



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

C/o C Mortimer, Clerk to the Council  
38 Nant Fawr Road, Cyncoed. Cardiff CF23 6JR  
Email: mortic1@caerphilly.gov.uk Tel: 07933 725094

**NOTICE OF ANNUAL COUNCIL MEETING**  
**MONDAY 16<sup>th</sup> MAY 2022 6.15 pm**

9th May 2022

**Chair and Members of Llanbradach & Pwllypant Community Council**

**Dear Chair/Councillors**

You are summoned to attend the **ANNUAL MEETING OF LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL** which will be held on Monday 16<sup>th</sup> May 2022 at 6.15pm at Llanbradach Community Centre.

The meeting will be in a MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Members of the press and public are permitted to attend our meetings electronically or in person but are required to contact the Clerk prior to the meeting for the link.

The link for Members is contained within the main body of your email alongside attached agenda papers.

The business to be transacted is set out in the agenda below.

Yours sincerely

Ceri Mortimer  
Clerk to the Council

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**AGENDA**

**Members are required to sign the Declaration of Acceptance of Office prior to the commencement of the meeting.**

*Vice chair to chair the first item of business:*

**1 Elect a Chairperson of the Council**

- (i) Elect a Chairperson for the ensuing year
- (ii) Chairperson to sign Declaration of Acceptance of Office of Chair

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

- (i) Elect a Vice Chairperson for the ensuing year.
- (ii) Vice Chairperson to sign Declaration of Acceptance of Office of Vice Chair

**3 Apologies**

**4 Declarations of Interest**

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

## **5 Minutes**

To receive and note Minutes of the Annual Meeting that was held on 20<sup>th</sup> May 2021 and which were received, approved and signed as an accurate record on 17<sup>th</sup> June 2021  
Minute no.29

## **6 Documents & Policies for 2022/23**

(i) Council is to determine whether to review the following policies and adopt for the ensuing year.

- A. Standing Orders (no change from 2021/22)
- B. Llanbradach & Pwllpant Community Council Policy Document
- C. Financial Regulations & Amendments (no change from 2021/22)
- D. Asset Register
- E. Risk Management
- F. Bio Diversity
- G. Climate Change Statement and Pledge – a council resolution is required to adopt new statement and pledge.

Council is recommended to continue to adopt the following policies approved by One Voice Wales (OVW) until such time a review is necessary due to changes in legislation etc.

- H. Anti-Bribery, Fraud and Corruption Policy
- I. Anti-Harassment and Bullying Policy (Dignity at Work)
- J. Capability Policy
- K. Code of Conduct (for your information only)
- L. Complaints Policy
- M. Disciplinary Rules
- N. Disciplinary Procedure
- O. Equality & Diversity Policy
- P. GDPR
- Q. Good Councillors Guide (for your information only)
- R. Grievance Procedure
- S. Health & Safety Policy
- T. Model Local Resolution Policy
- U. Pay Policy
- V. Precept & Budget 2022/23 (for your information only)
- W. Retention & Disposal Policy
- X. Sickness Absence Policy & Procedure
- Y. Social Media
- Z. Special Leave of Absence Policy
- ZA. Stress Management

(ii) To receive and note background papers on outside bodies:

(a) Charter between all 18 Community and Town Councils in the Caerphilly borough and Caerphilly County Borough Council.

(b) One Voice Wales – summary of their representation and membership

(c) Education Achievement Service (EAS) – Introduction for Prospective School Governors

## **7. Appointment to Personnel Committee**

Nominations are required for 5 members on this committee

## **8. Appointment of Internal Auditor**

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2022/23.

A council resolution is required

## **9. Signatories & Online Banking**

(i) Council is requested to review banking signatories - currently Cllr Colin Mann (retired councillor A Reed is to be removed). A further two signatories would be ideal.

(ii) Council is requested to consider online banking.

## 10. Appointment of Representatives to Outside Bodies

Nominations are invited on the outside bodies:

- Community & Town Council's Liaison Committee (C&TCLC)  
One member required (meet 3 times per year)
- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee  
One member required (meet 3 times per year)
- One Voice Wales  
Two members required (currently Cllr Colin Mann)
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)  
Two members required plus the clerk (currently Cllr Colin Mann)
- Minor Authority Representative on the Board of Governors:  
  
Coed y Brain Primary School – Cllr Valerie Noble (until July 2023)  
Cwm Glas Infants – Mrs Catherine Thomas (until July 2025)  
Ysgol Gynradd Gymraeg y Castell – Cllr Valerie Noble (until 2023)
- Llanbradach Community Centre Management Committees  
One member required as our representative on the Management Committee.

## 11. Cycle of Meetings for 2022/23

Members are requested to determine the cycle of meetings for the ensuing year.

MEETING TYPE	DATE
Ordinary Full Council	Monday 13 <sup>th</sup> June 2022
Ordinary Full Council	Monday 11 <sup>th</sup> July 2022
RECESS	AUGUST
Ordinary Full Council	Monday 12 <sup>th</sup> September 2022
Ordinary Full Council	Monday 10 <sup>h</sup> October 2022
Ordinary Full Council	Monday 14 <sup>th</sup> November 2022
Ordinary Full Council	Monday 12 <sup>th</sup> December 2022
Ordinary Full Council	Monday 9 <sup>th</sup> January 2023
Ordinary Full Council	Monday 13 <sup>th</sup> February 2023
Ordinary Full Council	Monday 13 <sup>th</sup> March 2023
Ordinary Full Council	Monday 10 <sup>th</sup> April 2023
ANNUAL MEETING ORDINARY MEETING	Monday 8 <sup>th</sup> May 2023