



**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

[www.gelligaercommunitycouncil.org.uk](http://www.gelligaercommunitycouncil.org.uk)

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**NOTICE OF ANNUAL COUNCIL MEETING**  
**WEDNESDAY 22nd MAY 2024, 7.00 PM**

17<sup>th</sup> May 2024

**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 22nd MAY 2024, 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 would kindly ask that if attending in person you contact the clerk firstly.

The link for the meeting is below.

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 389 035 004 66

Passcode: 7yTJp2

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 24th May 2023 and which were received, approved and signed as an accurate record on 28<sup>th</sup> June 2023, Minute no. 34.

### 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

### 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 2024/25.

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. It is recommended that a further two signatories be added.

Currently: Cllr Donna Cushing (not working correctly), Cllr Teresa Parry and Cllr Mandy McCarthy.

(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 Cllr Catrin Moss and Cllr Martyn James as reserve and clerk.

• **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 Cllr Catrin Moss and Cllr Martyn James as a reserve and the clerk.

• **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:

Currently 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:**

The 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 – 15/06/2026

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 – Mr Alun Johnson 23/03/24 – 22/03/28

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

**Ystrad Mynach Primary School – vacancy exists – nominations required.**

(Andrew James who transferred to a minor authority rep has stepped down)

## 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".

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

Currently Cllr Mandy McCarthy and Cllr Adrienne Wood are 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–~~

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

Hengoed Community Centre – Cllr Judith Pritchard

~~Penybryn Village Hall –~~

Tiryberth Village Hall – Cllr Adrienne Wood

### 11. **Cycle of Meetings for 2024/25 (to start at 7pm)**

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

<b>Date / Day: Wednesday</b>	<b>Meeting Type</b>
26th June 2024	Ordinary Full Council
24 <sup>th</sup> July 2024	Ordinary Full Council
AUGUST	RECESS
25 <sup>th</sup> September 2024	Ordinary Full Council
23 <sup>rd</sup> October 2024	Ordinary Full Council
20 <sup>th</sup> November 2024	Ordinary Full Council
11 <sup>th</sup> December 2024	Ordinary Full Council
22 <sup>nd</sup> January 2025	Ordinary Full Council
19 <sup>th</sup> February 2025	Ordinary Full Council
26 <sup>th</sup> March 2025	Ordinary Full Council
23 <sup>rd</sup> April 2025	Ordinary Full Council
21 <sup>st</sup> May 2025	ANNUAL
28 <sup>th</sup> May 2025	Ordinary Full Council