



**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

7<sup>th</sup> June 2023

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

You are summoned to the **ORDINARY FULL COUNCIL MEETING** of Llanbradach & Pwllypant Community Council held on **MONDAY 12<sup>th</sup> JUNE 2023 at 6.15pm** at Llanbradach Community Centre.

The meeting will be in 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

**AGENDA**

- 1 Police update**
- 2 Apologies**
- 3 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.
- 4 Chair Announcements**
- 5 Minutes**  
To receive and if approved to confirm and sign the **Minutes of the ANNUAL COUNCIL meeting held on 15/05/2023** as an accurate record.
- 6 Matters Arising**
- 7 Minutes**  
To receive and if approved to confirm and sign the **Minutes of the ORDINARY COUNCIL meeting held on 15/05/2023** as an accurate record.
- 8 Matters Arising**

- 9 New Model Standing Orders**  
To receive and adopt the new Standing Orders as approved by OVW for the ensuing year.
- 10 Minor Authority Vacancy on the Board of Governors at Cwm Glas Infants – item deferred from our annual meeting.**  
(i) To receive and note from the Education Achievement Service (EAS) An Introduction for Prospective School Governors.  
(ii) Nominations are invited.
- 11 Finance to 7<sup>th</sup> June 2023**  
**(i) Balance of Funds**  
To receive, confirm and approve ‘Balance of Funds’ document.  
**(ii) Reconciliation**  
To receive, confirm and approve reconciliation document.  
**(iii) Bank Statements**  
To receive, confirm and approve bank statement no. 241
- 12 Audit - Year Ended 31<sup>st</sup> March 2023**  
(i) To receive and note Internal Auditors Report  
(ii) To receive and approve Annual Return (by 30<sup>th</sup> June 2023)  
(iii) To receive and approve accompanying documents  
(iv) Members are to note the following timetable:
- by **18 June 2023** we **publish an audit notice** on a noticeboard in the area **AND** on the Council’s website for a minimum of 14 calendar days; and
  - after the 14 calendar days referred to above, council is to make appropriate arrangements for the **public to inspect** the accounts and supporting documents **for a total of 20 working days to from 3 July to 28 July 2023.**
  - **completed and approved annual return and all requested information is to be sent to Audit Wales by 5 July at the latest**
- 13 Financial Assistance/Grants 2022/23 – any applications received will be tabled.**
- 14 Projects 2023/24**  
(i) To receive project summary (tabled)
- 15 Training**  
(i) To receive training schedule with OVW for June/July 2023  
(ii) To update our training plan
- 16 Ty’n y Graig Footbridge Update - Transport for Wales (TfW)**
- 17 Bluebell Woods Update**
- 18 Planning Applications (late applications will be tabled at meeting)**  
To receive & discuss planning applications. Comments or enquiries must be emailed to [planadmin@caerphilly.gov.uk](mailto:planadmin@caerphilly.gov.uk) within 21 days of receipt of the email date.
- 19 Next meeting Date:** ORDINARY Meeting on Monday 10<sup>th</sup> July 2023, 6.15pm at Llanbradach Community Centre.