



**CYNGOR CYMUNED
LLANBRADACH & PWLL-Y-PANT
COMMUNITY COUNCIL**

C/o C Mortimer, Clerk to the Council
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NOTICE OF ANNUAL COUNCIL MEETING
MONDAY 20th MAY 2024 6.15 pm

14th May 2024

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

You are summoned to attend the **ANNUAL MEETING OF LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL** which will be held on Monday 20th May 2024 at 6.15pm at Llanbradach Community Centre.

The meeting will be in a MULTI-LOCATIONAL format in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.

Members of the press and public are permitted to attend our meetings remotely or in person but are kindly requested to contact the clerk prior to the meeting commencing.

The link for the meeting is set out below.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 385 370 605 851

Passcode: xL9rcA

The business to be transacted is set out in the agenda below.

Yours sincerely

Ceri Mortimer
Clerk to the Council

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AGENDA

Retiring Chair to chair the first item of business:

1 Elect a Chairperson of the Council

- (i) Elect a Chairperson for the ensuing year
- (ii) Chairperson to sign Declaration of Acceptance of Office of Chair

2 Elect a Vice-Chairperson of the Council

- (i) Elect a Vice Chairperson for the ensuing year.
- (ii) Vice Chairperson to sign Declaration of Acceptance of Office of Vice Chair

3 Apologies

4 Declarations of Interest

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

5 Minutes

To receive and note Minutes of the Annual Meeting that was held on 15th May 2023 and which were received, approved and signed as an accurate record on 12th June 2023
Minute no.34

6 Documents & Policies for 2024/25

(i) Council is requested to review the following policies and adopt for the ensuing year.

- A. Standing Orders
- B. Llanbradach & Pwllypant Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management

As agreed, Council will continue to adhere to the following policies/documents, as approved by One Voice Wales (OVW) and adopted by council in May 2022, until such time a review is necessary due to changes in legislation etc.

- F. Anti-Bribery, Fraud and Corruption Policy
- G. Anti-Harassment and Bullying Policy (Dignity at Work)
- H. Biodiversity
- I. Capability Policy
- J. Code of Conduct (for your information only)
- K. Complaints Policy
- L. Disciplinary Rules
- M. Disciplinary Procedure
- N. Equality & Diversity Policy
- O. GDPR
- P. Good Councillors Guide (for your information only)
- Q. Grievance Procedure
- R. Health & Safety Policy
- S. Model Local Resolution Policy
- T. Pay Policy
- U. Precept & Budget 2022/23 (for your information only)
- V. Retention & Disposal Policy
- W. Sickness Absence Policy & Procedure
- X. Social Media
- Y. Special Leave of Absence Policy
- Z. Stress Management

(ii) To receive and note background papers on outside bodies:

(a) Charter between all 18 Community and Town Councils in the Caerphilly borough and Caerphilly County Borough Council.

(b) One Voice Wales – summary of their representation and membership

(c) Education Achievement Service (EAS) – Introduction for Prospective School Governors

7. Appointment of Internal Auditor

Council is requested to approve the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2024/25.

8. Personnel Committee:

Members are requested to approve the continuity of members unless members wish to stand down and as such a replacement would be required.:

Cllr Valerie Noble, Cllr Norma Cable and Cllr Gary Enright.

9. Appointment of Representatives to Outside Bodies

Nominations are invited on outside bodies unless members wish to continue:

- Community & Town Council's Liaison Committee (C&TCLC)
One member required (meet 3 times per year)
Previously Cllr V Noble plus clerk

- **Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee**
One member (meet 3 times per year)
Previously the late Cllr V Noble plus clerk as reserve.
- **One Voice Wales**
Two members
Previously Cllr Gary Enright and Cllr Colin Mann
- **One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)**
Two members required plus the clerk
Previously Cllr Gary Enright and Cllr Colin Mann
- **Minor Authority Representative on the Board of Governors:**

Coed y Brain Primary School – Cllr Valerie Noble (until 15/7/27)

Cwm Glas Infants School – Cllr Nicola Hewer (until the school's permanent closure in July 2024)

Ysgol Gynradd Gymraeg y Castell – Cllr Valerie Noble (until 10/11/28)
- **Llanbradach Community Centre Management Committees**
One member as our representative on the Management Committee.
Previously Cllr Norma Cabble
- **Twinning Association**
Previously Cllr David Edwards and Cllr Colin Mann as our representatives

10. **Cycle of Meetings for 2024/25**

Members are requested to determine the cycle of meetings for the ensuing year, usually the 2nd Monday of each month.

MEETING TYPE	DATE
Ordinary Full Council	Monday 13 th June 2024
Ordinary Full Council	Monday 8 th July 2024
RECESS	AUGUST
Ordinary Full Council	Monday 16 th September 2024
Ordinary Full Council	Monday 14 th October 2024
Ordinary Full Council	Monday 11 th November 2024
Ordinary Full Council	Monday 9 th December 2024
Ordinary Full Council	Monday 13 th January 2025
Ordinary Full Council	Monday 10 th February 2025
Ordinary Full Council	Monday 10 th March 2025
Ordinary Full Council	Monday 14 th April 2025
ANNUAL MEETING ORDINARY MEETING	Monday 12 th May 2025