



GELLIGAER COMMUNITY COUNCIL CYNGOR CYMUNED GELLIGAER

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Office Hours/Oriau Swyddfa – Dydd Mercher & Dydd Iau / Wednesday & Thursday 10.30am – 2.30pm

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.u

NOTICE OF ANNUAL COUNCIL MEETING **WEDNESDAY 25th NOVEMBER 2020 at 7.00pm**

20th November 2020

Chair and Members of Gelligaer Community Council

Dear Chair/Councillors

Our ANNUAL MEETING OF GELLIGAER COMMUNITY COUNCIL will be held on Wednesday 25th NOVEMBER 2020 at 7.00pm. The meeting will be held remotely in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. It will not be practical to include the press and public in our remote meetings. We will however continue to exercise good practices in line with legislation, by publishing our decisions/draft minutes in a timely manner on our website.

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

Yours sincerely

Ceri Mortimer
Clerk to the Council
AGENDA

encs

Retiring Chairperson 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 and date Acceptance of Office

2 Elect a Vice-Chairperson of the Council

- (i) Elect a Vice Chairperson for the ensuing year.
- (ii) Vice Chairperson to sign and date Acceptance of Office

3 Retiring Chairman's Comments

4 Apologies

5 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.

6 Minutes

To receive and note the Minutes of the Annual Meeting that was held on 22nd May 2019, that were approved and signed as an accurate record at our Ordinary Council meeting held on 26th June 2019 Minute no.31.

7 Documents & Policies for 2020/21

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

- A. Standing Orders (no change from 2019/20)
- B. Gelligaer Community Council Policy Document
- C. Financial Regulations & Amendments (no change from 2019/20)
- D. Asset Register
- E. Risk Management

The following policies were adopted in May 2017 (apart from F) and remain unchanged. Members are requested to resolve to continue to adopt until changes are required and/or changes in legislation. Next revision date: 2021/2022

- F. *Retention Policy – adopted May 2018*
- G. *Anti-Bribery, Fraud and Corruption Policy*
- H. *Anti-Harassment and Bullying Policy (Dignity at Work)*
- I. *Capability Policy*
- J. *Complaints Policy*
- K. *Disciplinary Rules*
- L. *Disciplinary Procedure*
- M. *Equality & Diversity Policy*
- N. *Grievance Procedure*
- O. *Health & Safety Policy*
- P. *Pay Policy*
- Q. *Sickness Absence Policy & Procedure*
- R. *Social Media Policy*
- S. *Special Leave of Absence Policy*
- T. *Stress Management*

8. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2020/21.

A council resolution is required

9. Appointment of Representatives to Outside Bodies

Nominations are invited on the outside bodies:

- **Caerphilly Borough Community & Town Council's Liaison Committee**
(Last year - Cllr Judith Pritchard & Cllr Richard Osborne & Ceri Mortimer)
- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**
(Last year -Cllr Judith Pritchard (Cllr R Osborne as reserve) & Ceri Mortimer)
- **One Voice Wales**
(Last year- Cllr Teresa Parry & Ceri Mortimer (Cllr D Cushing as reserve))
- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee**
(Last year Cllr Judith Pritchard (Cllr Richard Osborne & Ceri Mortimer as reserve))

- **Minor Authority Representative on the Board of Governors:**

Hengoed Primary School – Cllr Judith Pritchard (from Jan 2018)
 Tiryberth Primary School – Cllr Jodie Postians (from Dec 2019)
 Derwendeg Primary School – Mrs Marjorie Edwards (from Jan 2020)
 Ysgol Penalltau – Ms Lisa Williams (from October 2020)

Ystrad Mynach Primary – vacancy exists

Parent governor, Andrew James is looking to move to the minor authority role - **Council to ratify**
 Chair is Cerys Sage

Y G G Bro Allta – vacancy Exists

Chair is Ian Watkins

Greenhill Primary School – vacancy exists

Glyngaer Primary School – Vacancy exists

Chair is Dave Cooke

- **Caerphilly County Borough Council's Town Centre Management Group for Ystrad Mynach**

(Last year was Cllr Richard Osborne, Cllr Judith Pritchard & Ceri Mortimer)
 (Cllr A Angel & Cllr Martyn James as YM County Councillor reps plus Cllr D Cushing & Cllr T Parry as Hengoed County Councillor reps).

- **Community Centres Management Committees**

Last year was:

Cascade Community Centre – Cllr Christine David
 Cefn Hengoed Community Centre – Cllr Judith Pritchard
 Gelligaer Community Centre– Cllr William Griffiths
 Glan y Nant Memorial Hall – this is an independent facility not owned by CCBC
 Hengoed Community Centre – Cllr Judith Pritchard
 Penybryn Village Hall – Hefin David AM
 Tiryberth Village Hall – Cllr Christine David

10. Cycle of Meetings for 2020/21

Members are requested to consider and agree the cycle of meetings for the ensuing year:

Date / Day: Wednesday	Meeting Type
16th December 2020	Ordinary Full Council
27th January 2021	Ordinary Full Council
24th February 2021 School half term 15/02 -19/02/21	Ordinary Full Council
24th March 2021 Easter school hols 29/03 – 02/04/21	Ordinary Full Council
28th April 2021	Ordinary Full Council
26th May 2021 Senedd elections 6/05/21 Bank holiday 31/05/21	Annual & Ordinary Full Council