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

CLERK: JO VAN TONDER

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c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, PORTH,

Minutes of the Annual Meeting of the Council

held at the Council Meeting Room, Trane Cemetery, Tonyrefail

at 6:00pm on Thursday, 16th May 2024

Present: Cllr Dan Owen-Jones (Chair)
Cllr Austin Davies
Cllr Mary Davies
Cllr Glenn Evans (Vice Chair)
Cllr Debbie Hames
Cllr Linda Michel
Cllr Greg Powell
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Election of Chair and declaration of acceptance of office

Cllr Dan Owen-Jones was nominated, seconded and it was

Resolved: To elect Cllr Dan Owen-Jones unopposed as Chair for the year ending May 2025.

Cllr Owen-Jones signed the Declaration of Acceptance of Office as witnessed by and in the presence of the Clerk.

6:03pm – arrival of Cllr Karen Webb

2. Election of Vice Chair and declaration of acceptance of office

Cllr Glenn Evans was nominated, seconded and it was

Resolved: To elect Cllr Glenn Evans unopposed as Vice Chair for the year ending May 2025.

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

Cllr D Owen-Jones thanked Cllrs Michel and Evans for their efforts over the course of the previous Council year. He went on to thank the Chairs of the committees and all members. Lastly, thanks were extended to the Clerk and all the staff for their hard work through a difficult year.

Cllr Owen-Jones invited outgoing Chair Cllr Linda Michel and incoming Vice Chair Cllr Glenn Evans to say a few words. Both reiterated the thanks expressed.

3. Apologies for absence

Apologies for absence had been received from Cllr Danny Grehan.

4. Declarations of Interest

There were no declarations of interest made.

5. Minutes of the previous annual meeting: 25th May 2023

Members noted the minutes of the previous annual meeting held on 25th May 2023.

6. Governance and Administration

a) Financial Regulations

The Clerk advised that revised model Financial Regulations were due to be made available to Councils in the near future but that this document had not been received in time for this meeting. The Clerk recommended members adopt the existing Financial Regulations and await the revised Regulations.

It was proposed, seconded and

Resolved: To adopt the Financial Regulations v2023 as presented.

b) Standing Orders

Members were reminded that model Standing Orders had been issued the previous year and as such, the Council's current version was the most up-to-date available.

It was proposed, seconded and

Resolved: To adopt the Standing Orders v2023 as presented.

c) Reserves Policy

Members noted the Finance Committee had reviewed the Reserves Policy with no amendments recommended.

It was proposed, seconded and

Resolved: To adopt the Reserves Policy v2023 as presented.

d) Scheme of Delegation

The Clerk reminded members that a scheme of delegation set out the limit and extent of powers delegated to committees and Council officers.

It was proposed, seconded and

Resolved: To adopt the Scheme of Delegation v2024 as presented.

e) Social Media Policy

Members were presented with the revised Social Media Policy that had first been considered by Council in November 2023.

Cllr Owen-Jones wished to have it confirmed that the policy would prohibit the sharing of photographs of headstones within the Cemetery. The Clerk advised that photographs of memorial stones were only ever taken for operational purposes only, deleted once no longer required and never publicly shared. Any published photographs of the Cemetery would not identify individual headstones or grave plots.

It was proposed, seconded and

Resolved: To adopt the Social Media Policy v2023.2 as presented.

f) Complaints Procedure

As part of the Council's ongoing review of its policies and procedures, Members were presented with an updated Complaints Procedure and complaint form.

It was proposed, seconded and

Resolved: To adopt the Complaints Policy v2024 as presented.

7. Finance

a) Signatories to Unity Bank account

The Clerk reminded Members that there were four listed signatories but only two were active. As this was proving problematic when it came to releasing weekly wages, the Clerk asked Members to review this list with a view to ensuring more than two active signatories at any one time.

Cllr Austin Davies asked to be removed as a signatory as he felt he did not have sufficient time to fulfil the role.

It was agreed to consider this item once the membership of the Finance & Governance Committee was known.

b) Schedule of direct debits

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

NAME		DESCRIPTION
B & Q Trade Point		Tools & Equipment
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
ICE Communications		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
Function 28		Website / e-mail hosting services
Information Commissioner's Office		Data Protection registration fee

It was proposed, seconded and

Resolved: To agree the schedule of direct debits as presented.

c) Schedule of contracts and leases

The Clerk presented the following list of organisations with whom the Council was contractually bound:

- 3-year agreement with Centregreat for the purchase, erecting and storage of Christmas Lights,
- 3-year agreement with Lite Ltd for the hire of Christmas Lights,
- The Council holds fuel cards from Certras Energy,
- Ongoing rental of mini-digger and dumper with Rycon Power Tools,
- Function 28 provides website hosting and e-mails,
- Ongoing office / staff base cleaning by Cleanmate Ltd,
- Trade Waste removal with Biffa Waste Services,
- ICE Communications provides cloud voice telephone and broadband services,
- General sector-specific insurance is provided by Zurich Insurance on a long-term agreement,

- Van insurance is sourced through Gallagher,
- The hire of the photocopier is facilitated through PEAC Finance.

It was proposed, seconded and

Resolved: To agree the schedule of contracts and leases as presented.

d) Fixed Asset Register as at 31st March 2024

The Clerk advised that the review of the fixed asset register had been carried out and the additions and disposals for the financial year ending 31st March 2024, completed.

The Clerk was asked why some items on the register had "restated" next to them. She replied that these items on the register had been included erroneously in previous asset registers and as such, had inflated the value of the fixed assets. The Clerk advised that this affected the opening balance of the fixed assets that would be restated on the Annual Return.

It was proposed, seconded and

Resolved: To agree the Fixed Assets Register as at 31st March 2024, as presented.

e) Financial Risk Assessment

The Clerk presented the financial risk assessment for the year 2024/25 and explained that significant progress had been made on the action plan identified in the previous year's risk assessment.

It was proposed, seconded and

Resolved: To adopt the Financial Risk Assessment 2024/25, as presented.

8. Committees

a) Appointment / removal of Committees

Following discussion, it was proposed, seconded and

Resolved: 1. To retain the following Committees for the year to May 2025:

- 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

Cllr Owen-Jones proposed that a spending limit be imposed on committees with delegated authority over a budget.

It was seconded and

Resolved: To restrict a committee's delegated authority to spend on any single item to a maximum of £5,000. Expenditure exceeding £5,000 would require the consent of full council.

With the terms of reference of the Cemetery and Events Committees so amended, it was proposed, seconded and

Resolved: To adopt the terms of reference for the Cemetery and Events Committees as amended, and the Staffing, Finance & Governance, OAR and Wellbeing Committees 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. Greg Powell 2. Mary Davies 3. Debbie James 4. Glenn Evans 5. Karen Webb 6. Dan Owen-Jones	1. Linda Michel 2. Karen Webb 3. Dan Owen-Jones 4. Danny Grehan 5. Ceirion Skym 6. Amanda Richards	1. Amanda Richards 2. Austin Davies 3. Glenn Evans 4. Dan Owen-Jones 5. Danny Grehan 6. *7.*
Events Committee [6]	**Cemetery Committee [6]**	**Wellbeing of Future Generations Committee [6]**
1. Greg Powell 2. Ceirion Skym 3. Amanda Richards 4. Austin Davies 5. Dan Owen-Jones 6. Danny Grehan 7. Mary Davies	1. Linda Michel 2. Amanda Richards 3. Mary Davies 4. Debbie James 5. Glenn Evans 6. Karen Webb	1. Linda Michel 2. Greg Powell 3. Austin Davies 4. Debbie James 5. Danny Grehan 6.

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, the single-item spending limit agreed in 8(b), above, and limited to the extent of their respective budgets as agreed at the meeting of 18th January 2024 (Min. 6(a)(i)).

9. One Voice Wales membership for 2024/25

Members were presented with the membership renewal for 2024/25 in the amount of £2,300.

Members discussed the merits to membership with the organisation and equally, considered how much advice and assistance had been received over the course of the year.

It was agreed to defer taking a decision on this item until consideration was given at the meeting to follow to the cost and quality of service that could be obtained through a contract with an HR consultancy.

10. 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	2024/25 Representative
Penrhys Pilgrimage Committee	Cllr Debbie James
RCT Community Liaison Committee	Chair (Cllr Dan Owen-Jones) + Clerk
Neighbourhood Network	Cllr Linda Michel
OVW Area Committee	Cllr Dan Owen-Jones
Allotments Forum	*To be decided by OAR Committee*
School Governors:	
- Tref-y-Rhyg	Cllr Linda Michel
- Williamstown	-
- Cwm Lai	Cllr Danny Grehan
- YGG Tonyrefail	Cllr Greg Powell
- Tonyrefail Community School	-

11. Dates and times of ordinary meetings of the Council

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

Dates of the 2024/25 meetings:

20th June 2024
18th July 2024
19th September 2024
17th October 2024
21st November 2024
19th December 2024
16th January 2025
20th February 2025
20th March 2025
17th April 2025
15th May 2025

Meeting concluded at 6:48pm.