

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Virtual Meeting of the Annual Meeting of Llantwit Fardre Community Council held on Tuesday, 18th May, 2021 at 5 p.m.

PRESENT

Community Councillors

S.Bristo, R.Butler, B.James, J.James, C.Johnson, A.Raines, G.Stacey, D.Stone,
N.Tizard-Lee, L.Walker and G.Warren

Officers in Attendance

Ms.Karyl May – Clerk & Executive Officer
Ms.Stephanie Bailey – Assistant Clerk & Executive Officer

1. COMMENTS MADE BY COUNCILLOR L.WAKER

With the permission of the Chair, Councillor Walker questioned the legality of the meeting as the minutes of the Annual Meeting held in May, 2019 were not on the agenda; and he further queried why the minutes of the last meeting of the Council held on the 27th April, 2021 were on the agenda for approval. He therefore wanted the

The Clerk stated that minutes of the Annual Meeting held in May, 2019 were reported to the Council Meeting held in June, 2019 and in accordance with Standing Order 5(j)(ii) viz: "*Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council the annual meeting, the business shall include – (ii) confirmation of the accuracy of the minutes of the last meeting of the Council*".

This meeting was therefore legitimate and in accord with the Council's Standing Orders as confirmed in the statement made by the Clerk.

2. WELCOME

The Chair welcomed newly elected Community Councillor Gaynor Warren to her first meeting of this Council and wished her all the best in carrying out her role in representing and serving the residents of the Church Village Ward. Other Members also congratulated Councillor Warren on being elected to the

Community Council and likewise congratulated Councillor J.James on gaining a seat in the Senedd following the recent elections held on the 6th May, 2021.

3. APOLOGIES FOR ABSENCE

RESOLVED – To note that no apologies for absence had been submitted for this meeting.

4. DECLARATIONS OF INTEREST

RESOLVED – to note that in accordance with the Members' Code of Conduct, there were no declarations of interest made at the meeting pertaining to the agenda.

5. ELECTIONS

(a) Chair of Llantwit Fardre Community Council

RESOLVED – To elect Community Councillor A.Raines as Chair of Llantwit Fardre Community Council for the Municipal Year 2021-2022 and that it be noted that arrangements will be made for Councillor Raines to sign the Declaration of Acceptance of Office at the Community Council Office and this will be undertaken in compliance with COVID guidance.

On taking the Chair, Councillor Raines thanked Members for their support and confidence in electing him as Chair of the Council. He then paid tribute to Councillor B.James for all his hard work during his two years in office. Other Members also commended Councillor B.James on his role as Chair of the Council during the last two years.

Note: Community Councillors C.Johnson, N.Tizard-Lee and L.Walker wished to have their names recorded in voting against the election of Councillor A.Raines as Chair of the Council for the Municipal Year 2021-2022.

(b) Vice-Chair of Llantwit Fardre Community Council

RESOLVED – To elect Community Councillor B.James as Vice-Chair of Llantwit Fardre Community Council for the Municipal Year 2021-2022.

6. MINUTES

RESOLVED - To approve as an accurate record the minutes of the Community Council held on the 27th April, 2021.

7. APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

RESOLVED - To appoint the following Committees/Sub-Committees together with the membership as shown below:-

Committee	Membership Community Councillors
Finance & Policy (x5 Members)	R.Butler, B.James, J.James, G.Stacey and D.Stone
Leisure & Amenities (x5 Members)	S.Bristo, R.Butler, J.James, A.Raines and G.Stacey
Staffing Committee (x5 Members)	B.James, A.Raines, G.Stacey, D.Stone and G.Warren
Disciplinary Committee Sub-Committee (x3 Members)	B.James, G.Stacey and G.Warren
Appeals Committee Sub-Committee (x3 Members)	D.Stone and A.Raines (should there ever be a need for a meeting of the Appeals Sub-Committee then in accordance with Standing Order 4(d)(vii) a third Member be nominated from the Council).
Appointments Sub-Committee (x5 Members)	Full membership of the Staffing Committee, namely: B.James, A.Raines, G.Stacey D.Stone and G.Warren.
Complaints Panel (established in accordance with the Council's Model Local Resolution Protocol (x4 Members)	Chair of the Council, Vice-Chair of the Council, Chair of Staffing and G.Warren. Substitute Members may be appointed as and when felt appropriate.

8. APPOINTMENT OF CHAIRS AND VICE-CHAIRS

RESOLVED – To appoint the Chairs and Vice-Chairs to the Committees as shown below:-

Committee	Chairs/Vice-Chairs Community Councillors
Finance & Policy	Chair: R.Butler Vice-Chair: G.Stacey
Leisure & Amenities	Chair: J.James Vice-Chair: S.Bristo
Staffing	Chair: D.Stone Vice-Chair: G.Warren
Disciplinary Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2021-2022 Municipal Year.
Appointments Sub-Committee	Chair: D.Stone

9. REVIEW OF THE DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE OF COMMITTEES

The Clerk informed Members that in accordance with Standing Order 5(j)(v and vi) there was a need to review the delegation arrangements to Committees together with their Terms of Reference. Notwithstanding Standing Order 4(a), Members' consideration was also sought in reviewing the Terms of Reference of the Sub-Committees of the Staffing Committee and the Complaints Panel (Model Local Resolution).

RESOLVED –

1. That the Council's Standing Committees continue to be given delegated powers.
2. To agree to the Terms of Reference of the Committees, Sub-Committees and Complaints Panel as set out in paragraph 1.4 of the report.
3. That the Council's Standing Orders be amended to include the Terms of Reference of the Council's Standing Committees, Sub-Committees and Complaints Panel, together with the additional information as provided at paragraphs 1.5 and 1.6 of the report.

10. SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2021-2022

In accordance with Standing Order 5(j)(xx), the Clerk sought the consideration of Members' in determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council, together with the commencement time of Council meetings.

Following the observations of the Clerk, it was **RESOLVED –**

1. To agree to the schedule of meetings of the Council for the 2021-2022 Municipal Year being held on the last Monday of each month, with the exception of the meeting being held on the 25th May, 2021 which is a Tuesday, as listed below:-
 - 25th May, 2021
 - 28th June, 2021
 - 26th July, 2021
 - AUGUST RECESS
 - 27th September, 2021
 - 25th October, 2021
 - 29th November, 2021
 - 20th December, 2021 (the last Monday of the month in December is a Bank Holiday)
 - 24th January, 2022
 - 21st February, 2022
 - 28th March, 2022
 - 25th April, 2022
 - 16th May, 2022 (Annual Meeting of the Council)
2. That Standing Order 3(y) be amended accordingly to reflect that meetings of the Council will be held on the last Monday of the month and not the fourth Tuesday.
3. That the timing of meetings of the Council commence at 5 p.m. and Standing Order 3(y) be amended accordingly to reflect that meetings of the Council will be held at 5 p.m. instead of 7 p.m.

Note: Community Councillors B.James, J.James, A.Raines, G.Stacey and D.Stone voted in favour of meetings commencing at 5 p.m. and Community Councillors R.Butler, C.Johnson, N.Tizard-Lee, L.Walker and G.Warren voted in favour of meetings commencing at 7 p.m. The Chair used his casting vote and it was therefore resolved that meetings of the Council would commence at 5 p.m. as indicated in Minute No. 10(3) above.

Further Noted: That Community Councillor S.Bristo had left the meeting during consideration of this item and his name is therefore not recorded.

4. That meetings of the Committees will be as and when necessary and will be arranged at a date and time as determined by the respective Chairs when the business allows.
5. That due to the reasons outlined in paragraphs 1.3.3 and 1.3.4 of the report, meetings continue to be held on a `virtual` basis via the ZOOM application until such time as the COVID restrictions are relaxed in respect of social distancing and when safe to do so.

11. COUNCIL'S REPRESENTATIVES

RESOLVED – To nominate the Members as shown below to sit on the Bodies as listed:-

- i. Efail Isaf Village Hall Committee (x1 Member) – Community Councillor J.James.
- ii. Neuadd Dowlais Community Centre Committee (x3 Members) – Community Councillors S.Bristo, B.James and J.James.
- iii. Llantwit Fardre Sports Club (x2 Members) – Community Councillors A.Raines and G.Stacey.
- iv. Garth Olwg Community Campus (x2 Members) – Community Councillors R.Butler and G.Stacey.
- v. Llantwit Fardre Community Association – All Members are Trustees
- vi. Christmas Evan John Charity Fund (x3 Members) – Community Councillors R.Butler, J.James and G.Stacey. **Note:** A Member is also to be nominated by Pontypridd Town Council who represents the Treforest Ward.
- vii. South East Wales Area Committee (One Voice Wales) (x2 Members) – Community Councillors A.Raines (Chair of the Council) and B.James (Vice-Chair of the Council).
- viii. Larger Councils Committee (One Voice Wales) (x1 Member and the Clerk) – Community Councillor B.James.
- ix. RCTCBC Community Liaison Committee (x1 Member and the Clerk) – Community Councillor A.Raines (Chair of the Council and in his absence the Vice-Chair of the Council).

12. MINOR AUTHORITY GOVERNOR – MAESYBRYN PRIMARY SCHOOL

RESOLVED – That Community Councillor G.Warren be nominated to be the Minor Authority Governor of Maesybryn Primary School.

13. REVIEW OF DOCUMENTS

In her report, the Clerk advised Members that in accordance with Standing Order 5(j)(ix) there was a need to review the Council's Standing Orders and Financial Regulations. In reviewing these documents it was also felt opportune to peruse the Council's Insurance Policy which was due for renewal on the 31st May, 2021.

RESOLVED –

1. To agree to the proposed changes to the Council's Standing Orders as set out at paragraph 1.2.7 of the report and to the amendments as outlined in Minute No.9 above.
2. To agree that the time of the Annual Meeting will commence at 5 p.m.
3. That an amended copy of the Council's Standing Orders be sent to all Members and published on the Council's website.
4. To agree that following a review of the Council's Financial Regulations that there were no amendments to be made.
5. To note the contents of the Insurance Policy which is to be renewed on the 31st May, 2021.

14. SIGNATORIES

RESOLVED –

1. To confirm the following signatories for cheques etc –

Community Councillors R.Butler, B.James, J.James, A.Raines and G.Stacey.
2. To confirm Community Councillors J.James and G.Stacey as signatories for cheques in respect of the Christmas Evan John Charity Fund.

15. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED – To appoint Mr.J.Morgan as the Council's continued Internal Auditor to carry out two audit inspections during the year.

16. MEMBERS' ALLOWANCES

RESOLVED –

1. To note the information contained in the Independent Remuneration Panel for Wales' Annual Report 2021-2022 in respect of the allowances payable to the Chair.
2. To note the information contained in the 2021-2022 Annual Report of the Independent Remuneration Panel for Wales in respect of the allowances payable to the Chairs of Committees and to all Community Councillors.

17. PROVISIONS OF THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT, 2021

In her report, the Clerk provided Members with an overview of the duties that will be placed upon the Council through the Local Government and Elections (Wales) Act, 2021, which received Royal Assent on the 20th January, 2021.

It was reported that the Act includes a number of provisions that will enhance the profile of Community and Town Councils, some of which will mirror those now required by a Principal Council in respect of public participation and remote attendance.

Set out in the report were details of the reforms that would affect Community and Town Councils, such as General Power of Competence and Annual Reports.

The Clerk gave her observations on the provisions within the Act and it was **RESOLVED –**

1. To note the information.
2. That the Clerk be requested to carry out the necessary actions within the provisions of the Act that are applicable to Community Councils within the timescales stipulated.
3. To confirm that the Council's Standing Orders, as agreed at Minute No.12(1) above, be amended, and that further amendments be made in accordance with the provisions of the Act, as and when they come into force, one such provision being the publication of Annual Reports as identified in paragraph 2.13.2 of the report.

18. ANNUAL REPORT – WELL-BEING OF FUTURE GENERATIONS ACT, 2015

RESOLVED – To approve and agree to the Council's Annual Report 2019-2020 being presented to the Cwm Taf Public Services Board and the Clerk be congratulated on the content and quality of the Annual Report. The Vice-Chair of the Council, Councillor B.James also took the opportunity to thank the Clerk and the staff for the support given to him during his term of office as Chair of the Council.

**BRIAN JAMES
RETIRING CHAIR**

**ANTHONY RAINES
CHAIR**

The meeting closed at 6.12 p.m.