TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

CLERK: JO VAN TONDER

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c/o TRANE CEMETERY
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TONYREFAIL, PORTH,

Minutes of the ANNUAL Meeting of the Council held at the Council Meeting Room, Trane Cemetery, Tonyrefail at 6.00pm on Thursday, 25th May 2023

Present: Cllr Linda Michel (Chair)
Cllr Austin Davies
Cllr Mary Davies
Cllr Maria Balestrazzi
Cllr Glenn Evans (Vice Chair)
Cllr Danny Grehan
Cllr Debra James
Cllr Dan Owen-Jones
Cllr Greg Powell (late arrival)
Cllr Amanda Richards
Cllr Karen Webb (late arrival)

Officers: Ms Jo van Tonder (Clerk & RFO)
Mrs Pauline Williams (Deputy Clerk)

1. Election of Chair

Cllrs Linda Michel and Dan Owen-Jones were nominated and seconded, and, having accepted their nominations, it was put to the vote.

Resolved: To elect Cllr Linda Michel as Chair for the year ending May 2024.

Cllr Michel signed the Declaration of Acceptance of Office as witnessed by and in the presence of the Clerk.

2. Election of Vice Chair

Cllr Glenn Evans was nominated, seconded and it was

Resolved: To elect Cllr Glenn Evans unopposed as Vice Chair for the year ending May 2024.

Cllr Evans signed the Declaration of Acceptance of Office as witnessed by and in the presence of the Clerk.

3. Apologies for absence

No apologies for absence had been received.

4. Declarations of Interest

There were no declarations of interest made.

5. Minutes of the previous annual meeting: 19th May 2022

Members noted the minutes of the previous annual meeting held on 19th May 2022.

6. Governance and Administration

6:05pm – Cllr Greg Powell arrived.

a) Financial Regulations

It was proposed, seconded and

Resolved: To adopt the Financial Regulations v2023 as presented by the Clerk.

b) Standing Orders

The Clerk advised that the model Standing Orders upon which the Council based their own Standing Orders had been changed to take into account recent amendments to legislation.

Members were informed that certain non-mandatory elements of the model had been removed from the draft presented in order to ensure open dialogue at meetings continued.

It was proposed, seconded and

Resolved: To adopt the Standing Orders v2023 as presented.

c) Scheme of Delegation

When asked, the Clerk advised that a Scheme of Delegation set out the levels of authority delegated to Council officers and as such, was an important document to be considered by members.

As the Clerk had not had sufficient time to complete a draft to present to Council, it was agreed to defer this item to a later date.

d) Small Grants Policy

6:12pm – Cllr Karen Webb arrived.

The Clerk presented the draft policy that outlined the basis upon which the Council would award small community grants. The draft Policy sought to update the eligibility and project assessment criteria as well as set out a recommendation to consider grants three times a year. Applicants would also be required to complete an Evaluation upon project completion. She advised the Council had a duty to ensure public funds were spent appropriately.

Cllr A Davies expressed a desire to maintain the status quo especially in terms of awarding grants annually, presented at the Awards Night. Following much discussion, it was

Resolved: To reject the draft policy.

The Clerk was asked to rewrite the draft Policy for presentation to Council at a later date.

e) Grievance Procedure

The Clerk advised members the three Human Resources-related policies presented for adoption that night had not been updated since 2012.

It was proposed, seconded and

Resolved: To adopt the Grievance Procedure v2023 as presented.

f) Disciplinary Procedure

It was proposed, seconded and

Resolved: To adopt the Disciplinary Procedure v2023 as presented.

g) Staff Performance Policy

It was proposed, seconded and

Resolved: To adopt the Staff Performance Policy v2023 as presented.

7. Finance

a) Signatories to the Unity Bank accounts

Members noted the four current signatories on the account, those being Cllrs D Owen-Jones, A Davies, A Richards and L Michel. Cllr M Balestrazzi was still to be added as a signatory.

It was

Resolved: No further signatories would be added to the accounts at this time.

In addition, it was agreed that Cllrs L Michel and A Richards would act as the primary signatories for the authorisation of salaries and wages payments from the Unity account as a control measure.

b) Schedule of Direct Debits

The Clerk presented the following list of organisations paid via direct debit:

Organisation	Description
B & Q Trade Point	Tools & Equipment
B.T.	Cloud Voice/Broadband
Barclays Bank	Monthly Bank Charges
Biffa Waste Services Ltd.	Trade Waste Collection
Bright Pay	Payroll Charges
Certras Energy	Fuel Council Vehicle/Cemetery Machinery
DVLA	Vehicle Tax
Dwr Cymru - Welsh Water	Monthly Water Charges
I.C.E.	Cloud Voice/Broadband
Peac Finance	Photocopier Lease Rental
RCT County Borough Council	Council Tax
Screwfix	Tools and Equipment
SSE - Gas	Gas - Staff Base
SSE Southern Electric	Electricity - Office
SSE Southern Electric	Electricity - Staff Base
Toshiba Tec Imaging Services	Photocopier Paper Charges
Xero	Accounting Software

It was proposed, seconded and

Resolved: To approve the list of direct debits, as presented.

c) Schedule of Contracts and Leases

Deferred to the next meeting.

d) Fixed Asset Register as at 31st March 2023

The Clerk advised she wished to review the fixed asset register prior to presenting same to the Council and asked that this item be deferred.

e) Financial Risk Assessment

The Clerk presented the Financial Risk Assessment and explained what actions would be taken to mitigate against those areas of Council business with a high risk rating.

She went on to advise Council that she and the Chair would be working through the SLCC / OVW / Welsh Government's Finance and Governance Toolkit over the coming year and improvements in governance made as a result, would inevitably reduce the Council's overall financial risk.

8. Committees

a) Appointment / Removal of Committees

Following discussion, it was proposed, seconded and

Resolved: 1. To retain / create the following Committees for the year to May 2024:

- Open Spaces, Allotments & Rights of Way
- Staffing
- Finance & Governance
- Events
- Cemetery
- Wellbeing of Future Generations

2. To dissolve all other Committees.

b) Committee Terms of Reference

It was proposed, seconded and

Resolved: To adopt the Committee Terms of References as presented.

c) Committee Membership

It was proposed, seconded and

Resolved: To appoint members to the Committees as follows:

Open Spaces, Allotments & Rights of Way Committee [6]	**Staffing Committee [6]**	**Finance & Governance Committee [7]**
1. Glenn Evans 2. Debra James 3. Danny Grehan 4. Maria Balestrazzi 5. Dan Owen-Jones 6. Greg Powell	1. Mary Davies 2. Austin Davies 3. Amanda Richards 4. Danny Grehan 5. Dan Owen-Jones 6. Greg Powell	1. Glenn Evans 2. Danny Grehan 3. Linda Michel 4. Austin Davies 5. Karen Webb 6. Amanda Richards *7.*
Events Committee [6]	**Cemetery Committee [6]**	**Wellbeing of Future Generations Committee [6]**
1. Mary Davies 2. Austin Davies 3. Amanda Richards 4. Danny Grehan 5. Dan Owen-Jones 6. Linda Michel	1. Glenn Evans 2. Debra James 3. Maria Balestrazzi 4. Greg Powell 5. Linda Michel 6. Amanda Richards	1. Debra James 2. Austin Davies 3. Danny Grehan 4. Linda Michel 5. Karen Webb 6. Glenn Evans

d) Delegation of Powers to spend to Committees

It was proposed, seconded and

Resolved: To delegate the power to spend to the Events and Cemetery Committees in line with the Council's Financial Regulations and limited to the extent of their respective budgets as agreed at the meeting of 31st January (Min. 9).

9. Appointed Representatives on external bodies

It was proposed, seconded and

Resolved: That the members representing the Council for 2023/24 on the following bodies would be:

Organisation	2023/24 Representative
Penrhys Pilgrimage Committee	Cllr Linda Michel
RCT Community Liaison Committee	Chair (Cllr Linda Michel) + Clerk
Neighbourhood Network	Cllr Linda Michel
OVW Area Committee	Cllr Linda Michel
Allotments Forum	Cllr Linda Michel
School Governors:	
- Tref-y-Rhyg	Cllr Linda Michel
- Williamstown	Cllr Debra James
- Cwm Lai	Cllr Danny Grehan
- YGG Tonyrefail	Cllr Greg Powell
- Tonyrefail Community School	-

10. Dates and Times of Ordinary Meetings

It was agreed meetings would continue to be held at 6:30pm on the third Thursday of the month, with the exceptions being August when there would be no meeting (summer recess) and December when the meeting would be held on the second Thursday.

Dates of the 2023/24 meetings:

15th June 2023
20th July 2023
21st September 2023
19th October 2023
16th November 2023
14th December 2023
18th January 2024
15th February 2024
21st March 2024
18th April 2024
16th May 2024

Meeting concluded at 6:59pm.