

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

**Minutes of the ANNUAL Council Meeting held on
Monday 29th June 2026 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), D Edwards, A Gillett, C Mann, B Newton, V Noble, M Robotham and E Thomas,

Clerk: C Mortimer

*depicts remote attendance.

Retiring Chair Cllr Norma Cabble welcomed everyone to the meeting and chaired the first item of business.

1 Elect a Chairperson of the Council

Nominations were invited

- (i) RESOLVED: Council elected Cllr Norma Cabble as Chairperson for the ensuing year
- (ii) Cllr Norma Cabble duly signed Declaration of Acceptance of Office of Chair

2 Appoint a Vice-Chairperson of the Council

Nominations were invited

- (i) RESOLVED: Cllr Emma Thomas was appointed as Vice Chair for the ensuing year.
- (ii) Cllr Emma Thomas duly signed the Declaration of Acceptance of Office of Vice Chair

3 Apologies – apologies were noted for Cllr Nicola Hewer.

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

Members received and noted Minutes of the Annual Meeting that was held on 12th May 2025, which were received, approved and signed as an accurate record at an Ordinary Meeting on 9th June 2025 (Min No.36).

6 Documents & Policies for 2026/27

(i) RESOLVED: Council received, reviewed and adopted the following policies for the ensuing year:

- A. Standing Orders
- B. Llanbradach & Pwllypant Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management

E.1 Civility and Respect Pledge – Launch New Pledge

- (i) Council received and noted explanatory note from OVW about the pledge.
- (ii) RESOLVED: Council agreed to adopt and adhere to the pledge which was duly signed.

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) 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

7. **Appointment of Internal Auditor**

RESOLVED: Council approved the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2026/27 at a cost of £350.

8. **Personnel Committee:**

Members were 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 Cllr Emma Thomas.

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: Cllr V Noble plus clerk
- 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 (as reserve).
- One Voice Wales
Two members
RESOLVED: Cllr Colin Mann. A 2nd member is to be deferred.
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)
Two members required plus the clerk
RESOLVED: Cllr Colin Mann. A 2nd member is to be deferred.
- Minor Authority Representative on the Board of Governors:
Members noted the continuation on:
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 2026/27

RESOLVED: Members approved the cycle of meetings for the ensuing year, usually the 2nd Monday of each month.

MEETING TYPE	DATE
Ordinary Full Council	Monday 13 th July 2026
RECESS	AUGUST
Ordinary Full Council	Monday 14 th September 2026
Ordinary Full Council	Monday 12 th October 2026
Ordinary Full Council	Monday 9 th November 2026
Ordinary Full Council	Monday 14 th December 2026
Ordinary Full Council	Monday 11 th January 2027
Ordinary Full Council	Monday 8 th February 2027
Ordinary Full Council	Monday 8 th March 2027
Ordinary Full Council	Monday 12 th April 2027
ANNUAL MEETING ORDINARY MEETING	(Local elections on Thursday 6 th May 2027) Monday 10 th May 2027

Meeting Closed at 7.00pm

Signed: _____ Chair

Date: 13th July 2026