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Minutes of the Annual Meeting of Tonyrefail & District Community Council, held on Thursday 10th May 2018 at the The Council Office, Trane Cemetery, Tonyrefail which commenced at 6.00 pm.

Present: Councillors Messrs: Austin Davies, Andrew Davies-Jones, S. Stevens, D. Grehan, Mrs. Alexandra M. Davies-Jones and Mrs. L. Michel. Councillor C. Wells arrived at 6.10 pm and Councillor D. Owen-Jones arrived at 6.15 pm.

Also in attendance:
Pauline Williams – Clerk

**In the absence of the Chairman,
the Vice Chairman Councillor Alexandra M. Davies-Jones took the chair**

1. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR.

A motion was put forward whereby Alexandra M. Davies-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 Alexandra M. Davies-Jones was elected as the Chairman for the ensuing year.

- 1.1 Councillor Alexandra M. Davies-Jones 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 Austin Davies 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 Austin Davies was elected as the Vice Chair for the ensuing year.

- 2.1 Councillor Austin Davies 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 K. Godfrey who was had a work commitment this evening.

b). APOLOGIES NOT SUBMITTED

None

4. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST

Cllr. G. Powell declared an interest in minute No. 7.5 – I have an allotment at Llantrisant Road allotments.

Initials:

Date:

5. TO RECEIVE: MINUTES OF THE ANNUAL MEETING HELD ON 11th May 2017

For information only as the minutes of the Annual meeting held on 11th May 2017 had been confirmed at the Monthly meeting held in July 2017 – Minute No. 3).

6. TO SET: CHAIRMAN'S ALLOWANCE FOR 20189/2019

The Chairman left the room whilst this item of business was discussed and the Vice Chairman, Councillor Austin Davies 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.

Under the new IRPW an allowance of up to £500 is payable to the Vice Chairman – this was declined by 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

7.3 PROJECTS

Full Council

7.4 RCTCBC CHARTER – COMMUNITY LIAISON COMMITTEE

Current Chairman

Clerk

7.5 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 Alexandra M. Davies-Jones

Councillor Andrew Davies-Jones

Councillor Greg Powell

Councillor Karen Webb

Councillor Danny Grehan

Councillor L. Michel

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7.6 STAFFING COMMITTEE

Councillor Greg Powell
Councillor Austin Davies
Councillor Alexandra M. Davies-Jones
Plus Co-opted Councillor

7.7 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

7.8 POLICY AND FINANCE COMMITTEE

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

7.9 DISCIPLINARY

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

7.10 APPEALS COMMITTEE

Councillor Karen Webb
Councillor Dan Owen Jones
Councillor L. Michel

7.11 EVENTS

Full Council

7.12 SKATEBOARD PARK

Full Council

8. TO APPOINT ANY OTHER COMMITTEES/WORKING PARTIES

It was **RESOLVED:** That Councillor L. Michel would continue as the council representative on the Penrhys Pilgrimage Working Party.

9. TO REVIEW SCHOOL GOVERNORS.

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

9.1 Tref-y-Rhug School

Councillor Austin Davies

9.2 Williamstown Primary School

Councillor Andrew Davies-Jones

9.3 Cwm Lai Primary School

Councillor Danny Grehan

9.4 YGG Tonyrefail

The current minor authority Governor is a Gilfach Goch Councillor

9.5 Tonyrefail Primary School

Councillor Austin Davies

10 TO REVIEW:

10.1 BURIAL FEES

A discussion took place and it was **RESOLVED:** To increase the fees as from 1st July 2018 by 10% for community residents and 20% for those living outside of the community council area.

10.2 ALLOTMENT RENT

It was **RESOLVED:** That there would be no increase in the allotment rent for April 2019.

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

11 TO REVIEW AND DECIDE ON AMENDMENTS (if any)

11.1 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.

11.2 FINANCIAL REGULATIONS

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

Initials:

Date:

11.3 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.

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 line with the Local Government National Guidelines.

12.2 ANY OTHER STAFFING ISSUES

There were no other staffing issues discussed

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 ANNUAL REVIEW OF THE INTERNAL AUDITOR FOR THE ENSUING YEAR

Councillors were provided with a copy of the report and it was **RESOLVED:** That the Policy and Finance Committee would meet to discuss the same.

13.2 TO REVIEW THE INTERNAL AUDITOR

The Internal Auditor was on a contract with the council for 3 years from the audit of 2017/2018.

14. TO ACCEPT AND APPROVE ASSET REGISTER AS AT YEAR END 31ST MARCH 2018

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 Insurance Policy as presented to each Councillor was accepted and approved by Full Council.

15.2 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.

Initials:

Date:

16. HEALTH AND SAFETY REQUIREMENTS

The Clerk advised that the Admin Assistant was now taking on the role of the Health & Safety and was very much enjoying the task.

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

The Clerk advised that she had attended a training event in Llandrindod Wells on the above and reported on the following:

- That the payment of £150 is Mandatory and does not require approval from Council for each Councillor to claim the amount. The Clerk also advised that if a Councillor did not wish to claim the £150 that they must notify the Clerk in writing and it was **RESOLVED**: That the Clerk must be notified by those Councillors not wishing to claim by September 2018.
- In relation to the payment of £500 for a minimum of 1 to a maximum of 5 Councillors (this is to be determined by Council) for additional demanding roles/senior roles. It was **RESOLVED**: That Councillor C. Wells is nominated for this payment for the work he undertakes on the website should he wish to take it and that this would be paid in September.
- Re-imbursement payments for necessary costs for the care of dependent children and adults as per S. 10 Page 45 of the IRPW – claims must be receipted
- Again travel expenses for duties which have been approved by Council must be receipted.

19. 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

20. TO REVIEW AND AGREE MEETING DATES FOR 2018/19

It was **RESOLVED**: To approve and accept the Meeting Schedule for 2018/19 as presented to each Councillor.

Signed:

Date: