



**CYNGOR CYMUNED  
LLANBRADACH & PWLL-Y-PANT  
COMMUNITY COUNCIL**

**Minutes of the Annual Full Council Meeting held on 13th May 2019, 6.15pm at  
Llanbradach Community Centre.**

**Present**

Councillors: W. Good, C. Mann, A Reed, D Rees and S. Taviner.  
Clerk: C Mortimer.

*Retiring Chair Cllr Colin Mann welcomed everyone to the meeting and conducted the first item of business.*

**1 Elect a Chairperson of the Council**

(i) Resolved: Cllr David Rees was proposed and seconded and unanimously elected as Chair for the ensuing year

(ii) Chair Cllr David Rees signed and dated an Acceptance of Office in the presence of the Clerk/Proper Officer

*Newly elected Chair Cllr David Rees took to chairing the meeting.*

**2 Appoint a Vice-Chairperson of the Council**

(i) Resolved: Cllr Catherine Thomas was proposed and seconded and appointed as Vice Chair for the ensuing year.

(ii) Cllr Catherine Thomas to sign and date Acceptance of Office, in the presence of the Clerk/Proper Officer, on her return from holiday.

**3 Retiring Chairman's Comments**

- Cllr Colin Mann expressed his sadness at the retirement of their clerk, Mr William Thompson following 18 years of service, but were fortunate to appoint Ceri Mortimer in his place and officially welcomed her to the council. An engraved glass and gifts were presented to Mr William Thompson and his wife at their home as a token of our gratitude.
- The twinning visit to Breton was taking place in July if anyone was interested in joining the group.
- Cllr Colin Mann had enjoyed judging the garden competition and Christmas lighting.

*Chair Cllr David Rees thanked Cllr Colin Mann for his commitment and contribution to the Community Council over the past year.*

**4 Apologies** – was received from Cllr Catherine Thomas due to family holiday.

**5 Declarations of Interest** - there were no declarations of interest.

**6 Minutes**

Minutes of the Annual Meeting that was held on 14<sup>th</sup> May 2018 were received, approved and signed as an accurate record.

**7 Documents & Policies for 2019/20**

It was RESOLVED that the following policies and documents for the ensuing year be adopted:

- A. Standing Orders**
- B. Llanbradach & Pwllypant Community Council Policy Document**
- C. Financial Regulations & Amendments**
- D. Asset Register**
- E. Risk Management**

**8. Appointment of Internal Auditor**

As per minute no. 5 of Annual Minutes dated 14<sup>th</sup> May 2018, Mr Ken Williams was confirmed as internal auditor for 2018/19 but has since confirmed that he no longer wished to be our internal auditor. It was RESOLVED that Mr Fisher be appointed as internal auditor for 2018/19 and 2019/20 at a cost of £200 per annum.

**9. Appointment of Representatives to Outside Bodies**

Nominations were invited on outside bodies.

It was RESOLVED that the following members be representatives for the ensuing year:

- **Caerphilly Borough Community & Town Council's Liaison Committee**  
Cllr Ann Reed and Ceri Mortimer (Cllr Dave Rees in reserve)
- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**  
Cllr Ann Reed and Ceri Mortimer.
- **One Voice Wales**  
Cllr Colin Mann and Cllr Dave Rees.
- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee** (meet quarterly locally)  
Cllr Dave Rees.
- **Minor Authority Representative on the Board of Governors:**  
Coed y Brain Primary School – vacancy exists  
*This item was deferred until the next ordinary meeting.*
- **Llanbradach Community Centre Management Committee**  
Cllr Ann Reed as community council representative.

**10. Cycle of Meetings for 2019/20**

Council agreed the following schedule of meetings:

Ordinary Full Council	17 <sup>th</sup> June 2019 (*3 <sup>rd</sup> Monday)
Ordinary Full Council	15 <sup>th</sup> July 2019
AUGUST RECESS	AUGUST RECESS
Ordinary Full Council	9 <sup>th</sup> September 2019
Ordinary Full Council	14 <sup>th</sup> October 2019
Ordinary Full Council	11 <sup>th</sup> November 2019
Ordinary Full Council	9 <sup>th</sup> December 2019
Ordinary Full Council	13 <sup>th</sup> January 2020
Ordinary Full Council	10 <sup>th</sup> February 2020
Ordinary Full Council	10 <sup>th</sup> March 2020
Ordinary Full Council	13 <sup>th</sup> April 2020
Annual & Ordinary Full Council	11 <sup>th</sup> May 2020

Meeting closed at 7.20pm

Signed: \_\_\_\_\_ Chair      Date: 17<sup>th</sup> June 2019