



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

**Minutes of the ANNUAL Council Meeting held on
Monday 15th May 2023 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 (Chair), C Mann, B Newton, V Noble and A West (Vice Chair)
Clerk: C Mortimer

In the retiring Chair's absence, Vice Chair Cllr Norma Cabble welcomed everyone to the meeting and chaired the first item of business.

1 Elect a Chairperson of the Council

(i) Elect a chairperson for the ensuing year

RESOLVED: Council proposed, seconded and unanimously voted Cllr Norma Cabble as Chairperson for the ensuing year.

(ii) Cllr Norma Cabble signed the Declaration of Acceptance of Office of Chairperson for 2023/24

Newly elected Chair Cllr Norma Cabble chaired the meeting.

2 Elect a Vice-Chairperson of the Council

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

RESOLVED: Council proposed, seconded and unanimously voted Cllr Ann West as Vice Chairperson for the ensuing year.

(ii) Cllr Ann West signed the Declaration of Acceptance of Office of Vice Chairperson for 2023/24

3 Apologies – were received from Cllr D Edwards due to holiday, Cllr G Enright and Cllr M 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.

5 Minutes

Council received and noted the Minutes of the Annual Meeting, that was held on 16th May 2022 and previously approved and signed as an accurate record on 13th June 2022 Minute no.33

6 Documents & Policies for 2023/24

(i) **RESOLVED:** Council agreed the following policies A -E be adopted for the ensuing year.

- A. Standing Orders (older version until newer model has been received from One Voice Wales)
- B. Llanbradach & Pwllypant Community Council Policy Document

Retired Chair Cllr Valerie Noble arrived at the meeting.

- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management

(ii) **RESOLVED:** Council agreed to continue to adopt the following policies/documents, as approved by One Voice Wales (OVW), until such time a review is necessary due to changes in legislation etc.

- F. Anti-Bribery, Fraud and Corruption Policy

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

(iii) Background papers on outside bodies were received and noted:

- (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 of Internal Auditor**

RESOLVED: Council agreed to the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2023/24.

8. **Personnel Committee:**

Members are requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required.:

RESOLVED: Council agreed to Cllr Valerie Noble, Cllr Norma Cabble and Cllr Gary Enright continuing.

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

Nominations were invited on outside bodies unless members wish to continue:

- Community & Town Council's Liaison Committee (C&TCLC)
One member required (meet 3 times per year)
RESOLVED: Council agreed Cllr Valerie Noble plus Clerk
- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee - One member (meet 3 times per year)
RESOLVED: Council agreed Cllr Valerie Noble, Clerk as reserve.
- 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)

Council was requested to extend Cllr Valerie Noble's position if Cllr Noble consents to continuing on this body for a further 4 years.

RESOLVED: Council agreed Cllr Valerie Noble's term be extended for a further 4 years.

Cwm Glas Infants: Vacancy exists - deferred to the next meeting.

Ysgol Gynradd Gymraeg y Castell – Cllr Valerie Noble (until 2023)

Council was requested to extend Cllr Valerie Noble's position if Cllr Noble consents to continuing on this body for a further 4 years.

RESOLVED: Council agreed Cllr Valerie Noble's term be extended for a further 4 years.

- Llanbradach Community Centre Management Committees
One member as our representative on the Management Committee.

RESOLVED: Council agreed that Cllr Norma Cabble continue

- Twinning Association

RESOLVED: Council agreed that Cllr David Edwards and Cllr Colin Mann continue as our representatives

10. Cycle of Meetings for 2023/24

RESOLVED: Council agreed to the following cycle of meetings for the ensuing year, usually the 2nd Monday of each month.

MEETING TYPE	DATE
Ordinary Full Council	Monday 12 th June 2023
Ordinary Full Council	Monday 10 th July 2023
RECESS	AUGUST
Ordinary Full Council	Monday 18 th September 2023
Ordinary Full Council	Monday 9 th October 2023
Ordinary Full Council	Monday 13 th November 2023
Ordinary Full Council	Monday 11 th December 2023
Ordinary Full Council	Monday 8 th January 2024
Ordinary Full Council	Monday 12 th February 2024
Ordinary Full Council	Monday 11 th March 2024
Ordinary Full Council	Monday 15 th April 2024
ANNUAL MEETING ORDINARY MEETING	Monday 13 th May 2024

Meeting closed

Signed: _____ Chair Date: 12th June 2023