

OVERTON COMMUNITY COUNCIL



Clerk to the Council: Mrs Katrina Chalk
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30th April 2019

To the Councillors of Overton Community Council.

You are summoned to attend the **ANNUAL GENERAL MEETING** (Local Government Act 1972 s. 12) of **OVERTON COMMUNITY COUNCIL** to be held at the Parish Rooms, Overton, on Tuesday 14th May 2019 at 6.50pm – Council meeting commences at 7.00pm. The business to be transacted is as set out in the agenda below. Members of the public are welcome to attend the meeting and may speak on any issues between 6.50pm and 7.00pm.

..... Katrina Chalk (Clerk to Overton Community Council)

AGENDA

1. Election of Chairman of the Council
2. To receive Chairman declaration of acceptance of office
3. Election of Vice-Chairman of the Council and signing of declaration of office
4. To receive any questions or comments from the public attending the meeting
5. To appoint a School Governor
6. To appoint committees and working parties
 - Planning Committee (6)
 - Cemetery Committee (4)
 - Playingfield Committee (5)
 - Website Committee (3)
 - Fete working party (4)
 - Amenities Committee (5)
 - Finance Committee (4)
7. To appoint representatives to outside bodies
 - Overton United Charities (1)
 - Overton Twinning Association (1)
 - One Voice Wales (2)
 - Wrexham Town and Community Forum (2 on rotation)
8. Review of the terms of references for committees
9. Adopt previously reviewed Standing Orders
10. Review and Adopt Financial Regulations.
11. Review of inventory of land and assets including buildings and office equipment.
12. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
13. Review the Council's complaints procedure and local resolution protocol.

14. Adopt Investment Strategy

15. Adopt Financial Reserve Policy

16. To accept apologies for absence

17. To consider any Police Matters

Update on speed monitoring on Salop Road

18. County Council matters

- To update members on the items raised at the last full council meeting.
- Blocked gulleys on A road.

19. To consider applications for two Co-opted Community Councillor vacancies

20. To disclose personal and pecuniary interests in items of business to be discussed at the meeting

21. To agree and sign minutes of the previous Full Council meeting held on 9th April 2019

22. To agree and sign minutes of previous committee meetings

- Planning Committee Meeting 27th April 2019
- Playingfield Committee Meeting 4th May 2019 – to be distributed by Chair of Playingfield.
- Amenities Committee Meeting - to be distributed by Chair of Amenities

23. Actions from Previous Meetings to be noted

St Martins Road – resurfacing
Welfare Unit relocated
Trimming of tree off St Mary's Ave
Lintels over garages on St Mary's Ave
Work to be carried out on Musley Lane
Planned litter clearing on A483



Some items will be reported on under County Councillor section

The leak in the public toilets has been repaired.

Clerk's new email address set up – clerk@overton-on-dee.co.uk

Renewal of lease for the Millennium Meadow – First meeting not arranged to date

Vote on 'No Underground Nuclear Waste Dump in Wales submitted.

24. To receive feedback from Cllrs re: consultations / draft documents/ meetings raised at last meeting

25. To receive reports / issues from

a) Note the issue and recommendations received from the Internal Auditor

- Financial Regulation 2.2 says that "On a regular basis, at least one each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for the accounts) produced by the RFO. The members shall sign the reconciliations and the original bank statements as evidence of verification"

Whilst this may well happen there is no evidence of such. Perhaps reconciliation could be filed with the bank statements and both document signed by the member as appointed.

- There is no evidence of monitoring of the budget figures against the actual figures although at each Council meeting the balances and the ringfenced amounts and the reserve amount are minuted

A spreadsheet could be produced each quarter to show how the actual figures are matching up to the budgeted figures.

b) Approval of Annual Return

c) Audit Theme for 2019 2020

d) Overton Twinning Association Accounts and update on planned activities for 2019

e) Report on member's email requirements – Cllr Copeman

f) Village Fete Update

g) Clerk's annual appraisal to be arranged.

26. To receive any correspondence

27. To receive details of any burials or memorials

28. To receive planning application

P/2019 /0319 – 8 Sundorne - Removal of existing cast iron rainwater guttering system on house and garage and replace with black UPVC Victorian style guttering.

29. To consider any Highway matters
30. To receive and approval details of income and payment of accounts - see appendix
31. To receive any financial statements year to date
 - update prejudicial interest form
32. To agree any meeting dates
33. To receive any agenda items for the full council meeting and confirm date (**11th June 2019**).
 - Expenses Policy to be approved.