



**GELLIGAER COMMUNITY COUNCIL
CYNGOR CYMUNED GELLIGAER**

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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 ANNUAL COUNCIL MEETING
WEDNESDAY 26th MAY 2021, 7.00 PM

21th May 2021

Chair and Members of Gelligaer Community Council

Dear Chair/Councillors

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Gelligaer Community Council will be held on **WEDNESDAY 26th MAY 2021 at 7.00pm** followed by an ORDINARY MEETING.

The meeting will be held at the **YOUTH CENTRE CEFN HENGOED** and will be a HYBRID meeting whereby members can choose to either join us remotely or in person in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

A comprehensive risk assessment has been carried out at the centre with good Covid compliant safety measures in place

Members are requested not to attend in person if they are feeling unwell.

A link is emailed with the papers.

Members of press and public are permitted to attend our meetings in person but are requested to contact the Clerk beforehand to ensure we do not exceed hall capacity in line with the latest Covid regulations. Alternatively you may join us electronically, again please contact the Clerk prior to the meeting for the link to be forwarded to you. .

In line with the provisions of the Local Government and Elections (Wales) Act 2021, an electronic publication of the draft minutes are to be made available within seven working days of the community council meeting taking place or a summary of the meeting to include names of attendees, apologies, declarations of interest, any decisions taken and outcome of votes.

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

Yours sincerely

Ceri Mortimer
Clerk to the Council

AGENDA

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 25th November 2020, and approved and signed as an accurate record at our Ordinary Council meeting held on 16th December 2020.

7 Documents & Policies for 2021/22

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

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

The following policies were adopted in May 2017 (apart from F, U & V) and remain unchanged. Members are requested to resolve to continue to adopt until changes are required and/or changes in legislation.

- 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***
- U. Habitual/Vexatious Complainant – adopted February 2021***
- V. Publication Scheme – adopted February 2021***

8. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2021/22.

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 Donna Cushing & Ceri Mortimer)
- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**
(Last year -Cllr Judith Pritchard (Cllr Donna Cushing 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 Alan Angel & 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 - Parent governor Mr Andrew James

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 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 2021/22

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

Date / Day: Wednesday	Meeting Type
23rd June 2021	Ordinary Full Council
28 th July	Ordinary Full Council
AUGUST	RECESS
22 nd September 2021	Ordinary Full Council
27 th October 2021	Ordinary Full Council
17 th November 2021	Ordinary Full Council
22 nd December 2021	Ordinary Full Council
19 th January 2022	Ordinary Full Council
23 rd February 2022	Ordinary Full Council
23 rd March 2022	Ordinary Full Council
20 th April 2022	Ordinary Full Council
18 th May 2022	ANNUAL & Ordinary Full Council (Local elections Thurs 5 th May)