Minutes of the **Annual Meeting** of **Tonyrefail & District Community Council**, held on **Thursday 18th May 2017** at the **The Council Office, Trane Cemetery, Tonyrefail** which commenced **at 6.30 pm.**

Present: Councillors: Messrs: D. Owen Jones, C. Wells, D. Grehan, S. Stevens, Andrew Davies Jones, G. Powell, Mrs. D. Roberts, Mrs. Alexandra Mary Davies Jones and Mrs. K. Webb

Also in attendance:
Pauline Williams – Clerk
Tammy Claire Caddy – Administrative Assistant
Mr. S. Kiff – Member of the Public

1. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR.

A motion was put forward whereby Councillor D. Owen-Jones was nominated and seconded for the appointment of Chairman. An amendment was then put forward whereby Councillor G. Powell was nominated and seconded. It was put to the vote and Councillor Dan Owen-Jones was elected as the Chairman for the ensuing year.

1.1 Councillor D. Owen Jones took the Chair and signed the declaration of office form. He also thanked the council for giving him a 2nd year as the Chairman to which he advised he was very honoured. He also expressed his thanks to everyone for being so 'nice' during his previous term.

Councillor D. Owen Jones signed the declaration of office form as required.

2. APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR.

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

2.1 Councillor Alexandra Mary Davies-Jones signed the declaration of office form as required.

3. APOLOGIES FOR ABSENCE

a). APOLOGIES SUBMITTED

A verbal apology for absence had been received from Councillor Austin Davies who was on holiday at this time.

b). APOLOGIES NOT SUBMITTED

None.

4. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST

Cllr. G. Powell declared an interest in minute No. 7.6 – I have an allotment at Llantrisant Road allotments.

5. TO RECEIVE: MINUTES OF THE ANNUAL MEETING HELD ON 12th May 2016

For information only as the minutes of the Annual meeting held on 12th May 2016 had been confirmed at the Monthly meeting held in June 2016 – Minute No. 3).

6. TO SET: CHAIRMAN'S ALLOWANCE FOR 2017/18

The Chairman left the room whilst this item of business was discussed and the Vice Chairman, Councillor Alexandra Mary Davies-Jones took the chair. It was **RESOLVED**: That the Chairman's allowance would remain at £1200. 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 Karen Webb
Councillor Deidre Roberts
Councillor Dan Owen Jones
Councillor Danny Grehan
Councillor Alexandra Mary Davies-Jones

7.2 HEALTH & SAFETY AT WORK

Councillor Greg Powell
Councillor Austin Davies
Councillor Shawn Stevens
Councillor Karen Webb
Councillor Deidre Roberts
Councillor Dan Owen Jones
Councillor Andrew Davies-Jones
Councillor Cameron Wells

7.3 50+ FORUM TAFF ELY

Councillor Karen Webb
Councillor Alexandra Mary Davies-Jones - Deputy

No communication had been received from the 50+ Forum during 2016/17 and the Clerk was asked to check whether or not this organisation was still running.

7.4 PROJECTS/EVENTS COMMITTEE.

Full Council

7.5 RCTCBC CHARTER – COMMUNITY LIAISON COMMITTEE

Current Chairman
Clerk

7.6 ALLOTMENTS COMMITTEE

Having declared an interest in minute no. 4 above Councillor Greg Powell took no part in the discussion.

Councillor D. Owen Jones
Councillor Austin Davies
Councillor Greg Powell
Councillor Alexandra Davies
Councillor Karen Webb
Councillor Danny Grehan

7.7 STAFFING COMMITTEE

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

7.8 REMEMBRANCE DAY COMMITTEE

Councillor Shawn Stevens
Councillor Karen Webb
Councillor Austin Davies
Councillor Cameron Wells
Mr. John Kiff - RBL
Mr. Steve Kiff – RBL
PCSO Alan Blackburn
Reverend Ruth Moverley

7.9 POLICY AND FINANCE COMMITTEE

Councillor Shawn Stevens
Councillor Dan Owen Jones
Councillor Austin Davies
Councillor Andrew Davies-Jones
Councillor Danny Grehan

7.10 DISCIPLINARY

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

7.11 APPEALS COMMITTEE

Councillor Karen Webb
Councillor Dan Owen Jones
Co-opted Councillor to be included on the Appeals Committee

7.12 EVENTS

Full Council

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.
The following Councillors remain as Minor Authority Governors in the following schools:

9.1 Tref-y-Rhug School
Councillor Dan Owen Jones

9.2 Williamstown Primary School
Councillor Dan Owen Jones

9.3 Cwm Lai Primary School
Councillor Shawn Stevens

9.4 YGG Tonyrefail
The current minor authority Governor is a Gilfach Goch Councillor

9.5 Tonyrefail Primary School
Councillor Austin Davies

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

11 TO REVIEW:

11.1 BURIAL FEES
It was **RESOLVED**: A discussion took place and it was **RESOLVED**: To increase the burials fees as from 1st July 2017 by 5%.

11.2 ALLOTMENT RENT
It was **RESOLVED:** That there would be no increase in the allotment rent for April 2018.

11.3 BANK SIGNATORIES
It was **RESOLVED**: That as 2 of the previous names recorded are currently not on the Council it was **RESOLVED:** That Councillors Alexandra Mary Davies-Jones and Danny Grehan would be included on the list of Bank Signatories.
Councillor Karen Webb
Councillor Greg Powell
Councillor Deidre Roberts
Councillor Shawn Stevens
Councillor Alexandra Mary Davies-Jones
Councillor Danny Grehan

12 TO REVIEW AND DECIDE ON AMENDMENTS (if any)

12.1 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.

12.2 FINANCIAL REGULATIONS

It was **RESOLVED:** That the Police and Finance Committee would meet to review the current Financial Regulations.

12.3 FINANCIAL AND BUSINESS RISK ASSESSMENT.

It was **RESOLVED:** That the Policy and Finance Committee would meet to review the current Financial and Business Risk Assessment.

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.

13.2 ANY OTHER STAFFING ISSUES

The Clerk gave a verbal report to Council on the Temporary employee who is employed as a Grass Cutting/Labourer. The Clerk advised that he was undertaking the work of the other employees and felt that his position should be up-graded to Cemetery Operative. It was RESOLVED: To agree with the Clerk and that his wages would be amended to that of a Cemetery Operative as and from week commencing 22nd May 2017.

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 but as there were currently 3 councillors living at the same address that 1 copy of the magazine would be sufficient at that address.

The member of the public returned to the room.

14. INTERNAL AUDITOR

14.1 ANNUAL REVIEW OF THE INTERNAL AUDITOR FOR THE ENSUING YEAR

The Clerk reported that the current Internal Auditor would not be able to undertake the internal audit for 2017/18. It was **RESOLVED:** The Clerk was asked to contact an accountant who lives in Tonyrefail.

15. TO ACCEPT AND APPROVE ASSET REGISTER AS AT YEAR END 31ST MARCH 2017

The Clerk was asked to check whether or not the P.A System was covered by the council's insurance policy. 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 further copy was presented to each Councillor in their Councillor information pack for 2017/18.

18. HEALTH AND SAFETY REQUIREMENTS

The Clerk advised that she was awaiting a meeting with a Health & Safety company to ask their advice on the current Health & Safety requirements for re-assurance.

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 some amendment to the dates on the schedule presented to council it was **RESOLVED**: To approve and accept the Meeting Schedule for 2017/18 as amended.

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