



**GELLIGAER COMMUNITY COUNCIL
CYNGOR CYMUNED GELLIGAER**

E-mail: mortic1@caerphilly.gov.uk Tel/Ffon: 01443 822863 / 07933 725094
Office Hours/Oriau Swyddfa – Wednesday & Thursday

Ceri Mortimer
CLERK TO THE COUNCIL / CLERC Y CYNGOR
COUNCIL OFFICE / SWYDDFA Y CYNGOR
LLWYN ONN, PENPEDAIRHEOL, HENGOED
CAERPHILLY COUNTY BOROUGH CF82 8BB / BWRDEISTREF SIROL CAERFFILI

www.gelligaercommunitycouncil.org.uk
www.romangelligaer.org.uk

NOTICE OF FULL COUNCIL MEETING
WEDNESDAY 25th SEPTEMBER 2019

In line with legislation, all community council meetings are open to members of the public and press to attend.

Public Question Time – 15 minutes in total.

*Members of the public can address the councillors **prior** to the meeting. Decisions however cannot be made until the meeting commences and only if that item is listed on the agenda, otherwise it can be placed on the agenda for the next community council meeting for discussion and decision.*

Members of the public cannot speak during the meeting

To: Chair and Members of Gelligaer Community Council

18th September 2019

Dear Chair/Councillors

You are summoned to attend a monthly meeting of GELLIGAER COMMUNITY COUNCIL that will be held **on Wednesday 25th September 2019 at 7.00pm** at Gelligaer Community Council Office, Llwyn Onn, Penpedairheol.

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

Yours sincerely

**Ceri Mortimer
Clerk to the Council**

encs

AGENDA

- 1 Ms Jodie Postians to sign Declaration of Acceptance of Office
 - (i) New member to receive, note and adopt Members Policy Pack which includes the following documents & policies for 2019/20:
- A. **Good Councillors Guide**
- B. **Code of Conduct**
- C. **Standing Orders**
- D. **Gelligaer Community Council Policy Document**
- E. **Model Financial Regulations (Revised August 2019) & Amendments**
- F. **Representative on Outside Bodies**
- G. **Cycle of Meetings**
- H. **Asset Register**
- I. **Risk Management**
- J. **Retention Policy**

- K. **Anti-Bribery, Fraud and Corruption Policy**
- L. **Anti-Harassment and Bullying Policy (Dignity at Work)**
- M. **Capability Policy**
- N. **Complaints Policy**
- O. **Disciplinary Rules**
- P. **Disciplinary Procedure**
- Q. **Equality & Diversity Policy**
- R. **Grievance Procedure**
- S. **Health & Safety Policy**
- T. **Information & Data Protection Policy**
- U. **Model Local Resolution Protocol**
- V. **Pay Policy**
- W. **Sickness Absence Policy & Procedure**
- X. **Social Media And Electronic Communication Policy** {to be dealt with below under 6(ii)}
- Y. **Special Leave of Absence Policy**
- Z. **Stress Management**

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 **New Breast Care Unit, Ysbyty Ystrad Fawr – Turn Our Town Pink (potential project)**

Emma Wilkins, Fund Raising Manager for Breast Services, Aneurin Bevan University Health Board, to speak with members.

5 **Gelligaer & Merthyr Common**

Philip Davies of the Welsh Horse and Pony Group to speak regarding Annex A – Form of Notice whereby Gelligaer & Merthyr Commoners Association has applied to the Welsh Government for consent to carry out restricted works on Gelligaer & Merthyr Common.

6 **Policies**

6(i) Revised Model Financial Regulations

To receive and adopt minor amendments by OVW to the Model Financial Regulations (2016) as follows:

- Restriction added to Regulation 11.1.a.ii
Clarifying disapplication of contract regulations to legal professionals limited to those **acting in disputes** only – not general legal work.
- Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b
- Minor change to heading Regulation 12

A council resolution to adopt amendments is required

6(ii) Social Media & Electronic Communication Policy

To receive, discuss and adopt policy
A council resolution is required

7 **Chairman's Announcements**

8 **Minutes**

To receive and if approved to confirm and sign the minutes of the **ORDINARY FULL COUNCIL** meeting held on **31st July 2019** as an accurate record.

9 **Matters Arising**

10 **Finance**

(i) Balance of Funds

To receive and confirm 'Balance of Funds' document, which includes list of authorised cheques and debit card payments – (Chairman and Vice to sign)

(ii) Reconciliation

To receive reconciliation document (Non signatory member to sign reconciliation)

(iii) Bank Statements are under agenda item 13(i) on Pink Paper – to note.

11 Audit for the year ended 31 March 2019

(i) To receive and note letter from external auditors BDO confirming that the audit is complete and that there were no matters which came to their attention.

(ii) Council is requested to receive and approve the Annual Return.

(iii) To note that the Notice of Conclusion of Audit which will be displayed in a conspicuous place (on our notice board o/s office) for 14 days from 26th September 2019.

12 Exclusion of press and public

13 (i) Bank Statements (on pink paper)

To receive and approve bank statements (Non signatory member to sign statements).

14 Financial Assistance 2019/20 – (all on pink papers to be tabled. Late applications will also be included on pink for consideration).

- Cylch Meithryn yr Enfys
- Eisteddfod Y Cymoedd
- Lewis School Pengam Pupils
- Penallta RFC Minis and Youth
- Vicarage Allotments Association

15 Projects

- Any new potential projects
- To receive quotation in respect of public toilets refurbishment at Ystrad Mynach
- Poppies – would members like to consider purchasing new poppies to replace those damaged.

16 Meeting re-opens to press and public

17 Projects

(i) Project Summary – to receive and note

18 Ystrad Mynach Fayre 16th November 2019 10am - 5pm

(i) To receive and note CCBC's Memorandum of Understanding. Gelligaer Community Council is the Event Organiser with overall responsibility for the event. Clerk to sign.

(ii) Volunteers required to front the stall

19 Cycle Track – Cwm Calon Estate

To receive and note letter from Liz Gibby, CCBC's Senior Assistant Engineer

20 Website - revamp

To receive email from CCBC's Louise Saddler, Web Specialist

21 BT Consultation – ends 28th October 2019

To receive and discuss the proposed removal of payphones at two locations and to consider adoption.

22 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 within 21 days of receipt of the email date.

23 Next Ordinary Meeting Date: 23rd October 2019