

# CYNGOR CYMUNED CWMLLYNFELL COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT RHIWFAWR HALL ON THURSDAY 16<sup>th</sup> JUNE 2016 AT 6.30 P.M.

**PRESENT:** Councillor R P Morgan (Chairman) presided  
**COUNCILLORS:** R M Davies, R Evans, T H J Kendrick, E L Morgan, J C Rees,  
D B Thomas and S Williams.

**ATTENDING:** K Rochard – Youth Representative

### **23. APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Councillors M Evans, D Lloyd, D C Phillips and Councillor K Lloyd (Neath Port Talbot County Borough Council) together with Ms Sally Richards.

### **24. DECLARATIONS OF INTEREST**

No declarations of interest were made at this juncture.

### **25. MINUTES**

**Resolved** that the Minutes of the Annual Meeting of the Council held on the 21<sup>st</sup> May and the Extraordinary meeting of the Council held on the 9<sup>th</sup> June 2016 be confirmed and signed as correct records.

### **26. MATTERS ARISING**

#### **(a) Minute 10(a)- Automated External Defibrillators**

The Clerk reported that enquiries had been pursued with a view to the supply of the AEDs, cabinets, installation and training being carried out by one supplier. Zoll UK , a supplier recommended by the Welsh Ambulance Services NHS Trust had referred the enquiry to 'Cariad' a registered charity who were able to supply the equipment and provide maintenance and training.

**Resolved** that further information be sought with a view to determining the Council's action on the matter at the next meeting.

#### **(b) Minute 10(b) - East Pit – Draft Community Benefit Schemes**

A draft scheme for administering the Community Benefit Scheme was submitted for the Council's consideration. Consideration was also given to the appointment of an Ad-Hoc Committee to administer the scheme and consider applications for grants.

**Resolved** that:

1. the East Pit Community Benefit Scheme as shown in the appendix hereto be approved;
2. an East Pit Community Benefit Committee comprising all Members of the Council be appointed with plenary powers to discharge the functions of the Council in respect of the scheme;

3. The County Borough Councillor representing the Cwmllynfell Electoral Division (Cllr Mrs Kristine Lloyd) and the Youth Representative (Mr Keelan Rochard) be appointed to serve as non-voting members of the Committee;
4. arrangements be made to publicise the scheme and applications for grants be considered with effect from the 1<sup>st</sup> September 2016.

### **(c) Minute 19 - Appointment of Clerk of the Council**

References in support of Ms Sally Richards' appointment to the post of Clerk of the Council were received from Ms Jill Harding (former Community Councillor – Resolven) and Mr Ian Davy (Current Line Manager).

**Resolved** that:

1. Ms Sally Richards be issued with a formal letter of appointment which shall form the basis for a Contract of Employment to be agreed between Ms Richards and the Council in due course;
2. Ms Richards' employment in a shadow capacity with effect from the 1<sup>st</sup> July 2016 be reaffirmed and that the present Clerk of the Council (Mr E Peter Lloyd Jones) be authorised to agree arrangements and set a date for the transfer of responsibilities to Ms Richards.

### **27. CORPORATE IMPROVEMENT PLAN 2016-19**

A notification was received from Neath Port Talbot County Borough Council that the Corporate Improvement Plan 2016-19 had been published and was available on their website.

**Resolved** that the matter be noted.

### **28. ALLOWANCES AND EXPENSES RETURN 2015/16**

A communication dated 23<sup>rd</sup> May 2016 was received from One Voice Wales in which the Council was reminded of the requirement to publish allowances and expenses returns and also provide the Independent Remuneration Panel for Wales with copies. The Council's return for 2015/16 would show 'nil' allowances and expenses.

**Resolved** that the necessary action be taken to submit the return to the Independent Remuneration Panel and publish it on the Council's website.

### **29. COUNTY BOROUGH COUNCIL/COMMUNITY COUNCILS LIAISON FORUM**

A communication dated 31<sup>st</sup> May was received from Neath Port Talbot County Borough Council together with the draft Terms of Reference and Model Charter. Comments were invited in readiness for the next meeting of the forum which would be held on the 12<sup>th</sup> September 2016.

**Resolved** that the Terms of Reference for the Liaison Forum be accepted.

### **30. NEATH PORT TALBOT ARMED FORCES DAY**

**Resolved** that the information conveyed by Neath Port Talbot County Borough Council in connection with the Armed Forces Day on the 25<sup>th</sup> June 2016 be noted.

### **31. PLANNING AID WALES - ANNUAL GENERAL MEETING**

**Resolved** that the invitation received from Planning Aid Wales for the Council to be represented at their Annual Meeting at Cardiff on the 20<sup>th</sup> June 2016 be noted.

### **32. WALES AUDIT OFFICE – ANNUAL REPORT 2015/16**

**Resolved** that it be noted that the above annual report had been published and was available to be viewed on the Wales Audit Office's website.

### **33. FINANCIAL MATTERS**

#### **(a) National Salary Award for Local Council Clerks 2016 - 2018.**

A notification was received from the One Voice Wales of the national salary award applicable from the 1<sup>st</sup> April 2016 together with a further reward to be implemented from the 1<sup>st</sup> April 2017.

**Resolved** that:

1. the salary of the present Clerk of the Council, Mr E P Lloyd Jones, be increased as follows with effect from the 1<sup>st</sup> April 2016 to reflect the approved salary scale and the above-mentioned award:

£3,317.19 per annum (6/37 of spinal point 22)

2. the following salary be approved for Ms S Richards who will be taking up her position as Clerk of the Council in due course and who is commencing her duties in a shadow capacity with effect from the 1<sup>st</sup> July 2016:

£3,119.68 per annum (6/37 of spinal point 20) with effect from the 1<sup>st</sup> July 2016

£3,265.62 per annum (6/37 of spinal point 21) with effect from the 1<sup>st</sup> April 2017

#### **(b) Payment of Accounts**

**Resolved** that the following accounts be paid:

No			£
1808	Mr D Watkins	Travelling Expenses - Interview	18.90
1809	Payroll	Net salary May incl April award	223.34
1801	HMRC	Income Tax	55.83

### **34. REPORTS**

The following matters were reported:

South Wales Police Statistics	All Crime (see category below)	April	1
	Criminal Damage and Arson		1
• Celtic Energy Site Liaison Committee Minutes			
• Report of attendance by Councillor J C Rees and Mr K Rochard at Children's Rights Unit – Youth Representative Matching Event			

The meeting terminated at 7.23pm.

**Cyngor Cymuned Cwmllynfell Community Council  
East Pit Community Benefit Scheme Guidelines**

### **The Community Benefit Scheme**

The East Pit Community Benefit Scheme for Cwmllynfell is administered by Cwmllynfell Community Council. The community of Cwmllynfell is understood to encompass both the Cwmllynfell and Rhiwfawr Wards. The amount of money in the fund is £50,000. Applicants are encouraged to use the Scheme to attract funding from other sources. Match funding can help to draw down additional money for your organisation.

### **Guidelines for Grant Applications**

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of the community of Cwmllynfell. All applications must clearly demonstrate how this will be achieved. In the interests of clarity it should be noted that the Council reserves the right to also utilise sums from the fund to finance projects that the Council itself is promoting to bring direct benefit to the residents of the community of Cwmllynfell.
- 2) Grant applications will be considered only upon completion of a Grant application form which is available from the Clerk or from the Council website <http://www.cwmllynfell.cc> . All questions on the application form must be fully answered, and any further information requested in support of an application must also be provided.
- 3) Grant applications cannot be made retrospectively.
- 4) Under the grants scheme, start-up awards are considered for new as well as existing organisations.
- 5) Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party.
  - Individuals.
  - Organisations that discriminate on grounds of disability, age, sex, race, religion, belief, or sexual orientation.
  - Organisations operated as a private business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
  - National Charities, unless the grant is being used exclusively for the benefit of the residents of Cwmllynfell and Rhiwfawr or to support a local service that residents of Cwmllynfell and Rhiwfawr can access.
- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent"

- organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 7) Schools will be eligible for grant aid for activities or items that are outside their statutory obligations and for which there is no State funding. Applications that would benefit the wider community would also be considered.
  - 8) Applications from educational, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the community of Cwmllynfell.
  - 9) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
  - 10) Although the Council will, at its choosing, provide advice, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
  - 11) The Council reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities. The names of any other organisations to which an application for grant aid has been submitted must be declared as part of the application process.
  - 12) The amount of any grant awarded is at the sole discretion of the Council.
  - 13) The Council will make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
  - 14) The Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Community Benefit Scheme.
  - 15) In the event that the Council does not consider presented documented evidence to be satisfactory, the relevant grant will be withheld. The final decision on the eligibility of presented documented evidence rests with the Council.
  - 16) Any grant which the Council offers is made on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of a grant should not be taken as authorisation.
  - 17) In any publicity given to the specific purpose for which the grant is requested, the organisation is required to acknowledge the contribution that has been made by the East Pit Community Benefit Scheme.

### **Consideration of Grant Applications**

- 18) Applications will be considered throughout the current financial year. Applications received after this date will be carried forward for consideration in the following financial year. ***The Community Benefit Scheme will not be available when the whole of the £50,000 has been allocated.***

- 19) The Council requires a copy of the previous full year's accounts before the grant is released. These accounts must be approved without reservation based on complete records and signed by a suitably qualified, independent person – a person independent of the body submitting the application. These must be for the most recent yearly accounting period. Organisations should allow sufficient time for the Clerk to be satisfied that this condition has been fully met prior to its inclusion on a Council meeting agenda. Meeting dates are available from the Clerk or the Council's website.

Organisations are advised to submit their accounts as soon as is practicable. The Council, however, recognises that because organisations' accounting years vary, it is not possible for them all to submit their accounts on the same date.

- 20) In the event of the repetition of a grant the Council also requires sight of:
- Documented evidence giving clear indication of how the previous grant was spent.
  - Where applicable, documented evidence giving clear indication that the expenditure of the previous grant was made for the funding of the specific purpose/s stipulated by the Council.
- 21) Applicants will be required to complete an **End of Project Report** to show how the grant was used. A copy of the report can be found on the Council's website <http://www.cwmllynfell.cc>