



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

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NOTICE OF ANNUAL COUNCIL MEETING
TUESDAY 17th MAY 2022, 7.00 PM

10th May 2022

Chair and Members of Gelligaer Community Council

Dear Chair/Councillors

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Gelligaer Community Council which will be held on **TUESDAY 17th MAY 2022, 7.00pm** at Gelligaer Community Council Office.

The meeting will be in a MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Members of the press and public are permitted to attend our meetings electronically or in person but are required to contact the Clerk prior to the meeting for the link.

The link for Members is contained within the main body of your email alongside attached agenda papers.

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

Yours sincerely

Ceri Mortimer
Clerk to the Council

AGENDA

Members are required to sign the Declaration of Acceptance of Office prior to the commencement of the meeting.

Retiring Chair or Vice 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 Declaration of Acceptance of Office of Chair

- 2 Elect a Vice-Chairperson of the Council**
 - (i) Elect a Vice Chairperson for the ensuing year.
 - (ii) Vice Chairperson to sign Declaration of Acceptance of Office of Vice Chair

3 Apologies

4 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.

5 Minutes

To receive and note Minutes of the Annual Meeting that was held on 26th May 2021 and which were received, approved and signed as an accurate record on 26th June 2021 Minute no.26

6 Documents & Policies for 2022/23

(i) Council is to determine whether to review the following policies and adopt for the ensuing year.

- A. Standing Orders
- B. Gelligaer Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management
- F. Bio Diversity
- G. Climate Change Statement and Pledge

Council is recommended to continue to adopt the following policies approved by One Voice Wales (OVW) until such time a review is necessary due to changes in circumstances and/or legislation etc.

- H. Anti-Bribery, Fraud and Corruption Policy
- I. Anti-Harassment and Bullying Policy (Dignity at Work)
- J. Capability Policy
- K. Code of Conduct (for your information only)
- L. Complaints Policy
- M. Disciplinary Rules
- N. Disciplinary Procedure
- O. Equality & Diversity Policy
- P. GDPR
- Q. Good Councillors Guide (for your information only)
- R. Grievance Procedure
- S. Health & Safety Policy
- T. Model Local Resolution Policy
- U. Pay Policy
- V. Precept & Budget 2022/23 (for your information only)
- W. Retention & Disposal Policy
- X. Sickness Absence Policy & Procedure
- Y. Social Media
- Z. Special Leave of Absence Policy
- ZA. Stress Management

(ii) To receive and note 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
- (c) Education Achievement Service (EAS) – Introduction for Prospective School Governors
- (d) Town Centre Management Committee – please see email from P Hudson.

7. Appointment to Committees/Working Groups

(i) Personnel Committee

Nominations are required for 5 members on this committee

8. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2022/23.

A council resolution is required

9. Signatories

(i) Unity Trust Bank

Council is requested to review online banking signatories - currently Cllr Donna Cushing and Cllr Teresa Parry (retired councillor C David is to be removed).

A further 1-2 signatories would be ideal (preferably a member who is accustomed to online banking)

(ii) Lloyds Bank

Due to increased on-line banking the council seldom writes cheques therefore council may not wish to change the current signatories who are Cllr Alan Angel, Cllr Martyn James, Cllr Teresa Parry and Cllr Judith Pritchard.

10. 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 with Cllr D Cushing as reserve)

• **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee**

(Last year Cllr Judith Pritchard with Cllr Alan Angel & Ceri Mortimer as reserve)

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

Tenure for a Minor Authority Governor is 4 years.

Hengoed – Cllr Judith Pritchard 19/01/2022 – 18/01/26

YGG Penalltau – Lisa Williams 7/10/2020 - 6/10/2024

Ystrad Mynach Primary School – Andrew James 11/12/2020 - 10/12/2024 (transferred from a parent to a MA rep)

Glyngaer – Hazel Minney 17/11/2021 - 16/11/2025

Bro Allta – A McCarthy 1/5/2021 - 30/4/2025

Vacancies exist on the following:

Derwendeg Primary School – vacancy exists

Greenhill Primary School – vacancy exists

Tiryberth Primary School - vacancy exists

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

11. Cycle of Meetings for 2022/23 (to start at 7pm)

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

Date / Day: Wednesday	Meeting Type
29th June 2022	Ordinary Full Council
27 th July 2022	Ordinary Full Council
AUGUST	RECESS
21st September 2022	Ordinary Full Council
19 th October 2022	Ordinary Full Council
23rd November 2022	Ordinary Full Council
14th December 2022	Ordinary Full Council
25 th January 2023	Ordinary Full Council
22 rd February 2023	Ordinary Full Council
22 nd March 2023	Ordinary Full Council
19 th April 2023	Ordinary Full Council
17 th May 2023	ANNUAL & Ordinary Full Council