Minutes of the **Annual Meeting** of **Tonyrefail & District Community Council**, held on **Thursday 14th May 2015** at the **Community Hall, Prichard Street** , Tonyrefail which commenced **at 6.05 pm.**

Present: Councillors: Messrs N. Harding, G. Evans, G. Powell, S. Stevens, S. Kiff, A. Davies, D. Owen Jones, Mrs. C. Edwards and Mrs D. Roberts

In the absence of the Clerk and the Chairman,
Councillor Mrs. D. Robert took the chair and Councillor S. Stevens took the minutes.

1. APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR.

Councillor G. Evans was nominated for the appointment of Chairman but declined the position. Councillor G. Evans nominated Councillor D. Roberts but this was not seconded. Councillor G. Powell was then was moved and seconded for the position of Chairman. There were no other nominations and G. Powell was therefore unanimously elected as the Chairman for the ensuing year.

1.1 Councillor G. Powell took the Chair and his declaration will be signed later in the meeting when the Clerk arrives.

2. APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR.

Councillor G. Evans was nominated for the appointment of Vice Chair but declined the position Councillor N. Harding was moved and seconded for the position of Vice Chairman and as there were no other nominations and Councillor N. Harding was therefore unanimously elected as the Vice Chairman for the ensuing year.

2.1 Councillor N. Harding will sign the Vice Chairman's declaration later in the meeting when the Clerk arrives.

Councillor D. Owen Jones arrived at the meeting at 18.07

3. APOLOGIES FOR ABSENCE

a). APOLOGIES SUBMITTED

An apology for absence was received from Councillor Mrs. A. Davies-Jones.

b). APOLOGIES NOT SUBMITTED

No apology for absence was received from Councillor K. Godfrey.

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 9th MAY 2013

For information only as the minutes of the Annual meeting held on 15TH May 2014 had been confirmed at the Monthly meeting held in June 2013 – Minute No. 3.

6. TO SET: CHAIRMAN'S ALLOWANCE

The Chairman left the room whilst this item of business was discussed and the Vice Chairman 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 –

Chairman and Vice Chairman of the Community Council can attend all Committee meetings in their own right. 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

7.4 PROJECTS/EVENTS COMMITTEE.

Full Council

7.5 RCTCBC CHARTER – COMMUNITY LIAISON COMMITTEE

Councillor Karen Godfrey

7.6 ALLOTMENTS COMMITTEE

Councillor N. Harding
Councillor D. O. Jones
Councillor Steve Kiff
Councillor Austin Davies
Councillor Clare Edwards
Councillor Alexandra Davies
Councillor Karen Godfrey

Initials.. Date..

7.7 STAFFING COMMITTEE

Councillor Alexandra Davies-Jones
Councillor Deidre Roberts
Councillor Steve Kiff
Councillor Glen Evans
Councillor Austin Davies
Councillor Greg Powell
Councillor Dan Owen Jones

The Clerk arrived at the meeting and gave her apology

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

Councillor Austin Davies arrived at the meeting and gave his apology

8. TO APPOINT NEW COMMITTEES

Chairman and Vice Chairman of the Community Council can attend all new Committee meetings in their own right. It was **RESOLVED**: That the following appointments to new Committees are:

8.1 POLICY AND RESOURCES

Councillor Steve Kiff
Councillor Shawn Stevens
Councillor Clare Edwards
Councillor Dan Owen Jones
Councillor Glen Evans
Councillor Austin Davies

8.2 DISCIPLINARY

Councillor Greg Powell
Councillor Neil Harding
Councillor Steve Kiff
Councillor Glenn Evans
Councillor Shawn Stevens

8.3 APPEALS COMMITTEE
Councillor Neil Harding
Councillor Clare Edwards
Councillor Karen Godfrey
Councillor Shawn Stevens

9. TO REVIEW SCHOOL 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 *(omitted from agenda)*
Councillor Shawn Stevens

10. TO REVIEW:

10.1 BURIAL FEES

a). It was **RESOLVED**: The increase the burial fees for Community Council residents by 15% and the figure rounded to the nearest pound.

b). It was also **RESOLVED:** That the burial fees for those residents outside of the Community Council area are deferred until the June meeting of the Council.

10.2 ALLOTMENT RENT
It was **RESOLVED:** That the price per perch is retained for April 2016.

10.3 BANK SIGNATORIES
It was **RESOLVED**: That no changes are made to the bank signatories for 2015/2016.
Councillor Karen Godfrey
Councillor Neil Harding
Councillor Steve Kiff
Councillor Greg Powell
Councillor Deidre Roberts
Councillor Shawn Stevens

10.4 STANDING ORDERS
It was **RESOLVED**: That the Standing Orders will be reviewed by the Policy and Resources committee at a date to be decided.

10.5 FINANCIAL REGULATIONS
It was **RESOLVED:** That the Financial Regulations will be reviewed by the Policy and Resources committee at a date to be decided.

10.6 FINANCIAL AND BUSINESS RISK ASSESSMENT.

It was **RESOLVED:** That the Financial and Business Risk Assessment will be reviewed by the Policy and Resources committee at a date to be decided

10.7 INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Clerk advised that the 3 year Insurance Policy would terminate in 2016 and that quotations would be brought to Council prior to the renewal date for consideration by Council.

10.8 COUNCIL'S COMPLAINTS PROCEDURE

It was **RESOLVED:** That the Complaint's Procedure' would be reviewed by the Policy and Resources Committee at a date to be decided.

10.9 COUNCIL'S PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.

It was **RESOLVED**: That the Council's procedure for handling requests made in respect of the abovementioned would be reviewed by the Policy and Resources Committee at a date to be decided.

11 STAFFING

11.1 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.

11.2 ANY OTHER STAFFING ISSUES

The Clerk gave a verbal report to Council.

11.3 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.

11.4 REVIEW OF MEMBERSHIP OF ICCM

It was **RESOLVED:** That the membership of the ICCM will be retained.

12. TO APPROVE AND ACCEPT:

12.1 BALANCE SHEET AS AT 31ST MARCH 2015 (*Receipts and Payments)*

It was **RESOLVED**: To approve and accept the balance sheet as presented.

12.2 BUDGET AS AT 31ST MARCH 2015

It was **RESOLVED**: To approve and accept the Budget for 2014/2015 as presented.

13. INTERNAL AUDIT

13.1 TO APPOINT: INTERNAL AUDITOR FOR THE ENSUING YEAR

It was **RESOLVED:** That Mr. Peter Morgan would remain as the Council's Internal Auditor for 2015/2016.

13.2 ANNUAL REVIEW OF INTERNAL AUDITOR

It was **RESOLVED:** That Mr. Peter Morgan would be offered to take on the post of Internal Auditor for 2016/2017 and 2017/2017.

14. TO ACCEPT AND APPROVE: ASSETT REGISTER FOR THE YEAR END 31/3/2015

It was **RESOLVED**: To accept and approve the asset register as presented.

15. MEETING DATES FOR 2014/15

It was **RESOLVED**: To approve and accept the Meeting Schedule as presented.

Both the Chairman and Vice Chairman signed their Declaration of Office for the ensuing year.

The Annual Meeting closed at 6.40 pm.

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