



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 24th MAY 2023, 7.00 PM

17th May 2023

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 **WEDNESDAY 24th MAY 2023, 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

Retiring Chair 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 17th May 2022 and which were received, approved and signed as an accurate record on 29th June 2022, Minute no. 33.

6 Documents & Policies for 2023/24

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

- A. New Model Standing Orders (2023)
- B. Gelligaer Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management

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.

- F. Anti-Bribery, Fraud and Corruption Policy
- G. Anti-Harassment and Bullying Policy (Dignity at Work)
- H. Biodiversity Plan
- I. Climate Change Statement and Pledge
- 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) Please find attached Cabinet Report and Appendix with the new Terms of Reference, trialled until September 2023.

7. Appointment to Committees/Working Groups

(i) Personnel Committee

Members are requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required:

Currently: Cllrs M James, C Moss, T Parry, H Pritchard and J Pritchard.

8. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2023/24.

A council resolution is required

9. Signatories

(i) Unity Trust Bank- online banking

Council is requested to approve the continuity of signatories unless members wish to stand down and as such replacement signatories would be required:

Currently: Cllr Donna Cushing, Cllr Teresa Parry, Cllr Mandy McCarthy and Cllr Haydn Pritchard.

(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 following outside bodies:

• **Caerphilly Borough Community & Town Council's Liaison Committee**

Members are requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required:

Currently Cllrs Catrin Moss, and Clerk.

One further member is required.

• **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**

Members are requested to approve the continuity of members, unless, members wish to stand down and as such a replacement would be required:

Currently Cllrs Catrin Moss, and Clerk. A reserve is required.

• **One Voice Wales**

Members are requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required:

Cllr Teresa Parry & Clerk (Cllr Donna Cushing as reserve)

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

Cllr Catrin Moss (Cllr Alan Angel & Clerk as reserve)

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

Tenure for a Minor Authority Governor is 4 years.

The following continue to serve:

Derwendeg Primary School – Cllr Gaynor Bruford 16/06/2022 – 15/06/2026

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

Greenhill Primary – Cllr Wyndham Matthews 16/06/2022 – 15/06/2022

Hengoed Primary – Cllr Judith Pritchard 19/01/2022 – 18/01/2026

Tiryberth Primary School – Cllr Adrienne Wood 23/02/2023 – 22/02/2027

Ysgol Bro Allta – A McCarthy 01/05/2021 - 30/4/2025

Ysgol Penalltau – Cllr Catrin Moss 14/10/2022 – 13/10/2026

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

Caerphilly County Borough Council's Town Centre Management Group for Ystrad Mynach - this item was deferred until we received more information on the new set up.

“Each organisation (with the exception of Town/Community Councils) will be able to send one representative. Town/Community Councils can nominate two representatives. The Clerk of relevant Town/Community Councils may also attend as a non-voting member”.

- **CCBC Community Centre Management Committees**

Currently we have:

Cascade Community Centre – Cllr Judith Pritchard

Cefn Hengoed Community Centre – Cllr Gaynor Bruford

Gelligaer Community Centre– Deferred

Glan y Nant Memorial Hall – this is an independent facility not owned by CCBC

Hengoed Community Centre – Cllr Judith Pritchard

Penybryn Village Hall – Deferred

Tiryberth Village Hall – Cllr Adrienne Wood

11. Cycle of Meetings for 2023/24 (to start at 7pm)

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

| Date / Day: Wednesday | Meeting Type |
|---------------------------------|--------------------------------|
| 28th June 2023 | Ordinary Full Council |
| 26 th July 2023 | Ordinary Full Council |
| AUGUST | RECESS |
| 27 th September 2023 | Ordinary Full Council |
| 25 th October 2023 | Ordinary Full Council |
| 22 nd November 2023 | Ordinary Full Council |
| 13 th December 2023 | Ordinary Full Council |
| 24 th January 2024 | Ordinary Full Council |
| 21 st February 2024 | Ordinary Full Council |
| 27 th March 2024 | Ordinary Full Council |
| 24 th April 2024 | Ordinary Full Council |
| 22 nd May 2024 | ANNUAL & Ordinary Full Council |