

# CYNGOR CYMUNED GELLIGAER ~ GELLIGAER COMMUNITY COUNCIL

Minutes of the ANNUAL Council Meeting held on Wednesday 22nd May 2024 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, G Bruford, D Cushing, M James, C Moss, T Parry, H Pritchard, J Pritchard and A Wood.

**Clerk:** C Mortimer

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

### 1 Elect a Chairperson of the Council

(i) Elect a Chairperson for 2024/25

Nominations were invited for the office of chair.

**RESOLVED:** Cllr Haydn Pritchard was nominated, seconded and unanimously elected as Chair for the ensuing year.

(ii) Chair Cllr Haydn Pritchard duly signed the Chair's Declaration of Acceptance of Office.

*Retired Chair Cllr Teresa Parry congratulated the newly elected Chair Cllr Haydn Pritchard who in turn thanked members for their vote. He also thanked Cllr Teresa Parry for her term of office as chair.*

*Newly elected Chair Cllr Haydn Pritchard chaired the meeting.*

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

(i) Elect a Vice Chairperson for 2024/25

Nominations were invited for the office of vice chair.

**RESOLVED:** Cllr Catrin Moss was nominated, seconded and unanimously elected as Vice Chair for the ensuing year

(ii) Vice Chair Cllr Catrin Moss duly signed the Vice Chair's Declaration of Acceptance of Office.

*Chair Cllr Haydn Pritchard welcomed Cllr Catrin Moss as Vice Chair and took the opportunity to thank retired Vice Cllr Adrienne Wood for her contribution throughout the year.*

### 3 Apologies

Apologies were received from Cllr Rhianwen Callison, Cllr Wyndham Matthews and Cllr M McCarthy due to other commitments.

### 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 Minutes of the Annual Meeting that was held on 24th May 2023, 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) RESOLVED:** Council received and reviewed the following policies and adopted for the ensuing year.

A. New Model Standing Orders (2023)

B. Gelligaer Community Council Policy Document

RESOLVED: Council agreed a further two additional signatories on the Unity Account, Cllr Catrin Moss and Cllr Haydn Pritchard.

C. Financial Regulations & Amendments

- D. Asset Register – additional items were added: raised vegetable planter, wooden flowers planter outside the library and 11 wheelbarrows in Ystrad Mynach.
- E. Risk Management - as in the Policy Document above, two additional signatories were agreed to be added – Cllr Catrin Moss and Cllr Haydn Pritchard.  
Furthermore, for continuity of business in the event of the clerk being absent long term, Cllr Catrin Moss agreed to undertake administrative duties and Cllr Haydn Pritchard agreed to undertake financial duties.  
Access to the building is limited to C Mortimer, A King and Cllr Haydn Pritchard and Cllr C Moss via the key safe.

*Cllr Donna Cushing arrived at the meeting.*

**RESOLVED:** Council continued 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) 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

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

**(i) Personnel Committee**

**RESOLVED:** Members agreed to approve the continuity of members unless any member wished to stand down and as such a replacement would be required:  
Cllrs M James, C Moss, T Parry, H Pritchard and J Pritchard.

**8. Appointment of Internal Auditor**

**RESOLVED:** Council agreed the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2024/25.

## 9. Signatories

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

Council was requested to approve the continuity of signatories unless members wished to stand down and as such a replacement signatory would be required. It was recommended that a further two signatories be added.

**RESOLVED:** Council agreed to the continuation of Cllr Donna Cushing (not working correctly), Cllr Teresa Parry and Cllr Mandy McCarthy. A further two signatories was agreed to be added: Cllr Catrin Moss and Cllr Haydn Pritchard as per Policy Document above, Minute No. 6 (i) B.

### (ii) Lloyds Bank

**RESOLVED:** Due to increased on-line banking the council seldom writes cheques, therefore council agreed 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 for 2024/25

Nominations are invited on the following outside bodies:

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

**RESOLVED:** Council agreed to the following representatives:

Cllr Martyn James and Cllr Gaynor Bruford as reserve and the clerk.

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

**RESOLVED:** Council agreed to the following representatives:

Cllr Martyn James and Cllr Gaynor Bruford as reserve and the clerk.

- **One Voice Wales**

**RESOLVED:** Members agreed 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:**

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

**\*\*Deferred to next ordinary meeting: Hengoed Primary Cllr Judith Pritchard 19/01/2022 – 18/01/2026**

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

Trinity Fields School – Cllr Alan Angel 5/12/23 – 4/12/27

Ysgol Bro Allta – Mr Alun Johnson 23/03/24 – 22/03/28

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

**\*\*Deferred to next ordinary meeting Ystrad Mynach Primary School – vacancy exists.**  
(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”.  
**RESOLVED:** Council agreed to approve the continuity of members unless members wish to stand down and as such a replacement would be required:  
 Cllr Mandy McCarthy and Cllr Adrienne Wood.
  - CCBC Community Centre Management Committees**  
 Members noted the following representatives:  
**Cascade Community Centre** – Cllr Judith Pritchard and Cllr Haydn Pritchard  
**Cefn Hengoed Community Centre** – Cllr Gaynor Bruford  
**\*\* Deferred to next ordinary meeting Gelligaer Community Centre**  
**Glan y Nant Memorial Hall** – this is an independent facility not owned by CCBC. Robert Young has recently volunteered to running the hall.  
**Hengoed Community Centre** – Cllr Judith Pritchard  
**\*\* Deferred to next ordinary meeting Penybryn Village Hall**  
**Tiryberth Village Hall** – Cllr Adrienne Wood
11. **\*\* Deferred to the next ordinary meeting. Cycle of Meetings for 2024/25 (to start at 7pm)**  
 Members were requested to consider and agree the cycle of meetings for the ensuing year but decided to defer to the next ordinary meeting to ensure there were no clashes with CCBC meetings.

Date / Day: Wednesday	Meeting Type
<b>Addendum: 5<sup>th</sup> June 2024 (following AGM on 22/05/24)</b>	Ordinary Full Council
26 <sup>th</sup> 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
<b>*Addendum: *7<sup>th</sup> May 2025</b>	ANNUAL / AGM
21 <sup>st</sup> May 2025	Ordinary Full Council

Meeting closed at 8.10pm

Signed: \_\_\_\_\_ Chair      Date: 5<sup>th</sup> June 2024.