cllr Evans lost connection half way through AGM/General meeting.

## 1. Apologies:

Cllr Julie Johnson (JJ)

PB chaired the meeting and welcomed everyone including. Julia Hughes, a member of Denbighshire County Council Standards Committee. Julia attended the meeting in person, (as a member of the public would), to observe and report her findings back to the Standards Committee. Julia also reported that the Standards Committee are interested in driving up the provision of training and code of conduct knowledge.

## 2. Declaration of interests: None

## 3. To receive the minutes of the AGM of 9<sup>th</sup> May 2023.

**RESOLVED:** That the AGM minutes of the 9<sup>th</sup> May 2023 be approved as a true record.

Proposed: **JB** Seconded: **PB**.

## 4. ELECTION OF CHAIR FOR BODFARI COMMUNITY COUNCIL

JB stated she would like to stand down as Chair and invited nominations for this position.

PB was proposed by JB and accepted the nomination. Councillors all agreed to elect PB as Chair.

PB thanked JB for her valuable contribution and hard work as Chair in the previous 12 months.

Proposed: **JB** Seconded: **SD**

## 5. ELECTION OF DEPUTY CHAIR

Nominations for Vice Chair were invited. RP was proposed by SD and accepted the nomination.

Proposed: **SD** Seconded: **MS**

## 6. INSTALLATION OF THE NEW CHAIR AND SIGNING OF THE DECLARATION OF OFFICE.

This was completed by Clerk and PB.

## 7. RATIFY/ADOPT ANNUAL DOCUMENTS: -

### RATIFY

- i. Code of Conduct adopted 11.5.2016.

- ii. Financial Regulations (NALC) adopted 10.10.2023.
- iii. Statement of Internal Controls adopted 10.5.2017.
- iv. Social Media Policy adopted 12.3.24.
- v. Whistleblowers Policy adopted 9.4.24.
- vi. Operational Risk Assessment Review May 2024.
- vii. Fixed Assets List as of the 31st March 2024 – Agreed in Mins 9.4.24.

**RESOLVED: That the documents listed above are ratified by Bodfari Community Council.**

**Proposed: SD Seconded: RP.**

**APPROVE**

- i. Financial Risk Assessment 2024/2025.
  - a. Employer liability – Safety of staff and visitors
  - b. Legal Liability – Proper document control.

**RESOLVED: That the Financial Regulations be Approved.**

**Proposed: PB Seconded: SD.**

- ii. Standing Orders (NALC).

**RESOLVED: That the Standing Orders (NALC) be Adopted.**

**Proposed: RP Seconded: SD.**

- iii. Investment Policy.

**RESOLVED: That the Investment Policy be Approved.**

**Proposed: SD Seconded: PB.**

- iv. GDPR Policy – (NALC 2018).

PB asked that the GDPR Policy be changed to add details of the Data Controller. Clerk asked webhost about data collected via analytical cookies on the BCC Website.

**Action: -**

- i. **PB to email Clerk proposed Data Controller changes to GDPR Policy.**
- ii. **Clerk to ask Arfon Parry about website and how it collects data. This should also form part of the GDPR Policy**
- iii. **Clerk to add the GDPR Policy to BCC June 2024 meeting to be approved then add to website.**

**Annual General Meeting Concluded at Approximately 7.30pm.**