

# LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF

**Leanne Handley**  
Clerk and Executive Officer



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**Minutes of the Annual Meeting of the Llantwit Fardre Community Council held at the Parish Hall, Church Village, on Tuesday 16th May 2017 commencing at 7.00pm and terminating at 7.32pm**

**Present: Cllr A. Handley( Chairman), B. James, J. James, N. Tizard-Lee, S. Bristo, A. Raines, G. Stacey, R. Butler, A. Watts, C. Johnson, M, Diamond, L. Walker**

**Cllr A. Handley welcomed all newly elected and re-elected Councillors .**

**1. Apologies** There were none

**2. Disclosures and Registration of Interest**

***Councillor J. James declared an interest in agenda items 3.4.1. Efail Isaf Village Hall Committee and 3.4.2 Neuadd Dowlais Community Centre as he is a member of the Committee on these halls.. The Member left the chamber.***

**3. Appointments for the Year 2017/2018.** *(numbers to the right show the correct membership)*

**3.1. Officers of the Council**

<i>Chairman of the Council</i>	<b><i>Cllr L. Walker</i></b>	<b>1</b>
<i>Vice Chairman of the Council</i>	<b><i>Cllr J. James</i></b>	<b>1</b>

**3.1.1.** The Chairman **accepted** and signed the declaration for the acceptance of office. Councillor L. Walker thanked the outgoing Chairman Councillor A. Handley for successfully representing the Council in 2016/17. Councillor L. Walker thanked the Council for awarding him the honour of the Chairmanship 2017/2018.

**3.2 Committees for the Year 2017/2018.**

**3.2.1. Leisure and Amenities Committee**

All Councillors are Constituent Members of the Committee	<b>12</b>
<i>Committee Chairman</i>	<b><i>Cllr B. James</i></b>
<i>Committee Vice-Chairman</i>	<b><i>N. Tizard-Lee</i></b>

**Please Note**

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- 3.2.2 Policy and Finance Committee** **12**  
 All Councillors are Constituent Members of the Committee  
*Committee Chairman* **Cllr C. Johnson**  
*Committee Vice Chairman* **Cllr S. Bristo**  
*Proper Officer of the Council* - Leanne Handley  
*Responsible Finance Officer* - Leanne Handley  
*Council's Internal Auditor* - Paul Evans & Co.
- 3.2.3. Staffing Committee** **12**  
 All Councillors are Constituent Members of the Committee  
*Committee Chairman* **Mike Diamond**  
*Committee Vice-Chairman* **s bristo**  
*Note: A member of the Staffing Committee cannot serve on either of the Staff Sub Committees, or vice versa.*
- 3.2.4. Health, Safety and Environmental Committee.** **7**  
 Constituent Members are  
*Council Chairman*  
*Chairman of Policy & Finance*  
*Vice Chairman of Policy & Finance*  
*Chairman of Leisure & Amenities*  
*Vice Chairman of Leisure & Amenities*  
 Plus 2 others (1)**Cllr N.Tizard-Lee** *Committee Chairman*  
 (2)**Cllr A.Handley** *Committee Chairman*
- 3.2.5. Planning Committee** **12**  
 All Councillors are Constituent Members of the Committee  
*Committee Chairman* **Cllr J. James**  
*Committee Vice-Chairman* **Cllr L. Walker**
- 3.2.6. August Recess Committee** **4**  
 Constituent Members of the Committee **(as available)**  
*Minimum number four*
- 3.3 Sub Committees for the Year 2017/2018**
- 3.3.1 Leisure and Amenities Sub Committees**
- 3.3.1(a) Tir yr Graig Sub Committee** **4**  
 Constituent Members are:-  
**(Tonteg Ward Members)**

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### 3.3.2 Policy & Resources Sub Committees

3.3.2(a) Precept Sub Committee	3
Constituent Members are:-	
<i>Council Chairman Cllr L. Walker</i>	
<i>Chairman of Policy &amp; Finance Cllr C. Johnson</i>	
<i>plus one other (1) Cllr M. Diamond</i>	

3.3.3(a). Staffing Sub Committee	3
Constituent Members are:-	
<i>(1) Cllr C. Johnson</i>	
<i>(2) Cllr B. James</i>	
<i>(3) Cllr M. Diamond</i>	

### 3.3.3. Staffing Sub Committees

3.3.3(b)Disciplinary Committee	3
<i>(1) Cllr. R. Butler</i>	
<i>(2) Cllr B. James</i>	
<i>(3) Cllr M. Diamond</i>	

3.3.3(c)Appeals Committee	3
<i>(1) Cllr S. Bristo</i>	
<i>(2) Cllr J. James</i>	
<i>(3) Cllr N. Tizard-Lee</i>	

**Note** *A member of the Staffing sub Committee cannot serve on both the Disciplinary sub Committee and Appeals sub Committee. ( Please note that Cllr Diamond has been elected to serve as the chairman of the Staffing Committee at the July P&F Committee. The Council will have to rescind the previous decision that Cllr Diamond sit on both The disciplinary Committee and the appeals Committee. A new member is to elected. Also the Council have to decide on which committee they wish Cllr B. James to sit on, the elect another member to replace him.*

### 3.4 REPRESENTATIVES ON OUTSIDE BODIES for the year 2016/2017

3.4.1. Efail Isaf Village Hall Committee	Cllr S. Bristo ( The representation was filled against Clerks advice)	1
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3.4.2 Neuadd Dowlais Community Centre Committee	3
<i>(1) Cllr B. James</i>	
<i>(2) Cllr N. Tizard-Lee</i>	
<i>(3)Cllr M. Diamond</i>	

3.4.3 Llantwit Fardre Sports Club	3
<i>(1)Cllr A. Raines</i>	
<i>(2)Cllr G. Stacey</i>	
<i>(3) It was unanimously resolved to elect only 2 members to represent on this body</i>	

3.4.4 Association of Councillors - (Welsh Branch)	<i>Cllr to be nominated if required</i>	1
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3.4.5 Llantwit Fardre Community Association	<i>(All Councillors are trustees)</i>	12
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<b>3.4.6 Christmas Evan John Charity</b>	<b>Cllr G. Stacey</b> <b>Cllr A. Handley</b>	<b>2</b>
<b>3.4.7 Garth Olwg Community Campus</b> 2 Representatives on a Stakeholder Committee	<b>Cllr R. Butler</b> <b>Cllr G. Stacey</b>	<b>2</b>

#### **School Governors-County Primary Schools**

<b>3.4.8. (1) Gwauncelyn Primary School</b> <i>(Elected to serve until 13.07.19)</i>	<b>Councillor J. Hutchinson</b>	<b>1</b>
<b>3.4.8.(2) Maes y Bryn Primary School</b> <i>(Elected to serve until)Date to be confirmed</i>	<b>Councillor S. Bristo</b>	<b>1</b>
<b>3.4.8.(3) Ysgol Gynradd Gymraeg Garth Olwg</b> <i>(Elected to serve until 23.9.19)</i>	<b>Councillor R. Butler</b>	<b>1</b>
<b>3.4.8 (4) Ysgol Ty Coch</b> <i>(Elected to serve until)Date to be confirmed</i>	<b>Councillor C. Johnson</b>	<b>1</b>
<b>3.4.8.(5) Llanilltud Faerdref Primary School</b> <i>(Elected to serve until 31.08.2020)</i>	<b>Councillor G. Stacey</b>	<b>1</b>

#### **4. Minutes**

The Council **accepted** as a correct record the minutes of the Annual General Meeting held on Wednesday 24th May 2016

#### **5. Standing Orders**

The Council **unanimously approved** the re-adoption of the May 2016 (amended) version of Standing Orders/Financial Regulations

*Last reviewed and re-adopted May 2016.*

#### **6. Council Policies.**

The Council **unanimously approved** the continued adoption, of the following Council Policies

##### **6.1 Business Adverts in Notice Boards.**

*That no business adverts be accepted for Community Council Notice Boards*

##### **6.2 Sale of Land in the Ownership of the Community Council.**

*That no land in the ownership of the Community Council shall be sold.*

##### **6.3 Apologies for non attendance at Meetings**

*That apologies to be given to the Clerk before 2pm on the day of the meeting*

##### **6.4 Cheque Signing.**

*The power of authorisation is delegated to at least two Councillors who sign the cheque.*

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**6.5 Councillors Dual Planning role on Community and County Borough Councils.**

*The debating powers of a Councillor should be limited to one of the two forums.*

**6.6 Chairman's Announcements**

*The item must be seen and agreed to be included on the agenda by the Chairman of the meeting (who has sole discretion) prior to the commencement of the meeting.*

**6.7 Monthly Finance Statement.**

*A list of all cheques issued to accompany the Clerk's Monthly Statement.*

**6.8 Inland Revenue.**

*All payments for which a Councillor receives as a reimbursement from the Council should be recorded and this record retained for six years.*

**6.9 Gifts and Hospitality.**

*A threshold figure of £20.00 and all offers to be recorded*

**6.10 Fidelity Guarantee**

*A threshold figure of £10,000.00 be included in the annual insurance.*

**7. Risk Management**

The Council **unanimously approved** the form of a Risk Management to accompany the Annual Accounts.

**8. Freedom of Information**

The Council **unanimously approved** the re- adoption of the Llantwit Fardre Community Council Publication Scheme

*Adopted January 2009.*

**9. Councillor Advice Notes**

The Council **received and noted** the Llantwit Fardre Community Council, Councillor Advice Notes.

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**10. List of Meetings for 2017/2018.**

The Council **unanimously approved** the schedule of meetings to take place on **Tuesday** evenings at 7.00pm as follows:-

**COUNCIL MEETING DATES JUNE 2017- MAY 2018**

**ALL MEETINGS ARE TO BE HELD AT THE PARISH HALL ON THE 2ND AND 4TH TUESDAY OF THE MONTH AT 7PM ( UNLESS OTHER WISE STATED)**

**COMMITTEE JUNE 13TH 2017  
FULL COUNCIL JUNE 27TH 2017**

**COMMITTEE JULY 11TH JULY 2017  
FULL COUNCIL JULY 25TH 2017**

**COMMITTEE SEPTEMBER 12TH 2017  
FULL COUNCIL SEPTEMBER 26TH 2017**

**COMMITTEE OCTOBER 10TH 2017  
FULL COUNCIL OCTOBER 24TH 2017**

**COMMITTEE NOVEMBER 14TH 2017  
FULL COUNCIL NOVEMBER 28TH 2017**

**COMMITTEE DECEMBER 12TH 2017  
FULL COUNCIL DECEMBER 12TH 2017**

**COMMITTEE JANUARY 9TH 2018  
FULL COUNCIL JANUARY 23RD 2018**

**COMMITTEE FEBRUARY 13TH 2018  
FULL COUNCIL FEBUARY 27TH 2018**

**COMMITTEE MARCH 13TH 2018  
FULL COUNCIL MARCH 27TH 2018**

**COMMITTEE APRIL 10TH 2018  
FULL COUNCIL APRIL 24TH 2018**

**COMMITTEE MAY 8TH 2018  
AGM MAY 27TH 2018**

Leanne Handley  
Clerk and Executive Officer

**Chairman  
25.07.2017**

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