Minutes of the **Annual Meeting** of **Tonyrefail & District Community Council**, held on **Thursday 12th May 2016** at the **Community Hall, Prichard Street,** Tonyrefail which commenced **at 6.00 pm.**

Present: Councillors: Messrs. S. Kiff, S. Stevens, D. Owen Jones, G. Evans, A. Davies, G. Powell (Late), Mrs. A. Davies-Jones, Mrs. D. Roberts and Mrs. K. Godfrey.

In the absence of both the Chairman and Vice Chairman
Councillor Mr. A. Davies took the chair

1. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR.

Councillor D. Owen-Jones was nominated and seconded for the appointment of Chairman. There were no other nominations, Councillor D. Owen-Jones was therefore unanimously elected as the Chairman for the ensuing year.

1.1 Councillor D. Owen Jones took the Chair and signed the declaration of office form.

Councillor D. Owen Jones thanked the Councillors for their trust in him he also thanked the outgoing chair in his absence and the Councillors and Clerk for their sterling work during the past year.

2. APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR.

Councillor A. Davies-Jones was nominated and seconded for the appointment of Vice Chair as there were no other nominations. Councillor A. Davies Jones was therefore unanimously elected as the Vice Chairman for the ensuing year.

2.1 Councillor A. Davies-Jones signed the declaration of office form.

3. APOLOGIES FOR ABSENCE

a). APOLOGIES SUBMITTED

An apology for absence was received from Councillor N. Harding (No Childcare)

b). APOLOGIES NOT SUBMITTED

None.

4. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST

There were no disclosures of personal interest declared.

5. TO RECEIVE: MINUTES OF THE ANNUAL MEETING HELD ON 14th May 2015

For information only as the minutes of the Annual meeting held on 14th May 2015 had been confirmed at the Monthly meeting held in June 2015 – Minute No. 3).

Councillor G. Powell arrived at the meeting

6. TO SET: CHAIRMAN'S ALLOWANCE

The Chairman left the room whilst this item of business was discussed and the Vice Chairman, Councillor A. Davies-Jones took the chair. It was **RESOLVED**: That the Chairman's allowance would remain at £1200 payable in 2 instalments. 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

Councillor Greg Powell
Councillor Austin Davies
Councillor Shawn Stevens
Councillor Steve Kiff
Councillor Karen Godfrey
Councillor Deidre Roberts
Councillor Glen Evans
Councillor Dan Owen Jones

7.2 HEALTH & SAFETY AT WORK

Councillor Greg Powell
Councillor Austin Davies
Councillor Shawn Stevens
Councillor Steve Kiff
Councillor Karen Godfrey
Councillor Deidre Roberts
Councillor Glen Evans
Councillor Dan Owen Jones

7.3 PONTYPRIDD & DISTRICT AGE CONCERN REPRESENTATIVE AND DEPUTY

Councillor Karen Godfrey
Councillor Dan Owen Jones - Deputy

As no communication has been made from this organisation the Clerk was asked to write to them for an update.

7.4 PROJECTS/EVENTS COMMITTEE.

Full Council

7.5 RCTCBC CHARTER – COMMUNITY LIAISON COMMITTEE

Current Chairman
Clerk

7.6 ALLOTMENTS COMMITTEE

Councillor Neil Harding
Councillor D. Owen Jones
Councillor Steve Kiff
Councillor Austin Davies
Councillor Greg Powell
Councillor Alexandra Davies
Councillor Karen Godfrey

7.7 STAFFING COMMITTEE

Councillor Alexandra Davies-Jones
Councillor Deidre Roberts
Councillor Austin Davies
Councillor Gregg Powell

7.8 REMEMBRANCE DAY COMMITTEE

Councillor Glen Evans
Councillor Shawn Stevens
Councillor Steve Kiff
Councillor Karen Godfrey
Councillor Austin Davies
Mrs. Paula Griffiths – RBL
Mr. John Kiff - RBL
Mr. Steve Jones – RBL
PCSO Alan Blackburn
Reverend Ruth Moverley

7.9 POLICY AND RESOURCES

It was **RESOLVED**: That this Committee would be known in future as Policy & Finance.
Councillor Steve Kiff
Councillor Shawn Stevens
Councillor Dan Owen Jones
Councillor Glen Evans
Councillor Austin Davies
Co-opted Councillor in June to sit on this committee also.

7.10 DISCIPLINARY

Councillor Steve Kiff
Councillor Glenn Evans
Councillor Shawn Stevens
Co-opted Councillor in June to sit on this committee also

7.11 APPEALS COMMITTEE
Councillor Neil Harding
Councillor Karen Godfrey
Councillor Dan Owen Jones

7.12 SUMMER EVENT 2016 – WORKING PARTY
Councillor Austin Davies,
Councillor Steve Kiff
Councillor Shawn Stevens
Councillor Gregg Powell
Councillor Karen Godfrey or Councillor Alexandra Davies-Jones
Amy Bolderson – Communities First
1 Representative from the Pop Up Church
1 Representative from Avant
2 Representatives from the Classic Car Show.
1 Representative from Cae

7.13 CHRISTMAS EVENT 2016
It was **RESOLVED**: That a Working Party will be set up in the future.

8. TO APPOINT ANY OTHER COMMITTTEES/WORKING PARTIES
It was **RESOLVED:** That no other committees or working parties would be set up at this time.

9. TO REVIEW SCHOOL GOVERNORS.
It was **RESOLVED:** To appoint the following Councillors as Minor Authority Governors:

9.1 Tref-y-Rhug School
Councillor Greg Powell

9.2 Williamstown Primary School
Councillor Dan Owen Jones

9.3 Cwm Lai Primary School
Councillor Shawn Stevens

9.4 YGG Tonyrefail
It was **RESOLVED:** That the Clerk writes to the RCTCBC Education department advising that the Community Council were not made aware of the Minor Authority vacancy that occurred last year.

9.5 Tonyrefail Primary School
Councillor Alexandra Davies-Jones

10. TO APPOINT REPRESENTATIVES TO THE ELY VALLEY DESTINATION PARTNERSHIP.
It was **RESOLVED**: That the following Councillors would be appointed:

Councillor Karen Godfrey
Councillor Shawn Stevens

11 TO REVIEW:

11.1 BURIAL FEES
It was **RESOLVED**: That there will be no increase in burial fees for 2016/17 (July 2016 – July 2017).

11.2 ALLOTMENT RENT
It was **RESOLVED:** That a decision will be made in June 2016 in respect of the allotment rent from April 2017.

11.3 BANK SIGNATORIES
It was **RESOLVED**: That no changes are made to the bank signatories for 2016/2017
Councillor Karen Godfrey
Councillor Neil Harding
Councillor Steve Kiff
Councillor Greg Powell
Councillor Deidre Roberts
Councillor Shawn Stevens

12 TO REVIEW AND DECIDE ON AMENDMENTS (if any)

12.4 STANDING ORDERS
It was **RESOLVED**: That the current Standing Orders which were adopted by Full Council in September 2015 were not in need of up-dating at this time.

12.5 FINANCIAL REGULATIONS
It was **RESOLVED:** That the current Financial Regulations which were adopted by Full Council in September 2015 were not in need of up-dating as this time.

12.6 FINANCIAL AND BUSINESS RISK ASSESSMENT.
It was **RESOLVED:** That the current Financial and Business Risk Assessment which were adopted in September 2015 were not in need of up-dating at this time.

13. STAFFING
Members of the public present were asked to leave the room whilst the following items were discussed.

13.1 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 line with the Local Government National Guidelines.

Initials.. Date...

13.2 ANY OTHER STAFFING ISSUES
The Clerk gave a verbal report to Council.

13.3 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.

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

Members of the public returned to the room.

14. INTERNAL AUDITOR

14.1 ANNUAL REVIEW OF THE INTERNAL AUDITOR FOR THE ENSUING YEAR
It was **RESOLVED:** That Peter Morgan will be the Internal Auditor for 2016/17 and 2017/18 as per the 3 year term that was agreed in the May 2015 Annual Meeting.

15. TO ACCEPT AND APPROVE ASSET REGISTER AS AT YEAR END 31ST MARCH 2016.
It was **RESOLVED**: That the Asset Register as presented to each Councillor was accepted and approved by Full Council.

16. INSURANCE

16.1 TO REVIEW THE COUNCILS INSURANCE POLICY
It was **RESOLVED**: That the Insurance Policy as presented to each Councillor was accepted and approved by Full Council.

16.2 TO REVIEW THE COUNCILS ARRANGEMENT FOR INSURANCE IN RESPECT OF ALL INSURED RISKS.
It was **RESOLVED**: To approve and accept the arrangements in place in respect of all insured risks (A copy of which was presented to each Councillor.

17. TO RECEIVE THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016 (NO. 2016/84)
The above Model Code of Conduct was adopted by Full Council on the 14th April 2016 and a copy was presented to each Councillor.

18. HEALTH AND SAFETY REQUIREMENTS
The Clerk reported to Council that the current Health & Safety Management contract will expire this summer. It was **RESOLVED**: To agenda this item for September 2016.

19. TO REVIEW COUNCIL'S MEMBERSHIP OF:

19.1 I.C.C.M

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

19.2 C.P.R.W.

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

19.3 THE RAMBLERS

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

20. TO REVIEW AND AGREE MEETING DATES FOR 2016/17

With the amendment that the November Monthly meeting will take place on the 17th November it was **RESOLVED**: To approve and accept the Meeting Schedule for 2016/17 as amended.

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