

CYNGOR CYMUNED GELLIGAER ~ GELLIGAER COMMUNITY COUNCIL

**Minutes of the ANNUAL COUNCIL MEETING held on
Wednesday 14th May 2025 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, R Callison*, W Matthews, A McCarthy, C Moss, H Pritchard and T Parry.

Clerk: C Mortimer

* denotes remote attendance

*Chair Cllr Haydn Pritchard welcomed everyone to the meeting
and conducted the first item of business.*

1 Elect a Chairperson of the Council

(i) Elect a Chairperson for the ensuing year

RESOLVED: Council unanimously voted Cllr Catrin Moss to the office of Chair.

(ii) Cllr Catrin Moss duly signed the Declaration of Acceptance of Office of Chair

*Chair Cllr Catrin Moss thanked the members for their vote and thanked the retired Chair
Cllr Haydn Pritchard for his commitment, dedication and hard work during his term of office.*

Chair Cllr Catrin Moss chaired the meeting

2 Elect a Vice-Chairperson of the Council

(i) Elect a Vice Chairperson for the ensuing year.

RESOLVED: Council appointed Cllr Wyndham Matthews as Vice Chair

(ii) Cllr Wyndham Matthews duly signed the Declaration of Acceptance of Office of Vice Chair.

3 Apologies – were received from Cllrs Gaynor Bruford, Donna Cushing and Judith Pritchard due to illness and Cllr A Wood due to other commitments. Cllr Martyn James was experiencing technical difficulties with logging on.

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.

5 Minutes

Council received and noted the Minutes of the Annual Meeting that was held on 22nd May 2024, which were received, approved and signed as an accurate record on 5th June 2024, Minute no. 20.

6 Documents & Policies for 2025/26

(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
- C. Financial Regulations & Amendments (amended by OVW May 2025 5.4, 5.7 & 5.11)
- D. Asset Register
- E. Risk Management

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

RESOLVED: Council agreed that Cllr M James, Cllr C Moss, Cllr T Parry, Cllr H Pritchard and Cllr J Pritchard would continue on this committee.

8. Appointment of Internal Auditor

Council was requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2025/26.

RESOLVED: Council agreed to the appointment of Mr Fisher for 2025/26.

9. Signatories

(i) Unity Trust Bank- online banking

Council was 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.

RESOLVED: Council agreed to Cllr Donna Cushing, Cllr Teresa Parry and Cllr Mandy McCarthy continuing as signatories and Cllr Catrin Moss and Cllr Haydn Pritchard as additional signatories.

(ii) Lloyds Bank

RESOLVED: Council agreed that due to increased on-line banking and the Council seldom writing cheque, that our current signatories continue: 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 - this item was deferred**

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 Gaynor Bruford and Cllr Martyn James as reserve and clerk.

- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee this item was deferred.**

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

- **One Voice Wales**

Members were requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required:
RESOLVED: Cllr Teresa Parry & Clerk (Cllr Haydn Pritchard as reserve)

- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee**
RESOLVED: 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.
Council noted that the following continue to serve:

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

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

Greenhill Primary – Cllr Catrin Moss Feb 2025 – Feb 2029

Hengoed Primary – Mr John Callison Sept 2024 – Sept 2028

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

Trinity Fields School – Cllr Alan Angel 05/12/23 - 04/12/27

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

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

Ystrad Mynach Primary School – Mrs Judith Climer Feb 2025 – Feb 2029

Caerphilly County Borough Council's Town Centre Management Group for Ystrad Mynach

Council noted that all Community Councillors are now invited to attend the Town Centre Management meetings.

- **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 2025/26 (to start at 7pm)

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

Date / Day: Wednesday	Meeting Type
25th June 2025	Ordinary Full Council
30th July 2025	Ordinary Full Council
AUGUST	RECESS
24 th September 2025	Ordinary Full Council
22 rd October 2025	Ordinary Full Council
19th November 2025	Ordinary Full Council
17 th December 2025	Ordinary Full Council
28 nd January 2026	Ordinary Full Council
18 th February 2026	Ordinary Full Council
25 th March 2026	Ordinary Full Council
29th April 2026	Ordinary Full Council
20th May 2026 - 6pm start	ANNUAL & ORDINARY

Meeting closed at 8.35pm

Signed: _____ **Chair** **Date:** 21st May 2025.