Minutes of the **Annual Meeting** of **Tonyrefail & District Community Council**, held on **Thursday 9thth May 2019** at the **The Council Office, Trane Cemetery, Tonyrefail** which commenced **at 6.00 pm.**

Present: Councillors Mrs. Alexandra Mary Davies-Jones, Mrs. L Michel, Mr. K. Godfrey, Messrs. Austin Davies, Andrew Davies-Jones, Dan Owen Jones, S. Stevens, G. Powell, M. Barron and Cameron Wells.

Also in attendance:
Pauline Williams – Clerk
Paula Cook – Deputy Clerk/Funding Officer

1. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR.

A motion was put forward whereby Councillor Austin Davies was nominated and seconded for the appointment of Chair. An amendment was then put forward whereby Councillor G. Powell was nominated and seconded. It was put to the vote and Councillor Austin Davies was elected as the Chair for the ensuing year.

1.1 Councillor Austin Davies took the Chair and signed the declaration of office form.

2. APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR.

A motion was put forward whereby Councillor Linda Michel was nominated and seconded for the appointment of Vice Chairman. An amendment was then put forward whereby Councillor G. Powell was nominated and seconded. It was put to the vote and Councillor Linda Michel was elected as the Vice Chairman for the ensuing year.

2.1 Councillor L. Michel to sign Declaration of office form.

3. APOLOGIES FOR ABSENCE

a). APOLOGIES SUBMITTED

A verbal apology for absence had been received from Councillor D. Grehan who was attending a Planning committee at RCTCBC.

b). APOLOGIES NOT SUBMITTED

None

4. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST

No disclosures of personal interest were declared.

5. TO RECEIVE: MINUTES OF THE ANNUAL MEETING HELD ON 10th May 2018

For information only as the minutes of the Annual meeting held on 10th May 2018 had been confirmed at the Monthly meeting held in June 2018 – Minute No. 3).

6. TO SET: CHAIRMAN'S ALLOWANCE FOR 2019/2020.

The Chairman left the room whilst this item of business was discussed and the Vice Chairman, Councillor Linda Michel took the chair. It was **RESOLVED**: That the Chairman's allowance would remain at £1200 which would be paid in 2 instalments – June and September unless the Chairman wished that the allowance is handled by the office.

The Chairman returned to the meeting and took the chair from the Vice Chairman.

7. TO APPOINT COMMITTEE –

It was **RESOLVED**: That the following appointments to Committees are as follows:

7.1 CEMETERY

Full Council

7.2 HEALTH & SAFETY AT WORK

Councillor Greg Powell
Councillor Austin Davies
Councillor Shawn Stevens
Councillor Karen Webb
Councillor Linda Michel
Councillor Dan Owen-Jones
Councillor Andrew Davies-Jones
Councillor Cameron Wells
Councillor Martin Barron

7.3 PROJECTS

Full Council

7.4 RCTCBC CHARTER – COMMUNITY LIAISON COMMITTEE

Current Chairman
Clerk

7.5 ALLOTMENTS COMMITTEE

Councillor G. Powell declared an interest in Llantrisant Road Allotments. With this declaration it was **RESOLVED**: That Councillor Powell would declare an interest should any item of business referred to in respect of Llantrisant Road allotments is made.

Councillor D. Owen Jones - Removed September 2019
Councillor Alexandra M. Davies-Jones
Councillor Andrew Davies-Jones
Councillor Greg Powell
Councillor Karen Webb
Councillor Danny Grehan
Councillor L. Michel
Councillor Martin Barron

Initials: ....   Date: ....

7.6 STAFFING COMMITTEE
Councillor Greg Powell
Councillor Austin Davies
Councillor Alexandra M. Davies-Jones
Councillor Martin Barron

7.7 REMEMBRANCE DAY COMMITTEE
Councillor Shawn Stevens
Councillor Karen Webb
Councillor Austin Davies
Councillor Cameron Wells
Councillor Dan Owen Jones
Councillor Martin Barron
Mr. John Kiff - RBL
Mr. Steve Kiff – RBL
PCSO Alan Blackburn
Reverend Ruth Moverley

7.8 POLICY AND FINANCE COMMITTEE
Councillor Shawn Stevens
Councillor Dan Owen Jones
Councillor Austin Davies
Councillor Andrew Davies-Jones
Councillor Danny Grehan
Councillor Martin Barron
Councillor Linda Michel

7.9 DISCIPLINARY
Councillor Shawn Stevens
Councillor Andrew Davies-Jones
Councillor Danny Grehan
Councillor Cameron Wells

7.10 GRIEVANCE COMMITTEE
Councillor Greg Powell
Councillor Austin Davies
Councillor Alexandra M. Davies-Jones
Councillor Martin Barron

7.11 APPEALS COMMITTEE
Councillor Karen Webb
Councillor Dan Owen Jones
Councillor L. Michel

7.12 EVENTS
Full Council

7.13 SKATEBOARD PARK
Full Council

7.14 WELLBEING COMMITTEE
Councillor Alexandra Mary Davies-Jones
Councillor Linda Michel
Councillor Cameron Wells
Councillor Austin Davies
Councillor Dan Owen Jones
Councillor Martin Barron
Councillor Karen Godfrey

8. TO APPOINT ANY OTHER COMMITTTEES/WORKING PARTIES

8.1 PENRHYS PILGRIMAGE
Councillor Linda Michel

9. TO REVIEW SCHOOL GOVERNORS.
The following Councillors remain as Minor Authority Governors in the following schools:

9.1 Tref-y-Rhyg School
Councillor Austin Davies

9.2 Williamstown Primary School
Councillor Andrew Davies-Jones

9.3 Cwmlai Primary School
Councillor Danny Grehan

9.4 YGG Tonyrefail
It was **RESOLVED**: That the Clerk writes to RCTCBC to clarify the position of a Community Councillor representation on the Governing Body and to ascertain whether both Gilfach Goch and Tonyrefail Community Council could both have representation.

9.5 Tonyrefail Community School
As Tonyrefail Primary School is no longer in existence it was **RESOLVED**: That the Clerk writes to RCTCBC with a copy to the Head Teacher and the Chair of Governors to request that the Community Council has representation on the Governing Body.

10 TO REVIEW:

10.1 BURIAL FEES
A discussion took place and it was **RESOLVED**: To increase the fees as from 1st July 2019 by 5% to those residents who reside outside of the community council area and that there will be no increase for those residents residing in the community council area

10.2 ALLOTMENT RENT

It was **RESOLVED:** That there would be no increase in the allotment rent for April 2020.

10.3 BANK SIGNATORIES

Councillor Shawn Stevens
Councillor Linda Michel
Councillor Greg Powell
Councillor Austin Davies
Councillor Alexandra M Davies-Jones
Councillor D. Owen-Jones

The Clerk reported that she had still not received the relevant forms from Councillors L. Michel, Austin Davies, Alexandra M. Davies Jones and Councillor D. Owen Jones, which is making the signing of cheques very difficult. It was **RESOLVED:** That the forms are re-issued to Councillors.

11 TO REVIEW

Councillors were issued with a new 'Councillor Information Pack' with the following documents enclosed:

11.1 STANDING ORDERS

It was **RESOLVED**: To note and accept the Standing Orders as presented.

11.2 FINANCIAL REGULATIONS

It was **RESOLVED:** To note and accept the Financial Regulations as presented.

11.3 RISK MANAGEMENT SCHEDULE

It was **RESOLVED:** To note and accept the Risk Management Schedule as presented.

11.4 FINANCIAL RISK ASSESSMENT

It was **RESOLVED:** To note and accept the Financial Risk Assessment as presented.

11.5 DATA PROTECTION AND THE COUNCIL AND COUNCILLORS

It was **RESOLVED**: To note and accept the Data Protection and the Council and Councillors documentation.

11.6 POLICY ON PROCEDURE FOR CONDUCTING CO-OPTIONS

It was **RESOLVED**: To note and accept the policy on the Procedure for Conduction Co-options.

11.7 MANAGEMENT TRANE CEMETERY

It was **RESOLVED**: To note and accept the Management of Trane cemetery

11.8 RULES AND REGULATIONS OF TRANE CEMETERY

It was RESOLVED: To note and accept the Rules and Regulations of Trane cemetery.

11.9 MEMORIAL SAFETY POLICY
It was **RESOLVED**: To note and accept the Memorial Safety Policy.

11.10 OMBUDSMAN – CODE OF CONDUCT FOR MEMBERS OF LOCAL AUTHORITIES IN WALES
It was **RESOLVED**: To note and accept the Code of Conduct.

11.11 CAPABILITY POLICY
It was **RESOLVED**: To note and accept the Capability Policy.

11.12 COMPLAINTS PROCEDURE
It was **RESOLVED**: To note and accept the Complaints Procedure.

11.13 SOCIAL MEDIA POLICY
It was **RESOLVED**: To note and accept the Social Media Policy.

11.14 FREEDOM OF INFORMATION
It was **RESOLVED:** To note and accept the Freedom of Information.

11.15 MODEL PUBLICATION SCHEME
It was **RESOLVED:** To note and accept the Model Publication Scheme

12. STAFFING

12.1 REVIEW OF PAY AND CONDITIONS OF SERVICE OF EXISTING EMPLOYEES Of THE COUNCIL.
It was **RESOLVED:** That the review of pay and conditions would be in line with the Local Government National Guidelines.

12.2 ANY OTHER STAFFING ISSUES
The Clerk advised that in view of the application to the Big Lottery being declined once again it is recognised that the information required will result in a huge amount of extra work. In view of this it was **RESOLVED**: That the Deputy Clerk/Funding Officer would take on an additional 4 hours of work per week which will be reviewed in 6 months.

12.3 REVIEW OF CLERKS SUBSCRIPTION TO THE SLCC
It was **RESOLVED:** That the Community Council would retain making the payment of the Clerks subscription to the SLCC.

12.4 REVIEW OF CLERK and COUNCILS DIRECT SUBSCRIPTION
It was **RESOLVED:** That the Community Council would renew the annual subscription

13. INTERNAL AUDITOR

13.1 CONFIRMATION OF THE APPOINTMENT OF THE INTERNAL AUDITOR
It was **RESOLVED**: To confirm the appointment for a further 2 years i.e.: 2019/20 and 2020/21

14. TO ACCEPT AND APPROVE ASSET REGISTER AS AT YEAR END 31ST MARCH 2019

It was **RESOLVED**: That the Asset Register as presented to each Councillor was accepted and approved by Full Council

15. INSURANCE

15.1 TO REVIEW THE COUNCILS INSURANCE POLICY

It was **RESOLVED**: That the Clerk will review the Insurance Policy with the Internal Auditor.

15.2 TO REVIEW THE COUNCILS ARRANGEMENT FOR INSURANCE IN RESPECT OF ALL INSURED RISKS.

The Clerk advised that she felt it was necessary for the cemetery buildings, walls, etc to be re-valued as this had not been carried out since 2011. It was **RESOLVED**: That the Clerk would arrange a re-evaluation as soon possible.

16. HEALTH AND SAFETY REQUIREMENTS

A report is to be given in the May Monthly meeting.

17. TO REVIEW COUNCIL'S MEMBERSHIP OF:

17.1 I.C.C.M

It was **RESOLVED**: To continue with the Membership of the ICCM.

17.2 C.P.R.W.

It was **RESOLVED**: To continue with the Membership of the CPRW.

17.3 THE RAMBLERS

It was **RESOLVED**: To continue with the Membership of The Ramblers.

18. TO REVIEW THE INDEPENDENT REMUNERATION FOR WALES MEMBER PAYMENTS AS PER SECTION 13 OF THE IRPW REPORT.

Councillors accepted and approved the recommendation in the above report (See Minute No. 21 of the March 2019 meeting).

18.1 "OPT OUT FORM"

It was **RESOLVED**: That should Councillors not wish to claim the mandatory payments that they complete the 'Opt out' form which is enclosed in their Councillor Folder and return to the Clerk.

19. COMMUNITY COUNCIL MEMBER – DATA SHARING CONSENT FORM

19.1 DATA SHARING CONSENT FORM

It was **RESOLVED**: That each Councillor completes the form and return to the Clerk as soon as possible.

20. THE GOOD COUNCILLORS GUIDE FOR COMMUNITY AND TOWN COUNCILLORS.

It was **RESOLVED**: To note and accept (A copy of which is enclosed in the Councillors Information Pack.).

21 TO REVIEW AND ELECT REPRESENTATIVES TO THE ELY VALLEY DESTINATION PARTNERSHIP

It was **RESOLVED**: That the following Councillors would represent the council:

Councillor Karen Webb
Councillor Cameron Wells
Councillor Linda Michel

22. TO DISCUSS AND REVIEW THE CIL LIST

Having reviewed the CIL List (See item 24 of the March 2019 minutes). It was RESOLVED: To note the same.

23. TO REVIEW AND AGREE MEETING DATES FOR 2019/20

It was **RESOLVED**: To approve and accept the Meeting Schedule for 2019/20 as presented to each Councillor.

The meeting closed at 6.42pm.

Signed: .... Date: ....