



**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 12th MAY 2025 6.15 pm

7th May 2025

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 12th May 2025 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 remotely or in person but are kindly requested to contact the clerk prior to the meeting commencing.

The link for the meeting is set out below.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 329 047 374 393

Passcode: Wx9LG9gN

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

Yours sincerely

Ceri Mortimer
Clerk to the Council

encs

AGENDA

Retiring 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 20th May 2024 which were received, approved and signed as an accurate record on 10th June 2024 Minute no.36

6 Documents & Policies for 2025/26

(i) Council is requested to review the following policies and 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

As agreed, Council will continue to adhere to the following policies/documents, as approved by One Voice Wales (OVW) and adopted by council in May 2022, 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. Biodiversity
- 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

(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 of Internal Auditor

Council is requested to approve the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2025/26.

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.:
Cllr Valerie Noble, Cllr Norma Cabble and one other.

9. Appointment of Representatives to Outside Bodies

Nominations are 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)
Previously Cllr V Noble plus clerk

- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**
One member (meet 3 times per year)
Previously Cllr V Noble plus clerk as reserve.
- **One Voice Wales**
Two members
Previously Cllr Colin Mann and one other.
- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)**
Two members required plus the clerk
Previously Cllr Colin Mann and one other.
- **Minor Authority Representative on the Board of Governors:**
Coed y Brain Primary School – Cllr Valerie Noble (until 15/7/27)
Ysgol Gynradd Gymraeg y Castell – Cllr Valerie Noble (until 10/11/28)
- **Llanbradach Community Centre Management Committees**
One member as our representative on the Management Committee.
Previously Cllr Norma Cabble
- **Twinning Association**
Previously Cllr David Edwards and Cllr Colin Mann as our representatives

10. **Cycle of Meetings for 2025/26**

Members are requested to determine the cycle of meetings for the ensuing year, usually the 2nd Monday of each month.

MEETING TYPE	DATE
Ordinary Full Council	Monday 9 th June 2025
Ordinary Full Council	Monday 14 th July 2025
RECESS	AUGUST
Ordinary Full Council	Monday 8 th September 2025
Ordinary Full Council	Monday 13 th October 2025
Ordinary Full Council	Monday 10 th November 2025
Ordinary Full Council	Monday 15 th December 2025
Ordinary Full Council	Monday 12 th January 2026
Ordinary Full Council	Monday 9 th February 2026
Ordinary Full Council	Monday 9 th March 2026
Ordinary Full Council	Monday 13 th April 2026
ANNUAL MEETING ORDINARY MEETING	Monday 11 th May 2026