



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

**Minutes of the ANNUAL Council Meeting held on
Monday 20th May 2024 6.15pm at Llanbradach Community Centre in a
MULTI-LOCATIONAL format in accordance with the provisions of the
Local Government and Elections (Wales) Act 2021.**

Present

Councillors: V Alexander, N Cabble (Chair) , *C Mann, V Noble and A West (Vice Chair).

Clerk: C Mortimer

**denotes remote attendance*

Chair Cllr Norma Cabble welcomed everyone to the meeting.

*A minute's silence was observed in respect of the sad passing of Cllr Gary Enright's mother.
Our thoughts are with him and his family during this very difficult time.*

1 Elect a Chairperson of the Council – nominations were invited.

(i) RESOLVED: Cllr Norma Cabble was unanimously elected as Chairperson for the ensuing year

(ii) Cllr Norma Cabble signed a Declaration of Acceptance of Office of Chair

2 Elect a Vice-Chairperson of the Council – nominations were invited.

(i) RESOLVED: Cllr Ann West was unanimously elected as Vice Chairperson for the ensuing year.

(ii) Cllr Ann West signed a Declaration of Acceptance of Office of Vice Chair

3 Apologies - were received from Cllr David Edwards due to family holiday, Cllr Gary Enright due to bereavement, Cllr Nicola Hewer and Cllr Beci Newton due to other commitments.

4 Declarations of Interest

Councillors were 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.

There were no declarations.

5 Minutes

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, were noted.

6 Documents & Policies for 2024/25

(i) RESOLVED: Council reviewed the following policies and adopted for the ensuing year.

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

RESOLVED: Council agreed to 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) Members received and noted 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**

RESOLVED: Council agreed to the continued appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2024/25.

8. **Personnel Committee:**

RESOLVED: Members agreed to the continuity of the following members on this committee: Cllr Valerie Noble, Cllr Norma Cabble and Cllr Gary Enright.

9. **Appointment of Representatives to Outside Bodies**

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

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.
RESOLVED: Cllr Norma Cabble
- Twinning Association
RESOLVED: Cllr David Edwards and Cllr Colin Mann would continue 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 10 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 and Ordinary	Monday 12 th May 2025

Annual meeting closed at 7.00pm

Signed: _____ **Chair**

Date: 10th June 2024