



**GELLIGAER COMMUNITY COUNCIL**  
**Minutes of the Annual Meeting of Gelligaer Community Council**  
**held at 7.30pm on Wednesday 17<sup>th</sup> May 2017**  
**at the Council Office, Llwyn Onn, Penpedairheol.**

**PRESENT**

Councillors: A P Angel, C M Bezzina, D Cushing, C M David, W David, S E Griffiths, W Griffiths, M James, T H Matthews, S.A Milford, R E Osborne, T Parry & J A Pritchard.  
Clerk: C Mortimer

All Members signed and dated the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer of the Council prior to the meeting commencing.

*Retiring Chairperson, Cllr Donna Cushing chaired the first item of business.*

**1. Elect a Chairperson of the Council**

(i) Nominations for the office of Chair to the Council were invited.

Resolved: Cllr Martyn James was nominated, seconded and unanimously voted to the position of Chair for the ensuing year, 2017/18.

(ii) Chair, Cllr Martyn James signed and dated the Declaration of Acceptance of Office, in the presence of the Clerk/Proper Officer

(iii) Resolved: Council agreed that Chair be designated as Line Manager to the Clerk

*The newly elected Chair, Cllr Martyn James thanked retired Chair Cllr Donna Cushing for her invaluable contribution throughout the year and hoped to follow in her footsteps by giving his full commitment to the Community Council.*

*Chair, Cllr Martyn James chaired the meeting.*

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

(i) Nominations for the appointment of Vice Chair to the Council were invited.

Resolved: Cllr Alan Angel was nominated, seconded and unanimously voted to the position of Vice Chair for the ensuing year 2017/18

**3. Retiring Chairman's Comments**

Cllr Donna Cushing thanked members for their support over the past year. Some of the most memorable events were visiting couples celebrating their anniversary and meeting our volunteers who support our clubs and the event that was held at Llancaiach for our volunteers was a gesture of our appreciation.

Cllr Donna Cushing also thanked the Clerk, Ceri Mortimer in recognition of her contribution and dedication to the Community Council and presented her with a card, flowers and her very best wishes.

**4. Apologies** – there were no absences

**5. Declarations of Interest** – there were no declarations

**6. Minutes**

Members received and noted the minutes of the Annual Meeting that was held on 18th May 2016, which had been approved and duly signed as an accurate record at the Ordinary Full Council Meeting held on 22nd June 2016.

## **7. Remuneration for 2017/18**

- (i) Members received and noted letter from the Chairman of the Independent Remuneration Panel (IRP) for Wales
- (ii) Members received and noted the IRP Report for 2017/18 (pages 40 - 42 were applicable to Community & Town Councils).
- (iii) Resolved: Members agreed the following Determinations:

Determination 44 – Members agreed to the payment of £150 for consumable items to each Councillor. County Councillors who wished to forego their payment are to put it in writing to the Clerk.

Determination 45: Members unanimously agreed not to implement this payment.

Determination 46: Members agreed the personal payment of £500 to the Chair to undertake the functions of office as Chair and £1,500 to expend on worthwhile good causes to the benefit of local people, clubs and charities.

Determination 47: Members agreed the personal payment of £250 to the Vice Chair to undertake the functions of office in the Chair's absence.

Determination 48: Members unanimously agreed to reimbursement of travel costs for travel outside of the Community Council boundary.

Determination 49: Members unanimously agreed to accept the reimbursement of subsistence.

Determination 50: Members agreed to the reimbursement of financial loss compensation on the basis that the claim to be brought to Full Council for a decision.

Determination 51: Members agreed to the reimbursement of necessary care costs on the production of receipts from the carer.

Council will publish details of all remuneration on the website for year end and submit details to the IRP by 30 September.

## **8. Documents & Policies for 2017/18**

Resolved: Members received and adopted the following policies and documents for the ensuing year 2017/18.

### **A. Good Councillors Guide 2017**

### **B. Code of Conduct – The Local Authorities (model Code of Conduct) (Wales) (Amendment) Order 2016 (no.2016/84)**

*It was noted that Councillors: C M David, W David, S A Milford, J A Pritchard & R E Osborne received Code of Conduct Training Workshop on Tuesday 16th May 2017.*

### **C. Standing Orders for 2017/18**

### **D. Gelligaer Community Council Policy Document for 2017/18**

### **E. Financial Regulations & Amendments**

### **F. Agreed Precept & Budget for 2017/18 (for your information only)**

### **G. Asset Register**

### **H. Risk Management**

### **I. Anti-Bribery, Fraud and Corruption Policy**

### **J. Anti-Harassment and Bullying Policy (Dignity at Work)**

### **K. Capability Policy**

### **L. Complaints Policy**

### **M. Disciplinary Rules**

### **N. Disciplinary Procedure**

### **O. Equality & Diversity Policy**

### **P. Grievance Procedure**

### **Q. Health & Safety Policy**

### **R. Pay Policy**

### **S. Sickness Absence Policy & Procedure**

### **T. Social Media Policy**

### **U. Special Leave of Absence Policy**

### **V. Stress Management**

## **W. Background Information on Outside Bodies**

Members received and noted the following:

- (i) Charter between all 18 Community and Town Councils in the Caerphilly borough and Caerphilly County Borough Council.
- (ii) One Voice Wales' "About Us" document.
- (iii) Information for Prospective School Governors
- (iv) Terms of Reference for the Town Centre Management Committee
- (v) Community Centre Management Committee Standing Orders – applicable to all centres/halls.

**(vi) Appointment of Representatives to Outside Bodies** – nomination were invited and received.

Resolved: Members agreed to the following representation for 2017/18.

- Caerphilly Borough Community & Town Council's Liaison Committee  
Cllr Judith Pritchard, Cllr William Griffiths and Ceri Mortimer
- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee – Cllr Judith Pritchard (Cllr W Griffiths) & Ceri Mortimer
- One Voice Wales - Cllr Donna Cushing (Cllr William Griffiths as reserve) & Ceri Mortimer
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee  
Cllr Judith Pritchard (Cllr Donna Cushing as reserve) & Ceri Mortimer
- Minor Authority Representative on the Board of Governors:  
  
Hengoed Primary School – Cllr Teresa Parry (until 10<sup>th</sup> July 2020)  
Y G G Bro Allta – Cllr Teresa Parry (until 10<sup>th</sup> July 2020)  
Derwendeg Primary School – Cllr Donna Cushing (until 10<sup>th</sup> Nov 2018)  
Glyngaer Primary School – Cllr William Griffiths from May 2017  
Greenhill Primary School – Cllr Susan Griffiths from May 2017  
Tiryberth Primary School – deferred  
Ystrad Mynach Primary – deferred  
Y G G Penalltau – Mr Gwyn Thomas (until 24<sup>th</sup> April 2020)  
Y G G Gilfach Bargoed – Cllr Gethin Roberts (until 31 Aug 2020)
- Caerphilly County Borough Council's Town Centre Management Group for Ystrad Mynach – Cllr Judith Pritchard, Cllr Richard Osborne & C Mortimer (ex-officio)  
*(Cllrs: A Angel, M James, D Cushing & T Parry to attend as CCBC's representatives)*
- Community Centres Management Committees  
Respective ward members to attend their own:  
  
Cascade – Cllr Christine David  
Cefn Hengoed – deferred for further information  
Gelligaer – Cllr William Griffiths  
Glan y Nant Memorial Hall – This is an independent facility, not owned by CCBC  
Hengoed – Cllr Judith Pritchard  
Penybryn Village Hall – Hefin David AM (for the time being, Cllr Thomas Matthews to replace)  
Tiryberth – Cllr Christine David

## X. Cycle of Meetings for 2017/18

Resolved: Members agreed the proposed cycle of meetings.

<b>Date / Day: Wednesday</b>	<b>Meeting Type</b>
21st June 2017	Full Council
19th July 2017	Full Council
August	RECESS
20th September 2017	Full Council
18th October 2017	Full Council
15th November 2017	Full Council
6th December 2017	Full Council
17th January 2018	Full Council
14th February 2018	Full Council
21st March 2018	Full Council
25 <sup>th</sup> April 2018	Full Council
16 <sup>th</sup> May 2018	Annual & Full Council

**The meeting closed at 8:50 pm**

Signed: \_\_\_\_\_

Chairman