



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

Minutes of the ANNUAL Full Council Meeting held on Monday 16th May 2022 6.15pm at Llanbradach Community Centre in a MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Present

Councillors: N Cabble, D Edwards, G Enright, C Mann, B Newton, V Noble, A Stone and A West.

Clerk: C Mortimer

In Attendance: Retiring Chair Cllr Ann Reed

Retiring Chairperson Cllr Ann Reed chaired the first item of business

1 Elect a Chairperson of the Council for 2022/23

(i) Elect a Chairperson for the ensuing year

RESOLVED: Members proposed, seconded and unanimously elected Cllr Valerie Noble as Chair

(ii) New Chair Cllr Valerie Noble signed the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer

Newly elected Chair Valerie Noble took to chairing the meeting and welcomed all members to the meeting and thanked Ann Reed for her services to the community council spanning a few decades and all other retired members for their commitment and service too.

Ann Reed left the meeting.

2 Elect a Vice-Chairperson of the Council for 2022/23

(i) Elect a Vice Chairperson for the ensuing year.

RESOLVED: Members proposed, seconded and unanimously elected Cllr Norma Cabble as Vice Chair

(ii) Vice Chairperson signed the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer

3 Apologies

Apologies were received from Cllr Matt Newton due to work commitments.

4 Declarations of Interest

Councillors were 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 - there were no declarations received.

5 Minutes

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

6 Documents & Policies for 2022/23

(i) RESOLVED: Council reviewed the following policies and agreed to adopt for the ensuing year.

- A. Standing Orders
- B. Llanbradach & Pwllypant Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management
- F. Bio Diversity
- G. Climate Change Statement and Pledge

Resolved: Council adopted the new statement and pledge.

(ii) RESOLVED: Council continued to adopt the following policies, approved by One Voice Wales (OVW), until such time a review is necessary due to changes in legislation etc. with amendments to M. Disciplinary Rules and N. Disciplinary Procedures

- 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) Members received and noted 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

RESOLVED: Three nominations were agreed: Chair Cllr Valerie Noble, Vice Chair Cllr Norma Cabble and Cllr Gary Enright.

8. Appointment of Internal Auditor

RESOLVED: Council agreed to the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2022/23.

9. Signatories & Online Banking

(i) Signatories required for cheque book

RESOLVED: Council agreed three signatories plus clerk - Cllr Colin Mann, Chair Cllr Valerie Noble and Cllr David Edwards as banking signatories.

(ii) Council considered online banking.

RESOLVED: Council agreed to online banking and approved Cllr Gary Enright and Cllr Beci Newton as online signatories.

10. Appointment of Representatives to Outside Bodies

Nominations were invited on the outside bodies:

- Community & Town Council's Liaison Committee (C&TCLC)
One member required (meet 3 times per year)
RESOLVED: Cllr Adrian Stone plus Clerk

- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee
One member (meet 3 times per year)
RESOLVED: Cllr Adrian Stone plus Clerk and Chair Cllr Valerie Noble as reserve.
- One Voice Wales
Two members
RESOLVED: Cllr Gary Enright and Cllr Colin Mann
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)
Two members required plus the clerk
RESOLVED: Cllr Gary Enright and 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 RESOLVED: Cllr David Edwards (until May 2026)
Ysgol Gynradd Gymraeg y Castell – Cllr Valerie Noble (until 2023)
- Llanbradach Community Centre Management Committees
One member as our representative on the Management Committee.
RESOLVED: Cllr Norma Cabble
- Twinning Association
Cllr David Edwards and Cllr Colin Mann as our representatives

11. **Cycle of Meetings for 2022/23**

RESOLVED: Members agreed the following cycle of meetings for the ensuing year.

MEETING TYPE	DATE
Ordinary Full Council	Monday 13 th June 2022
Ordinary Full Council	Monday 11 th July 2022
RECESS	AUGUST
Ordinary Full Council	Monday 12 th September 2022
Ordinary Full Council	Monday 10 ^h October 2022
Ordinary Full Council	Monday 14 th November 2022
Ordinary Full Council	Monday 12 th December 2022
Ordinary Full Council	Monday 9 th January 2023
Ordinary Full Council	Monday 13 th February 2023
Ordinary Full Council	Monday 13 th March 2023
Ordinary Full Council	Monday 17 th April 2023
ANNUAL MEETING ORDINARY MEETING	Monday 8 th May 2023

Meeting closed at 7.15 pm

Signed: _____ Chair Date: 13th June 2022