



Minutes of the Annual Meeting of the Council
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:00pm on Thursday, 14th May 2026

Present: Cllr Ceirion Skym (Chair)
Cllr Danny Grehan
Cllr Ceri Jones
Cllr Steven Kiff
Cllr Linda Michel
Cllr Amanda Richards
Cllr Austin Davies

Absent: Cllr Karen Webb
Cllr Gerald Francis

Officers: Ms Jo van Tonder (Clerk & RFO)
Mrs Aingie Cripps Melody (Deputy Clerk)

Members held a moment's silence in acknowledgement of the recent bereavements suffered by Cllrs Ceirion Skym and Dan Lawrence.

1. Election of Chair and declaration of acceptance of office

Cllr Ceirion Skym was nominated, seconded and it was

Resolved: To elect Cllr Ceirion Skym unopposed as Chair for the year ending May 2027.

Cllr Skym 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 Danny Grehan was nominated, seconded and it was

Resolved: To elect Cllr Danny Grehan unopposed as Vice Chair for the year ending May 2027.

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

3. Apologies for absence

Apologies for absence had been received from Cllrs Martin Barron and Dan Lawrence.

4. Declarations of Interest

There were no declarations of interest made.

5. Minutes of the previous Annual Meeting: 15th May 2025

Members noted the minutes of the previous annual meeting held on 15th May 2025.

6. Matters pertaining to Governance and Administration

a) Standing Orders

No amendments were proposed; adopted unchanged.

b) Scheme of Delegation

No amendments were proposed; adopted unchanged.

7. Matters pertaining to Finance

a) Signatories to the Unity Bank accounts

Members noted the signatories on the Unity Current and Unity Savings accounts were:

Cllrs C Skym, A Richards and L Michel, and the Clerk. The Deputy Clerk was an administrator on the accounts.

It was noted that the bank mandate required two councillors to release payments from these accounts.

b) Signatories to the Barclays Bank accounts

Members noted the signatories on the Barclays Premium and Barclays Savings accounts were:

Cllrs C Skym and A Richards, and the Clerk. The Deputy Clerk was an administrator on the accounts.

It was noted that the bank mandate required two councillors to release payments from these accounts.

c) Schedule of Direct Debits

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

Supplier	Description of Services	Total spend 2025/26	Avg. / period
*Biffa Waste Services Ltd - DD	Commercial waste removal	2,571	214
*Bright SG Limited - DD	Payroll software	364	-
*British Gas DD	Staff base - electricity	503	126
*Certas Energy - DD	Fuel – petrol & diesel	2,689	224
*Core Synergy Ltd - STO (prev. Function 28)	Hosting website & e-mails	480	40
*DVLA	Vehicle tax	358	30
*Eon Next	Staff base - gas	983	246
*Eon Next - office - DD**	Office - electricity	1,727	432
*ICE Communications DD	Telephone & broadband	600	50
*ICO **DD**	Data Registration fee	47	-
*Lloyds Multipay Card **DD**	Unity Bank payment card	2,103	175
*RCTCBC - Rates - DD	Rates	880	-
*Screwfix DD	Workshop consumables	847	71
*Toshiba Tec UK - DD	Hire of photocopier	186	46
*Unity Trust Bank	Bank charges	229	19

*Welsh Water - DD (851215840012)	Utilities – water	5,648	1,412
*Xero (UK) Ltd - DD	Accounting software	424	35

It was proposed, seconded and

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

d) 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	Jan 2024	Jan 2027	3 years
Lite Ltd	3-year agreement for hire of Christmas lights	Dec 2023	Dec 2026	3 years
Certas Energy	Fuel cards	Feb 2020		ongoing
Function 28	Website Hosting and emails	Jan 2020		ongoing
Biffa Waste Services	Trade Waste Removal	Apr 2023		ongoing
Spring Clean	Cleaning services (rolling weekly agreement)	May 2025		ongoing
ICE Communications	Cloud voice telephone and broadband services	Oct 2025	Oct 2028	3 years
Zurich Insurance	Sector specific insurance	Apr 2026	Apr 2027	1 year
Gallagher	Mitsubishi vehicle insurance	Feb 2026	Feb 2027	1 year
PEAC Finance	Hire of photocopier	Nov 2024	Nov 2029	5 years
Prichards	Hire of Digger & Dumper	Oct 2024	Sep 2028	4 years
Griffiths Security	Security alarm service & maintenance	Jun 2026	May 2027	1 year
Eon Next	Gas - staff base	Dec 2024	Dec 2027	3 years
Eon Next	Electric - office	Dec 2024	Dec 2027	3 years
British Gas	Electric - staff base	Dec 2024	Dec 2027	3 years

It was proposed, seconded and

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

e) Fixed Asset Register as at 31st March 2026

It was proposed, seconded and

Resolved: To agree the Fixed Asset Register as at 31st March 2026, as presented.

f) Financial Risk Assessment 2026/27

The Clerk presented the financial risk assessment for the forthcoming financial year and highlighted the risk areas where work was planned to enable further progress.

Cllr C Jones commented that the Council should be aiming to reduce the overall risk of potential malpractice to at least medium through agreed risk mitigations.

8. Matters pertaining to Committees

a) Councillor attendance 2025/26

The Clerk presented councillor attendance statistics for the year 2025/26. It was noted the majority of members had attendance figures over 70% with three members ranging from 68% to 45% attendance.

b) Appointment / Removal of Committees

Members discussed the purposes of the current committees and considered the effectiveness of the existing committee structure. These being:

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

It was, however, agreed that the meetings of the Finance and Well-being Committees would be held on the same night for expediency.

It was proposed, seconded and

Resolved: To retain the six committees in their current formats, for the year to May 2026.

c) Committee Terms of Reference

Members noted there had been no amendments proposed to the Committee Terms of Reference.

It was proposed, seconded and

Resolved: To adopt the terms of reference for the Cemetery, Events, Staffing, Finance & Governance, OAR and Well-being Committees as presented.

d) Committee member training requirements

Members noted the One Voice Wales training modules recommended for all members of the Finance, Staffing and Well-being Committees.

e) 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. Martin Barron	1. Dan Lawrence	1. Dan Lawrence
2. Ceirion Skym	2. Ceirion Skym	2. Amanda Richards
3. Danny Grehan	3. Linda Michel	3. Austin Davies
4. Ceri Jones	4. Steve Kiff	4. Danny Grehan
5. Gerald Francis	5. Amanda Richards	5. Ceri Jones
6. Karen Webb	6. Danny Grehan	6. Gerald Francis
	Ceri Jones	7.

Events Committee [6]	Cemetery Committee [6]	Wellbeing of Future Generations Committee [6]
1. Martin Barron	1. Martin Barron	1. Dan Lawrence
2. Ceirion Skym	2. Ceirion Skym	2. Austin Davies
3. Linda Michel	3. Linda Michel	3. Danny Grehan
4. Amanda Richards	4. Amanda Richards	4. Gerald Francis
5. Steve Kiff	5. Steve Kiff	5. Amanda Richards
6. Karen Webb	6. Karen Webb	6.

f) Delegation of powers to spend to Committees

Members noted the continuing delegation of authority to spend within approved budgets to the Cemetery, OAR and Events Committees.

9. Appointed representatives on external bodies

It was proposed, seconded and

Resolved: To appoint the following members to represent the Council on external bodies for 2026/27:

Organisation	2026/27 Representative
RCT Community Liaison Committee	Chair (Cllr Ceirion Skym) + Clerk
Neighbourhood Network	Cllr Linda Michel
OVW Area Committee	(Chair) Cllr Ceirion Skym
RCT Local Access Forum*	-
<u>School Governors</u>	
- Tref-y-Rhyg	Cllr Amanda Richards
- Williamstown	-
- Cwm Lai	Cllr Danny Grehan
- YGG Tonyrefail	Cllr Ceirion Skym
- Tonyrefail Community School	-

10. Dates and Times of Ordinary meetings of the Council

It was agreed meetings would be held at 6:00pm on the third Thursday of the month.

Dates of the 2026/27 meetings:

25 th June 2026	21 st January 2027
16 th July 2026	18 th February 2027
17 th September 2026	18 th March 2027
15 th October 2026	15 th April 2027
19 th November 2026	20 th May 2027
17 th December 2026	

Meeting concluded at 6:50pm