

# LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF



## **Minutes of the Annual General Meeting of Llantwit Fardre Community Council held at 7pm on Monday 29 May 2018 at the Council Office.**

**Present:** Councillors L. Walker (Chairperson) and on election J James (Chairperson), S. Bisto, R. Butler, M. Diamond, B. James, C. Johnson, A. Raines, G. Stacey, N Tizard-Lee and A. Watts.

**In attendance:** Gethin Williams-Temporary Clerk and Executive Officer.

### **1. Apologies**

None received

### **2. Declarations of Interest.**

Award of grants-Councillor J James-Trustee of Efail Isaf Village Hall Committee, Councillor Walker Chair of Friends of Tonteg Park (he left the meeting when the item was considered).

Chairperson's allowances-Councillor J James-elected Chairperson left the meeting during the discussion.

### **3. Chairman's closing report/announcements.**

The Chairperson reported on the many activities that he had attended and proudly reported the substantial financial savings made during the year.

### **4. (a) Chairperson for the Municipal Year 2018/2019**

Councillor J. James was nominated and elected. On signing the declaration of acceptance, Councillor J. James took the chair.

## **(b) Chairperson's Announcements.**

Councillor J. James thanked members for his election and the privilege given. He highlighted that it was his intention to continue with the financial savings made and looked forward to representing the Council.

## **5. Appointment of a Deputy Chairperson for the Municipal Year 2018/2019.**

Councillor B. James was appointed.

## **6.1 The minutes of the following Council Meetings were approved and the minutes of the following Committee meetings agreed and adopted.**

- (a) Council 24 April 2018 subject to the amendment under the Staffing issue that the payments not exceed £12,000
- (b) Council 28 November 2017,
- (c) Leisure and Amenities Committee 12 December 2017,
- (d) Planning Committee 12 December 2017 and
- (e) Policy and Finance Committee 12 December 2017.

## **6.2 Minutes of the Annual General Meeting 16<sup>th</sup> May 2017.**

### **RESOLVED**

To note for information purposes, the minutes of the Annual General Meeting 16<sup>th</sup> May 2017.

## **7. Chairperson's allowances for the Municipal year 2018/9.**

### **RESOLVED**

- (a) Personal allowance of £500, and
- (b) Chairperson's allowance of £500.

## **8. Dates and Venue of the Council Meetings for 2018/9.**

### **RESOLVED**

The venue will be the Council office with the following Tuesday dates:

26 June, 24 July, 25 September, 23 October, 27 November, and 11 December.

## **9. Appointment of Committees for the Municipal Year 2018/2019.**

### **RESOLVED**

Unless required for specific purposes, not to appoint Committees for the Municipal Year 2018/2019.

## **10. Member Signatories for Council orders, online banking and cheques.**

### **RESOLVED**

To appoint Councillors J. James, M. Diamond, A. Raines, G. Stacey and L. Walker as Member Signatories for Council orders, online banking and cheques.

## **11. Appointment of Councillors and Officers to serve as the Council's representatives for the Municipal Year 2018/9**

### **RESOLVED to make the following nominations,**

- (a) Efail Isaf Village Hall Committee-Councillor M Diamond,
- (b) Neuadd Dowlais Community Centre Committee-Councillors S. Bistro, B. James and N. Tizard-Lee,
- (c) Llantwit Fardre Sports Club-Councillors A. Raines and G. Stacey,
- (d) Association of Councillors-Welsh Branch-to be nominated if required,
- (e) Garth Olwg Community Campus-Councillors R. Butler and G. Stacey,
- (f) Rhondda Cynon Taff CBC/Town and Community Liaison Committee-Councillor M. Diamond and the Clerk.

## **12. Role of the Council with the following Charities and nominations**

- (a) Llantwit Fardre Community Association-All members are trustees
- (b) Christmas Evan John Charity- 2 Nominations Councillors N. Tizard Lee and L. Walker.

## **13. Minor School Governors appointed by the Council**

- (a) Gwauncelyn Primary School-Councillor J. Hutchinson
- (b) Maes y Bryn Primary School-Councillor S. Bristo
- (c) Ysgol Gynradd Gymraeg Garth Olwg- Councillor R. Butler
- (d) Ysgol Ty Coch-Councillor C. Johnson
- (e) Llanilltud Faerdref Primary School-Councillor G. Stacey

## **14. (a) Appointment of internal Auditors for the Municipal year 2018/2019**

The clerk reported on the estimated fees of the present internal auditors

for undertaking the present internal audit. He also reported on the costs details received from RCTCBC for undertaking salary and additional pension work for the Council.

**RESOLVED**

To appoint Paul Evans & Co, Accountants as internal auditors for the municipal year 2018/9 and that the Clerk provide further information as to whether to appoint salary and additional pension work for the Council.

(b) Appointment of Councillors to undertake an annual internal Member audit.

**RESOLVED**

Agreed to appoint Councillors R. Butler, M. Diamond and L. Walker to undertake annual internal Member audits.

**15. Council Policies**

**RESOLVED**

to reconfirm the following Council Policies:

- (a) To refuse placing business adverts in Council notice boards but only in bus shelters,
- (b) To refuse to sell land in Council ownership,
- (c) Accompanying the Monthly Finance Statement reported to Council a list of all payments made,
- (d) All payments for which a Councillor receives a reimbursement from the Council should be recorded and the record retained for six years,
- (e) Any offers of or gift(s) and or hospitality received by a Councillor or Officer worth over £20.00 to be recorded in the Council's "Gifts and Hospitality" book or records as soon as possible or in any event within 7 days,
- (f) Fidelity Guarantee insurance for at least £10,000.00 be included in the Council's insurance policy.

**16. Standing Orders (also known as Procedure Notes), Financial Regulations and Risk Assessments**

**RESOLVED**

To defer consideration to a later Council meeting

**17. The Clerk and Executive Officer's Report.**

(a) Playgrounds,

It was reported that Members has received copies of the Annual playground inspection report and it was suggested that with one exception that it be considered at a future Council meeting. The Clerk referred to the

comments made in the report relating to the Ty Coch play area/ground. He highlighted the recommendation to remove an item and that this had taken place and that what action to replace could be considered at a later meeting.

## **RESOLVED**

To note and agree the Clerk's advice and action taken.

(b) Data Protection,

## **RESOLVED**

To delegate to the Clerk authority to introduce the data protection policies, procedure and notices circulated to members.

(c) Allotments

Members considered the Clerk's supplemental report. He reported the increased rental decisions taken at Council on 23 January 2018.

Before arriving at its decisions, the Council had considered rentals charged by other Town, Community, County Borough and City Councils in the locality and of the need to consider what rent an allotment plot holder could reasonably be expected to pay.

At the meeting it was also pointed out the consultations/discussions that had taken place between the Council and the Station Road and Tonteg Allotment Associations. At the meetings with the Associations it had been agreed that it was not unreasonable to increase the rent from the 2017 rental which, assuming there were 25 plots, in each area had amounted to £2.00 per plot per year.

## **RESOLVED**

(a) To note the report and to amend the initial decision regarding 2018 rental increases as follows:

£15 per year for each occupied plot for 2018, £20 per year for each occupied plot for 2019 with the rentals being reviewed in 2019 for subsequent years. It was noted that these decisions would affect the budget set.

(b) It was also resolved to amend the allotment agreements.

## **15. Admission of the public and the press to the meeting**

### **RESOLVED**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 namely personal

information relating to employees, terms of tender, and recipient of financial assistance.

## **16. Insurance Policy Renewal**

Members considered the tender details received

### **RESOLVED**

To award the insurance contract tendered to Zurich Insurance for a term of 5 years at an annual cost of £4650.66

## **17. Staffing Issues and Vacancies**

The Clerk reported on the staff vacancies in the Council office, the position regarding the temporary staff, hours of work, how to compensate a member of staff, and various staffing issues.

### **RESOLVED**

- (a) To continue to employ GW and JS until permanent replacements are found for the vacant posts on the same terms as at present,
- (b) Except for the interviewing and the appointment of a Clerk and Executive Officer, to delegate authority to an Appointments Committee to take all action necessary to deal with the vacant posts, outstanding staffing issues which includes agreeing job descriptions, person specifications, where to advertise the vacant posts, appointment, to the vacant post, review and deal with office staffing requirements, compensating a member of staff, and any ancillary matters.
- (c) To appoint as members of this Committee Councillors M. Diamond, J. James, T. Raines, L. Walker and A. Watts.

Councillors R. Butler and G. Stacey left the meeting before the following item was considered.

## **(18). Community Council Grants May 2018**

Members considered the grant applications and awarded the following:

- Llantwit Fardre Community Church-£216,
- Friends of Tonteg Park-£270,
- Follow your Dreams-£500
- Tonteg Community Centre-£300
- Tonteg Neighbourhood Watch-£250

As in previous years WI Tonteg and Carnegie Girls WI were granted the same number of free usage of the Parish Hall.

The Meeting finished at 7.40pm

Signed

Councillor J. James