



## AGENDA

for a meeting of the **Executive** to be held on  
**Friday 12<sup>th</sup> March 2021 at 10.30am**  
 by ZOOM

<b>Executive</b>	Cllr J Butterfield MBE (President), Cllr P Morton (Chair), Cllr B Roberts, Cllr B Bertola, Cllr D Hainge, Cllr B Mcloughlin and Cllr L Edwards. Robert Robinson (Secretariat)
<b>Responsibilities</b>	To prepare the agenda for the main meetings, to consider governance in more detail, to make decision on matters which need to be completed before a full Association meeting.

**1. ZOOM**

The meeting will be held by Zoom – Instructions are issued to members of the Executive separately.

**2. Record of attendance**

To record a record of attendance.

**3. Minutes of the last Executive Meeting**

To approve the minutes of the last meeting. (see attachment 1)

**4. Actions from last meeting**

To consider the actions taken since the last meeting:

No	Status	Action by
1	Minutes to be completed and circulated	Completed
2	Copy of Cllr B Barton Elogy to be passed to his wife	Completed
3	Prepared and issue agenda for January 2021 quarterly meeting	Completed
4	Revise Business Rates Paper for presentation to the January 2021 quarterly meeting	Completed
5	Write to Parliament and Cardiff regarding Council Tax	Completed
6	Issue for final comment the English version of the booklet. Following comments to go to print at a cost of £204.00p. 1,000 copies.	Completed – final cost £189.
7	Arrange translation of the booklet in Welsh so that it can be printed in-house and bound by a local printing company.	Ready for checking.
8	Translation quotes to be gained for booklet.	Cllr Peter Morton
9	Post both copies of the booklet on the Web Site together.	Awaiting approval of Welsh version.

**5. Financial Report**

To consider a financial report.

- a) To note the current bank balance.
- b) Insurances for 2021.
- c) Web Site alterations (£100 approved – actual cost £40)



## **6. Consultations**

To note that the Association has responded to the following Welsh Government consultations:

- Clean Air Bill
- Litter and fly-tipping prevention plan for Wales
- Reducing emissions from domestic burning of solid fuels
- Strategy for an ageing society: age friendly Wales

All consultation documents were circulated along with the proposed Association response. Any members suggested alterations were included in the final version.

## **7. The Annual Meeting 2021**

To consider Local Council experiences with Charters – see appendix A.

## **8. Next quarterly meeting**

To consider the next quarterly meeting when Covid 19 restrictions allow:

- i) Current restrictions for Covid 19 – Meeting by Zoom.
- ii) Draft Agenda for April 2021 meeting – see appendix B.

## **9. Business Rates**

To consider an update on progress with Welsh Government.

## **10. Council Tax**

To consider an update on progress with Welsh Government.

## **11. Representation in North Wales**

To consider:

- i) An update on a Minister for North Wales.
- ii) An update on Corporate Joint Committees.

## **12. North Coast Transport Committee**

To consider the minutes of the first meeting of this Committee.

## **13. Booklet**

To consider how best to distribute the booklet to other Councils.



**14. Dates for 2020-2021 Meetings**

To consider the suggested dates for the 2020-2021 meetings of the Association:

**Quarterly Meetings**

Friday 23<sup>rd</sup> April 2021 – either as normal or by Zoom.

Friday 26<sup>th</sup> July 2021 at Connah's Quay

Meetings start at 10.30am

**Executive Meetings**

Friday 11th June 2021 – to be held by Zoom.

All Executive Meetings are held at Rhyl Town Council Offices at 10.30am (when restrictions allow) or by Zoom.

**15. Any other matters of business**

To consider any other items of business raised by Members of the Executive.

**16. Actions to be taken forward**

To note actions to be taken forward from the meeting.



## **Annual Meeting Options**

### **Introduction**

Due to Covid 19 restrictions the Annual Meeting was not held in 2020 but carried over to 2021. The Executive needs to consider the options for an Annual Meeting in 2021.

### **Restrictions**

The Covid 19 restrictions are likely to be reduced by July 2021 but two main factors will almost certainly be in place which are:

- a) Social distancing.
- b) Limit on number of people who may meet together.
- c) Any dinner arrangements cannot take place.

These are the three restrictions that may aid considering which option to follow.

### **Questions**

There are a few questions we need to ask when looking at each option which may include:

- a) We deferred the Annual Meeting in 2020 so will the membership want an Annual Meeting in 2021 in some form?
- b) Do we need to ensure elections take place (particularly for a Vice Chair).
- c) Is deferring an Annual Meeting again good for the Association.

### **Options**

See next page for details of each option.

### **Recommendation**

The Secretary recommends to the Executive the following Annual Meeting format:

- a) To hold the Annual Meeting by Zoom with one person per Council plus Officers present.
- b) To issue in advance information for voting prior to the meeting by each council on each proposal in the Annual Meeting including elections, approval of accounts, appointment of auditors etc.
- c) To issue details of the Annual Meeting for discussion at the April 2021 meeting to allow for this one year this format to take place.



Option	Details	Issues
1	<p><b>Normal Annual Meeting</b> To host a normal Annual Meeting with social distancing but no dinner to follow.</p>	<p>Restrictions are not likely to allow this format.</p> <p>Will members be happy meeting in this way even with vaccines in place.</p>
2	<p><b>Zoom Annual Meeting</b> To host a Zoom Annual Meeting as per quarterly meeting held in January 2021.</p>	<p>Limited to 1 member per Council.</p> <p>Will members be happy meeting in this way even with vaccines in place.</p>
3	<p><b>Normal Meeting with limited numbers</b> To find a venue to host 30 people social distancing for a face to face Annual Meeting.</p>	<p>Restricted numbers to 1 per Council.</p> <p>Will members be happy meeting in this way even with vaccines in place.</p> <p>Will we find a venue that will take us?</p>
4	<p><b>Postal or Email Annual Meeting</b> Send details of the AGM agenda items for voting on by each Member Council including elections, finances and other matters pertaining to the Annual Meeting.</p>	<p>All can be involved but at a distance.</p> <p>A Zoom Annual Meeting can be held to announce results before the July quarterly meeting.</p> <p>Constitution does not allow for this at present, approval of membership in extra-ordinary circumstances will be required at the April meeting.</p>

Also to consider if there are any other options to be considered.

**DRAFT AGENDA**

for a meeting of the **Association** to be held on  
**Friday 12<sup>th</sup> March 2021 at 10.30am**  
 by ZOOM – ID 565 686 6079 – Password 100001

**1. ZOOM**

The meeting will be held by Zoom.

**2. Welcome by the Chair of the Association**

To receive a welcome to the meeting by Cllr Peter Morton Chair.

**3. Record of attendance**

To record a record of attendance.

**4. Minutes of the last Quarterly Meeting – January 2021**

To approve the minutes of the last meeting.

**5. Actions from and since last meeting**

To consider the actions taken since the last full Association meeting:

No	Action	Status
1	Circulate minutes and publish on web site	Completed
2	Letter to Health Minister on Covid 19 over 80's information.	Completed
3	Letter to Health Minister on volunteering issues with help on Covid 19 vaccinations.	Completed
4	Publish with Flooding added to action plan the 2020-2025 approved plans.	Completed
5	Send out booklets to all members.	Completed
6	Set up first Transport Committee Meeting.	Completed
7	Alter web site to include Transport Meetings.	Completed



No	Action	Status
8	Letter to all Members seeking a representative on the Transport Committee recommending (if possible) a member with some rail experience.	Completed and response received.
9	Letter to Minister at Welsh Government on Business Rates.	Completed
10	Include Council Tax review on the next meeting agenda.	Completed
11	Write and find out how Town and Community Councils will be represented and if the Association could have a member as part the new Corporate Joint Committees.	Completed

## **6. Financial Report**

To consider a financial report and to note the current bank balance.

## **7. Executive Meeting**

To note the minutes of the March 2021 Executive Meeting.

## **8. Annual Meeting**

To consider a recommendation from the Executive with regards to hosing the 2021 Annual Meeting of the Association.

## **9. North Coast Transport Committee**

To consider any matters raised by this Committee.

## **10. Business Rates**

To receive an update on the Welsh Government response to the Associations letter to the Minister.

## **11. Council Tax**

To receive an update on the Welsh Government response to the Associations letter to the Minister.

## **12. Health Matters**

To consider and update on any information relating to hospital care in Mid and North Wales.

## **13. Homeless in North Wales**

To consider if there is any actions needed by the Association on this subject.



**14. Representation in North Wales**

To consider:

- iii) An update on a Minister for North Wales.
- iv) An update on Corporate Joint Committees.

**15. Any other business**

Any other business notified to the Chair or Secretary prior to the Meeting.

**16. Dates for future meetings**

To note the dates for the next meeting of the Association.

**Quarterly Meetings**

Friday 26<sup>th</sup> July 2021

Meetings start at 10.30am

**Executive Meetings**

Friday 11th June 2021 – to be held by Zoom.

All Executive Meetings are held at Rhyl Town Council Offices at 10.30am (when restrictions allow) or by Zoom.