



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

**Minutes of the ANNUAL Council Meeting held on  
Monday 12<sup>th</sup> May 2025, 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:** V Alexander, N Cabble, E Edwards, N Hower, B Newton, V Noble and E Thomas.

**Clerk:** C Mortimer

*Chair Cllr Norma Cabble welcomed everyone to the meeting.*

*Retiring Chair Cllr Norma Cabble to chair the first item of business:*

**1 Elect a Chairperson of the Council**

(i) Elect a Chairperson for the ensuing year 2025/26

RESOLVED: Cllr Norma Cabble was unanimously voted as Chair for 2025/26.

(ii) Chairperson Cllr Norma Cabble duly signed the Declaration of Acceptance of Office of Chair

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

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

RESOLVED: Cllr Nicola Hower was appointed as Vice Chair for 2025/26

(ii) Vice Chairperson Cllr Nicola Hower duly signed the Declaration of Acceptance of Office of Vice Chair

**3 Apologies** – were received from Cllr Colin Mann due to attending a Caerphilly County Borough Council Scrutiny Committee on the future of our Library and Cllr Mark Robotham due to holiday.

**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 of interest.

**5 Minutes**

Minutes of the Annual Meeting that was held on 20<sup>th</sup> May 2024 were received and previously approved and signed as an accurate record on 10<sup>th</sup> June 2024 Minute no.36

**6 Documents & Policies for 2025/26**

(i) RESOLVED: Council received and reviewed the following policies and adopted 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 (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) 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 of Internal Auditor**

RESOLVED: Council approved the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2025/26.

**8. Personnel Committee**

RESOLVED: Members approved the continuity of members  
Cllr Valerie Noble, Cllr Norma Cabble and Cllr Nicola Hower.

**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)  
RESOLVED: Previously Cllr V Noble plus clerk (plus Cllr V Alexander as reserve)
- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee  
One member (meet 3 times per year)  
RESOLVED: Cllr V Noble plus Clerk (plus Cllr V Alexander as reserve).
- One Voice Wales  
Two members  
RESOLVED: Cllr Colin Mann and Cllr Nicola Hower
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)  
Two members required plus the clerk  
RESOLVED: Cllr Colin Mann and Cllr Nicola Hower
- 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.  
RESOLVED: Cllr Norma Cabble
- Twinning Association  
RESOLVED: 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 2<sup>nd</sup> Monday of each month.

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

**Meeting closed**

**Signed:** \_\_\_\_\_ **Chair**

**Date:** 9<sup>th</sup> June 2025