

# LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF

**Leanne Handley**  
Clerk and Executive Officer



**The Parish Hall**  
**Main Road**  
**Church Village**  
**Pontypridd**  
**CF38 1PY**

Tele/Fon: 01443 209779  
Fax/Ffacs: 01443 217262  
[llantwitfardre.council@btconnect.com](mailto:llantwitfardre.council@btconnect.com)

8th May 2017

**NOTICE IS HEREBY GIVEN of the Annual Meeting of the Llantwit Fardre Community Council to be held at the Parish Hall, Church Village, on Tuesday 16th May 2017 commencing at 7.00pm.**

**LEANNE HANDLEY**  
Clerk and Executive Officer

## A G E N D A

### **1. Apologies**

### **2. Disclosures and Registration of Interest**

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

#### **3.1. Officers of the Council**

*Chairman of the Council* 1

*Vice Chairman of the Council* 1

**3.1.1.** The Chairman to accept and sign the declaration for the acceptance of office.

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

##### **3.2.1. Leisure and Amenities Committee**

All Councillors are Constituent Members of the Committee 12

*Committee Chairman*

*Committee Vice-Chairman*

##### **3.2.2 Policy and Finance Committee**

All Councillors are Constituent Members of the Committee 12

*Committee Chairman*

*Committee Vice Chairman*

*Proper Officer of the Council*

*Responsible Finance Officer*

*Council's Internal Auditor*

- Leanne Handley

- Leanne Handley

- Paul Evans & Co.

### **Please Note**

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

<b>3.2.3. Staffing Committee</b>		
Constituent Members are:-		<b>3</b>
(1)		
(2)		
(3)		
<i>Committee Chairman</i>		
<i>Committee Vice-Chairman</i>		
<i>Note: A member of the Staffing Committee cannot serve on either of the Staff Sub Committees, or vice versa.</i>		

<b>3.2.4. Health, Safety and Environmental Committee.</b>		
Constituent Members are		<b>7</b>
<i>Council Chairman</i>		
<i>Chairman of Policy &amp; Finance</i>		
<i>Vice Chairman of Policy &amp; Finance</i>		
<i>Chairman of Leisure &amp; Amenities</i>		
<i>Vice Chairman of Leisure &amp; Amenities</i>		
Plus 2 others	(1)	
	(2)	
<i>Committee Chairman</i>		
<i>Committee Vice-Chairman</i>		

<b>3.2.5. Planning Committee</b>		
All Councillors are Constituent Members of the Committee		<b>12</b>
<i>Committee Chairman</i>		
<i>Committee Vice-Chairman</i>		

<b>3.2.6. August Recess Committee</b>		
Constituent Members of the Committee	<b>(as available)</b>	<b>4</b>
<i>Minimum number four</i>		

**3.3 Sub Committees for the Year 2016/2017**

**3.3.1 Leisure and Amenities Sub Committees**

<b>3.3.1(a) Tir yr Graig Sub Committee</b>		<b>4</b>
Constituent Members are:-		
<b>(Tonteg Ward Members)</b>		

**3.3.2 Policy & Resources Sub Committees**

<b>3.3.2(a) Precept Sub Committee</b>		<b>3</b>
Constituent Members are:-		
<i>Council Chairman</i>		
<i>Chairman of Policy &amp; Finance</i>		
<i>plus one other</i>	(1)	

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

### **3.3.3. Staffing Sub Committees**

<b>3.3.3(a) Disciplinary Committee</b>	<b>3</b>
(1)	
(2)	
(3)	
<b>3.3.3(b) Appeals Committee</b>	<b>3</b>
(1)	
(2)	
(3)	

**Note** *A member of the Staffing Committee cannot serve on the Disciplinary Committee or Appeals Committee nor can a member of the Disciplinary Committee serve on the Appeals Committee.*

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

<b>3.4.1. Efail Isaf Village Hall Committee</b>	<b>1</b>
<b>3.4.2 Neuadd Dowlais Community Centre Committee</b>	<b>3</b>
(1)	
(2)	
(3)	
<b>3.4.3 Llantwit Fardre Sports Club</b>	<b>3</b>
(1)	
(2)	
(3)	
<b>3.4.4 Association of Councillors - (Welsh Branch)</b>	<b>1</b>
<b>3.4.5 Llantwit Fardre Community Association</b> (All Councillors are trustees)	<b>12</b>
<b>3.4.6 Christmas Evan John Charity</b>	<b>2</b>
<b>3.4.7 Garth Olwg Community Campus</b>	<b>2</b>
2 Representatives on a Stakeholder Committee	

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

<b>3.4.8. (1) Gwauncelyn Primary School</b>	<b>Councillor J. Hutchinson</b>	<b>1</b>
<i>(Elected to serve until 13.07.19)</i>		
<b>3.4.8.(2) Maes y Bryn Primary School</b>	<b>Councillor J. Bunnage</b>	<b>1</b>
<i>(Elected to serve until 24.06.2017)</i>		
<b>3.4.8.(3) Ysgol Gynradd Gymraeg Garth Olwg</b>	<b>Councillor R. Butler</b>	<b>1</b>
<i>(Elected to serve until 23.9.19)</i>		
<b>3.4.8 (4) Ysgol Ty Coch</b>	<b>Councillor W.J. David</b>	<b>1</b>
<i>(Elected to serve until 14.03.2019)</i>		
<b>3.4.8.(5) Llanilltud Faerdref Primary School</b>	<b>Councillor G. Stacey</b>	<b>1</b>
<i>(Elected to serve until 31.08.2020)</i>		

#### **Please Note**

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

#### **4. Minutes**

To **accept** as a correct record the minutes of the Annual General Meeting held on Wednesday 24th May 2016

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

To **consider** the re-adoption of the May 2016 (amended) version of Standing Orders/Financial Regulations *Last reviewed and re-adopted May 2016.* ( INCLUDED IN THE INFORMATION PACK)

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

To **consider** 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 the two specific Councillors who sign the cheque.*

##### **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**

To **agree** the form of a Risk Management to accompany the Annual Accounts.

#### **Please Note**

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

### **8. Freedom of Information**

To **consider** the re- adoption of the Llantwit Fardre Community Council Publication Scheme  
*Adopted January 2009.* ( INCLUDED IN THE INFORMATION PACK)

### **9. Councillor Advice Notes**

To **receive and note** the Llantwit Fardre Community Council, Councillor Advice Notes. ( INCLUDED IN THE INFORMATION PACK)

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

To **approve** 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

#### **Please Note**

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.