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, 15th May 2025

Present: Cllr Glenn Evans (Chair)
Cllr Martin Barron
Cllr Austin Davies
Cllr Mary Davies
Cllr Danny Grehan
Cllr Dan Lawrence
Cllr Linda Michel
Cllr Amanda Richards
Cllr Ceirion Skym

Absent: Cllr Greg Powell
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. **Election of Chair and declaration of acceptance of office**

   Cllr Glenn Evans was nominated, seconded and it was

   Resolved: To elect Cllr Glenn Evans unopposed as Chair for the year ending May 2026.

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

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

   Cllr Ceirion Skym was nominated, seconded and it was

   Resolved: To elect Cllr Ceirion Skym unopposed as Vice Chair for the year ending May 2026.

   Cllr Skym 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: 16th May 2024**

   Members noted the minutes of the previous annual meeting held on 16th May 2024.

6. Governance and Administration

a) Financial Regulations

Members noted there had been a revision to the Model Financial Regulations, primarily taking into account changes in procurement legislation.

The Clerk outlined the amendments to the Council's Regulations.

It was proposed, seconded and

Resolved: To adopt the Financial Regulations v2025 as presented.

b) Standing Orders

No amendments were proposed; adopted unchanged.

c) Reserves Policy

No amendments were proposed; adopted unchanged.

d) Scheme of Delegation

No amendments were proposed; adopted unchanged.

e) Protocol for Payment of Councillor Allowances

The Clerk advised that the protocol had been drafted as a measure to offset risk highlighted in the Financial Risk Assessment. Members noted the document outlined the administration arrangements for the payment of members' allowances, in line with the IRPW guidelines.

It was proposed, seconded and

Resolved: To adopt the Protocol for Payment of Councillor Allowances v2025 as presented.

f) Procurement Policy

The Clerk explained the policy set out how the Council would seek to ethically procure goods and services, ensuring value for money, fairness and consistency while complying with the Procurement Act 2023 and relevant Welsh Regulations.

It was proposed, seconded and

Resolved: To adopt the Procurement Policy v2025 as presented.

g) Fixed Asset Policy

Members were advised this policy sought to formalise the treatment of assets to ensure a consistent approach.

It was proposed, seconded and

Resolved: To adopt the Protocol for Fixed Asset Policy v2025 as presented.

7. Finance

a) Signatories to Unity Bank account

Members were reminded that there were only two active bank signatories on the Unity Bank accounts, and this was proving problematic when it came to releasing weekly wages.

Cllr Austin Davies confirmed he wished to be removed as a signatory.

It was proposed, seconded and

Resolved: To i) remove the following non-operational and/or former members from the list of authorised signatories:

- Dan Owen-Jones,
- Maria Balestrazzi, and

- Cllr Austin Davies

ii) appoint Cllrs Glenn Evans and Ceirion Skym as authorised bank signatories on the Unity Bank Ltd accounts.

b) Schedule of direct debits

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

Supplier	Description of Services	Total spend 2024/25	Average per month
*Barclays Bank - DD	Bank charges	-	
*Biffa Waste Services Ltd - DD	Commercial waste removal	3,082	257
*Bright SG Limited - DD	Payroll software	367	31
*Certas Energy - DD	Fuel - petrol & diesel	4,885	407
*DVLA	Vehicle tax	345	29
*Eon Next - Gas Staff Base	Utilities - gas INCOMING	869	145
*Eon Next - office - DD**	Utilities - electricity	174	29
*Function 28 - STO	Hosting website & e-mails	816	48
*ICE Communications DD	Telephone & broadband	627	52
*ICO	Data Registration fee	35	-
*PEAC	Photocopier hire	1,892	158
*RCTCBC - Rates - DD	Rates	871	-
*Screwfix DD	Workshop consumables, PPE, etc	1,908	159
*SSE - Electricity Office	Utilities - electricity OUTGOING	1,588	265
*SSE - Staff Base Gas	Utilities - gas	1,826	304
*SSE Electric (Staff Base)	Utilities - electricity	622	104
*Toshiba Tec UK	Printer / copier usage charges	471	39
*Unity Trust Bank	Bank charges	264	22
*Welsh Water - DD (851215840012)	Utilities - water	3,457	288
*Xero (UK) Ltd - DD	Accounting software	523	44

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:

Name	Details	Start	End	Term
Centregreat	3 year agreement purchase, erecting, storage christmas lights			
Lite Ltd	3 year agreement for hire of christmas lights	May 2023	May 2025	3 year
Certas Energy	Fuel cards	Feb 2020		ongoing
Function 28	Website Hosting and emails	Jan 2021		ongoing
Biffa Waste Services	Trade Waste Removal	Jun 2023		ongoing
ICE Communications	Cloud voice telephone and broadband services	May 2023	Apr 2026	3 year
Zurich Insurance	General sector specific insurance on long term agreement	Apr 2025	Mar 2026	1 year
Gallagher	Mitsubishi vehicle insurance	Feb 2025	Feb 2026	1 year
PEAC Finance	Hire of photocopier	Nov 2024	Nov 2029	5 year
Prichards	Hire of Digger & Dumper	Oct 2024	Sep 2028	4 year
Griffiths Security	Security alarm service & maintenance	Jun 2025	May 2026	1 year
Eon Next	Gas - staff base	Feb 2024	Jan 2027	3 year
Eon Next	Electric - office	Feb 2024	Jan 2027	3 year
British Gas	Electric - staff base	Mar 2024	Feb 2027	3 year
SSE	Utilities		Jan 2024	ENDED
Rycon Power Tools	Hire of Digger & Dumper		Sep 2024	ENDED
Cleanmate Ltd	Cleaning services		Mar 2025	ENDED

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

It was proposed, seconded and

Resolved: To agree the Fixed Asset Register as at 31st March 2025, as presented.

e) Financial Risk Assessment

The Clerk presented the financial risk assessment for the year 2025/26 and explained that significant progress had been made on the action plan identified in the previous year's risk assessment. Members noted the Finance Committee had reviewed the risk assessment periodically throughout the year.

It was proposed, seconded and

Resolved: To adopt the Financial Risk Assessment 2025/26, as presented.

8. Committees

a) Appointment / removal of Committees

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

The Clerk advised that the OAR Committee terms of reference had been amended to include a section covering the management of the OAR budget, agreed at the meeting of 16th January 2025 (Min. 5(b)(i)).

It was proposed, seconded and

Resolved: To adopt the terms of reference for the Cemetery, Events, 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. Glenn Evans	1. Linda Michel	1. Amanda Richards
2. Martin Barron	2. Ceirion Skym	2. Austin Davies
3. Danny Grehan	3. Amanda Richards	3. Glenn Evans
4.	4. Mary Davies	4. Linda Michel
5.	5. Dan Lawrence	5. Danny Grehan
6.	6. Martin Barron	6.
	7. Danny Grehan	*7.*

Events Committee [6]	Cemetery Committee [6]	Wellbeing of Future Generations Committee [6]
1. Ceirion Skym 2. Amanda Richards 3. Austin Davies 4. Martin Barron 5. Mary Davies 6. Linda Michel 7. Danny Grehan	1. Linda Michel 2. Amanda Richards 3. Mary Davies 4. Glenn Evans 5. 6.	1. Linda Michel 2. Austin Davies 3. Danny Grehan 4. Dan Lawrence 5. 6.

d) Delegation of powers to spend to Committees

It was proposed, seconded and

Resolved: To delegate the power to spend to the OAR, 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 16th January 2025 (Min. 5(b)(i))

9. Appointed Representatives on external bodies

It was proposed, seconded and

Resolved: That the members representing the Council for 2025/26 on the following bodies would be:

Organisation	2024/25 Representative
RCT Community Liaison Committee	Chair + Clerk
Neighbourhood Network	Cllr Linda Michel
OVW Area Committee	Chair
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 Ceirion Skym
- Tonyrefail Community School	-

Members discussed the possibility of being represented on the Ysgol Hen Felin Board of Governors. Cllr M Barron offered to make enquiries.

10. 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 2025/26 meetings:

19th June 2025
17th July 2025
18th September 2025
16th October 2025
20th November 2025
18th December 2025
15th January 2026
19th February 2026
19th March 2026
16th April 2026
14th May 2026