



## **Minutes of the Annual General Meeting of Argoed Community Council held on Tuesday 19 May 2026 at 7pm at Caffi Isa and via Teams.**

**Present:** Councillors Miriam Shepherd, Jon McCarron, Roy Marsh, Faron Hadfield-Jones, Graham Palmer, Ian Jolly, John Holiday, Jack Morris, Paul Jewell, Rebecca Blanchard and Keith Mutch.

**Absent:** Councillor Rebecca Legge

**In attendance:** Sharon Swift, Clerk and County Councillor Mared Eastwood

### **1. Apologies for absence**

The Clerk had received apologies from Councillor Legge who had other commitments.

### **2. Members Code of Conduct – Declarations of Interest**

A personal and prejudicial declaration was made by Councillor Blanchard in relation to Item 27 planning matters as she and her husband had submitted a planning application (FUL/000300/26).

### **3. Ten-minute public participation session**

There were no members of the public present.

County Councillor Eastwood came online.

### **4. Election of Chair for 2026-27**

Councillor Jolly proposed himself for Chair as did Councilor McCarron. The Clerk asked for a show of hands and the majority were in favour of Councillor McCarron. Councillor McCarron accepted the Chair position for 2026-27.

***Resolved – that Councillor McCarron be elected Chair for 2026-27.***

### **5. Election of Vice-Chair for 2026-27**

Councillor Jolly proposed himself For Vice-Chair as Councillor Jewell did. The Clerk asked for a show of hands and the majority were in favour of Councillor Jewell. Councillor Jewell accepted the Vice-Chair position for 2026-27.

***Resolved – that Councillor Jewell be elected Vice-Chair for 2026-27.***

**Signed:** \_\_\_\_\_

## **6. Declaration of acceptance of office**

The Chair and Vice-Chair signed the acceptance of office forms for 2026-27.

## **7. Minutes of previous meetings**

A copy of the minutes had been sent to all members prior to the meeting. Councillor Morris proposed that the minutes of the Council Meeting of 7 April 2026 and the Council Meeting and Amenities Committee of 21 April 2026 be accepted as true and accurate records of the meetings. This was seconded by Councillor Shepherd. All members were in favour.

***Resolved – that the minutes of the Council Meeting of 7 April 2026 and the Council Meeting and Amenities Committee of 21 April 2026 be approved and adopted and signed as a correct record.***

## **8. Review of delegation arrangements**

The Scheme of Delegation had been updated by the Clerk following the meeting of 7 April 2026 who explained the further changes made. Members accepted the revised policy and agreed to adopt it.

***Resolved – that the revised Delegation Policy be adopted.***

## **9. Appointment of any new Committee**

The Clerk had circulated the Terms of Reference for the Amenities Committee and the Finance Working Group. Members suggested that the Terms of References should be agreed at the respective next meetings and the membership should be reviewed at the June meeting.

## **10. Review and adoption of Standing Orders and Financial Regulations**

The Clerk explained to Members that very minimal changes had been made to the Standing Orders presented for approval and they were shown in red on the draft circulated with the agenda papers.

All Members, except for Councillor Jolly, accepted the changes proposed and therefore by way of a majority the Standing Orders were approved.

***Resolved – that the revised Standing Orders be approved.***

The Clerk explained to Members that the Financial Regulations had been subject to several revisions following a new model version being circulated by One Voice Wales. There were several changes and Members suggested it should be reviewed by the Finance Working Group prior to coming back to a Council meeting.

## **11. Review and adoption of the Council's Annual Report**

The Annual Report 2025-26 was agreed at the Ordinary Meeting on 7 April 2026.

**Signed:** \_\_\_\_\_

## **12. Review and adoption of the Council's Training Plan**

The Clerk explained the additions to the Training Plan and shared the record of training attended in 2025-26. Councillor Shepherd confirmed that she also attended the training provided by Keep Wales Tidy and the Clerk confirmed she would amend the record. Councillor McCarron raised the matter of the Clerk needed to attend First Aid training.

Councillor Blanchard proposed that the Training Plan be approved. This was seconded by Councillor Shepherd. All members were in favour.

***Resolved – that the revised Training Plan be approved.***

## **13. Review of representation on external bodies**

There was some discussion about where the record of Council representation was and the details it contained. The Clerk agreed to investigate this further and bring it back to the June meeting.

## **14. Review on inventory of land and assets**

The Clerk presented the updated record of assets held by the Community Council on 31 March 2026 of £266,390 and explained the assets that had been removed and the additions recorded. This would be the value presented as part of the Annual Accounts. Councillor Shepherd raised the matter of the chain of office being included on the asset register. Members confirmed that it was as well as the chain of office for the Vice-Chair. The Clerk suggested that they were probably included at purchase cost and Members suggested that they may need to be revalued. The Clerk would look into this in conjunction with confirming the physical existence of assets and their locations over the next three years. Councillor Hadfield-Jones proposed that the updated asset value be accepted. This was seconded by Councillor Marsh. All members were in favour.

***Resolved – that the asset value of £266,390 on 31 March 2026 be noted.***

## **15. Review of insurance cover and risk assessment document**

The Clerk explained to Members about the updates to the risk assessment document and the terrorism risk that had been added. It now includes risk ratings and whilst it was formally reviewed on an annual basis, it is a live document and should be updated as and when new risks are identified or risk levels change. The Clerk will continue to review the risks, specifically personal injury and the Bonc dog park.

The Clerk confirmed that the Community Council were in the third year of a three-year insurance arrangement and the renewal was due for payment on 1 June 2026, with an increase of around £5 more than the previous year. Members asked the Clerk to begin looking into alternative insurance arrangements from September 2026 onwards so that cover and cost is the best available. Councillor Hadfield-Jones proposed that the insurance be renewed and the risk assessment document be accepted. This was seconded by Councillor Shepherd. All members were in favour.

***Resolved – that the insurance be paid and the risk assessment document be approved.***

Signed: \_\_\_\_\_

**16. Review of membership of other bodies**

The Clerk confirmed the membership of SLCC and Open Spaces. Members agreed that this should continue in 2026-27. Councillor Jolly proposed that the membership of SLCC and Open Spaces continue in 2026-27. This was seconded by Councillor Jewell. All members were in favour.

***Resolved – that the membership of SLCC and Open Spaces Society continue in 2026-27.***

**17. Review of the complaints policy**

The amended Complaints Policy was discussed but Members agreed more time to consider the content was needed. It will be brought back to a future Council meeting for further consideration.

**18. Review of arrangements for handling Freedom of Information Requests and Data Protection Requests**

The Clerk had drafted two documents and shared these with the agenda papers. Members pointed out that the Data Protection Requests document did have the correct legislation references. The Clerk stated that she would revisit both documents and bring them back to a future Council meeting.

**19. Review of policy for dealing with the press and media**

The Policy for Dealing with the Press and Media was discussed by Members. Councillor Blanchard proposed that the policy be approved. This was seconded by Councillor Hadfield-Jones. All members were in favour.

***Resolved – that the Policy for dealing with Press and Media be approved.***

**20. Review of the Council's employment policies and procedures**

The Clerk had circulated a Leave Policy and explained that it was based on a model policy and the best practice available and included compassionate leave and additional leave. Councillor Jewell proposed that the Leave Policy be approved. This was seconded by Councillor Hadfield-Jones. All members were in favour.

***Resolved – that the Leave Policy be approved.***

**21. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**

The Clerk confirmed the details of Section 137 expenditure in 2025-26, which would be disclosed in the Annual Accounts. Members raised the question of what powers the contribution to the fireworks event had been made. The Clerk agreed to clarify this and bring the Section 137 expenditure to the June meeting for approval.

**Signed:** \_\_\_\_\_

## **22. Meeting dates 2026-27**

Members confirmed that meetings were held on the first Tuesday of the month and Amenities Committee meetings would take place bi-monthly. There were no meetings in August.

## **23. Matters arising**

The Clerk talked to Members about progress with the actions from previous meetings:

Quarry – the Clerk was meeting the gardeners later in the week. Members asked the Clerk to ask that the troughs be removed until proper restraints like jubilee clips were used to secure them.

Rowan tree – discussions were ongoing to seek agreement to the planting of the tree in the Memorial Garden.

Noticeboards – the Clerk would bring the keys to the June meeting so that Councillor Hadfield-Jones and Councillor McCarron could assess the condition of all of the noticeboards over the summer.

New bus stop – work has commenced.

Water tap – the Clerk agreed to get a copy of the tap cabinet key from the gardeners so that the work could take place.

## **24. Police matters**

No police matters were discussed.

## **25. Correspondence and Clerk report**

The Clerk had shared any relevant correspondence with Members already. The Clerk confirmed that the Internal Audit was complete and the report would come to the June meeting. The One Voice Wales Civility Pledge would also be a future agenda item.

The Clerk reminded Members of Caffi Isa's 10<sup>th</sup> anniversary Community Funday on Sunday 24 April 2026 and asked Members to support this by popping in during the event.

Councillor Jolly reminded Members it was 9pm and requested that the meeting be continued. All Members agreed.

## **26. Budget monitoring report and bank reconciliation report**

The Clerk suggested this agenda item be postponed until the June meeting. Members agreed.

**Signed:** \_\_\_\_\_

## 27. Planning matters

Members discussed the following planning application:

**PLANNING APPLICATION CONSULTATION - Ref No: FUL/000384/26**  
**PROPOSAL: DEMOLITION OF EXISTING CONSERVATORY TO BE REPLACED BY SINGLE STOREY EXTENSION ON SIDE ELEVATION**  
**LOCATION: 8, Berwyn Close, Bryn Y Baal, Mold, CH7 6SH**

Members had no comments or observations regarding this planning application.

Planning application FUL/000300/26 will be discussed at the 2 June Council meeting.

## 28. Highways matters

Councillor Holiday raised the matter of inconsiderate parking on Mercia Drive when there are two free car parks servicing Mercia Square. Members discussed whether yellow lines would resolve the parking issues and Councillor Mutch pointed out that he had raised this matter some time ago and there was no support for it. The Clerk suggested that she raise the issue with Flintshire CC as they may have received complaints directly and they were the Highways authority. It would be for them to review the situation and assess the dangers and risks and make appropriate recommendations. Members agreed to this suggestion.

## 17. Accounts for payment

The Clerk presented the payments that she was seeking Council approval for. All items presented for payment authorisation are detailed below:

Payee	Details	£
<b>Payments already made under delegated authority</b>		
Salaries, on costs and pension	Clerk – April 2026	<b>1,976.52</b>
<b>Payments needing to be made</b>		
Salary, on costs & pension	Clerk – May 2026	1,976.52
Caffi Isa CIC	Meeting room hire – April 2026	83.25
Canon Copying Limited	Photocopying rental and charges	188.48
Clerk	Reimbursement for paper and stationery	78.33
SLCC	Membership 2026-27 shared with Northop Hall CC	100.00
Glitterbugz	Face painting and glitter tattoos balance	220.00
Clear Councils Insurance	Insurance 1 June 2026 to 31 May 2027	1,502.19
JDH Business Services Ltd	Internal Audit 2025-26	644.40
	<b>Total payments to be made</b>	<b>4,793.17</b>
<b>Payments made by direct debit</b>		
Microsoft	Licences x 1 May 2026	11.52
Microsoft	Licences x 1 May 2026	82.80
	<b>Total payments made</b>	<b>94.32</b>
	<b>Grand payments total</b>	<b>5,148.09</b>

Signed: \_\_\_\_\_

Councillor Jolly proposed that the payments be approved. This was seconded by Councillor Hadfield-Jones. All members were in favour.

**Resolved – that the payments detailed be authorised including those made by direct debit.**

The meeting closed at 9:20pm.

<b>ACTION POINTS FROM 19 MAY 2026 MEETING</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Review Committee and Group membership at June 2026 meeting.	All	2 June 2026
<b>B</b>	Terms of Reference for Amenities Committee and Finance Working Group to be reviewed and agreed at next meetings of each.	All	31 July 2026
<b>C</b>	Finance Working Group to review revised Financial Regulations.	Finance Working Group	31 July 2026
<b>D</b>	Record Councillor Shepherd as attending the Keep Wales Tidy training.	Clerk	31 May 2026
<b>E</b>	Clerk to identify and attend a First Aid course.	Clerk	31 August 2026
<b>F</b>	Representation on external bodies to be discussed at June 2026 Council meeting.	All	2 June 2026
<b>G</b>	Review the physical existence of assets by way of a 3-year rolling review.	Clerk	Ongoing
<b>H</b>	Complaints Policy to be discussed at a future meeting.	Clerk	31 July 2026
<b>I</b>	Freedom of Information Requests Policy and Data Protection Policy to be reviewed and updated in line with current legislation.	Clerk	31 July 2026
<b>J</b>	Publish the Scheme of Delegation, Training Plan, Training Record, Policy for Dealing with Press and Media and Leave Policy on the Community Council website.	Clerk	2 June 2026
<b>K</b>	Clarify the expenditure powers for the fireworks donation and update the Section 137 expenditure analysis.	Clerk	2 June 2026
<b>L</b>	Liaise with the gardeners regarding the troughs and the tap cabinet key.	Clerk	9 April 2026
<b>M</b>	Advise Flintshire County Council of no objections to planning applications FUL/000384/26.	Clerk	28 May 2026
<b>N</b>	Write to Flintshire County Council about the traffic issues on Mercia Drive and request a review.	Clerk	28 May 2026
<b>O</b>	Make payments.	Clerk	28 May 2026

Signed: \_\_\_\_\_

**SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH ARGOED  
COMMUNITY COUNCIL'S CODE OF CONDUCT**

**Meeting of the Council on Tuesday 12 May 2026 at 7pm**

Councillor Rebecca Blanchard made a personal and prejudicial interest in relation to agenda item 27 and the planning application FUL/000300/26 because she and her husband are the applicants.

**Signed:** \_\_\_\_\_