

# CYNGOR CYMUNED GELLIGAER ~ GELLIGAER COMMUNITY COUNCIL

Minutes of the ANNUAL Council Meeting held on Wednesday 24<sup>th</sup> May 2023 7.00pm at Gelligaer Community Council Office in a MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

## PRESENT

**Councillors:** A Angel, R Bevan, M James, A McCarthy, C Moss, T Parry, H Pritchard, J Pritchard and A Wood.

**Clerk:** C Mortimer

**In Attendance:** Observer local resident Mr Kevin Miles.

*Retiring Chair Cllr Martyn James welcomed everyone to the meeting and chaired the first item of business:*

### 1 Elect a Chairperson of the Council

(i) Elect a Chairperson for 2023/24

**RESOLVED:** Cllr Teresa Parry was duly elected as Chair for the ensuing year.

(ii) Chair Cllr Teresa Parry signed Declaration of Acceptance of Office of Chair.

*Retired Chair Cllr Martyn James congratulated the Chair Cllr Teresa Parry on her election and thanked members and the clerk for their support and hard work over the year.*

*Chair Cllr Teresa Parry thanked Cllr Martyn James for his impeccable term as Chair, and for his dedication.*

*Newly elected Chair Cllr Teresa Parry chaired the meeting.*

### 2 Elect a Vice-Chairperson of the Council

(i) Elect a Vice Chairperson for 2023/24

**RESOLVED:** Cllr Adrienne Wood was duly elected as Vice Chair for the ensuing year

(ii) Vice Chair Cllr Adrienne Wood signed the Declaration of Acceptance of Office of Vice Chair

### 3 Apologies

Apologies were received from Cllr Donna Cushing, Cllr Gaynor Bruford, Cllr Rhianwen Callison and Cllr Wyndham Matthews.

### 4 Declarations of Interest

Councillors were 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.

There were no declarations of interest.

### 5 Minutes

Members received and noted the Minutes of the Annual Meeting that was held on 17<sup>th</sup> May 2022 which had been previously received, approved and signed as an accurate record on 29<sup>th</sup> June 2022, Minute no. 33.

### 6 Documents & Policies for 2023/24

(i) Council was requested to review the following policies and adopt for 2023/24.

**RESOLVED:** Council agreed to adopt the following policies 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

**RESOLVED:** Council agreed 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 2023/24 (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) Members received and noted 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) CCBC Cabinet Report and Appendix with the new Terms of Reference, trialled until September 2023.

**7. Appointment to Committees/Working Groups**

**(i) Personnel Committee**

**RESOLVED:** Members approved the continuity of members:

Cllrs M James, C Moss, T Parry, H Pritchard and A Wood in place of J Pritchard.

**8. Appointment of Internal Auditor**

**RESOLVED:** Council agreed the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2023/24.

**9. Signatories**

**(i) Unity Trust Bank- online banking**

**RESOLVED:** Council agreed the continuity of signatories for on-line banking:

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

**(ii) Lloyds Bank**

**RESOLVED:** Due to increased on-line banking the council seldom writes cheques therefore council decided not 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 were invited on the following outside bodies:

- **Caerphilly Borough Community & Town Council's Liaison Committee**  
**RESOLVED:** Council agreed the continuity of Cllr Catrin Moss and the Clerk in addition Cllr Martyn James.
- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**  
**RESOLVED:** Council agreed the continuity of Cllr Catrin Moss and the Clerk, in addition Cllr Martyn James was agreed as reserve.
- **One Voice Wales**  
**RESOLVED:** Council agreed the continuity of Cllr Teresa Parry & Clerk (Cllr Donna Cushing as reserve)
- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee**  
**RESOLVED:** Council agreed the continuity of Cllr Catrin Moss (Cllr Alan Angel & Clerk as reserve)

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

Members noted the following representatives, serving a tenure of 4 years.

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 – 15/06/2026

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 – Cllr Mandy McCarthy stepped down therefore a vacancy now exists (defer).

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**

"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".

**RESOLVED:** Council agreed Cllr M McCarthy and Cllr Adrienne Wood be our representatives

- **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 until our next meeting in June.

Glan y Nant Memorial Hall – this is an independent facility not owned by CCBC. Clerk to contact Mrs Lyn Mason as to when their next management committee meeting will be held and Cllr Haydn Pritchard being invited.

Hengoed Community Centre – Cllr Judith Pritchard

Penybryn Village Hall – Deferred until next ordinary meeting in June. Clerk to contact Laura Cox regarding their next management committee meeting and Cllr Haydn Pritchard being invited.

Tiryberth Village Hall – Cllr Adrienne Wood. Clerk to contact Jodie Postians as to when their next management committee meeting will be held.

#### 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 <sup>th</sup> July 2023	Ordinary Full Council
AUGUST	RECESS
27 <sup>th</sup> September 2023	Ordinary Full Council
25 <sup>th</sup> October 2023	Ordinary Full Council
22 <sup>nd</sup> November 2023	Ordinary Full Council
13 <sup>th</sup> December 2023	Ordinary Full Council
24 <sup>th</sup> January 2024	Ordinary Full Council
21 <sup>st</sup> February 2024	Ordinary Full Council
27 <sup>th</sup> March 2024	Ordinary Full Council
24 <sup>th</sup> April 2024	Ordinary Full Council
22 <sup>nd</sup> May 2024	ANNUAL & Ordinary Full Council

Signed: \_\_\_\_\_ CHAIR

DATE: 28<sup>th</sup> June 2023