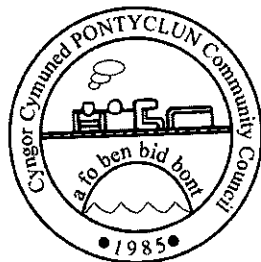


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MINUTES

Minutes of the Annual Meeting of the Pontyclun Community Council held at Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on Tuesday, 12 May, 2015.

PRESENT: Community Councillors: Margaret Griffiths (Chair), Paul Griffiths, Janis Jones Tony Lane, Brendan O'Reilly, Huw Rees and Bethan Theaker.

1. Election of Chairperson for 2015/2016

RESOLVED: That Councillor Margaret Griffiths is elected as Chairperson.
A declaration of acceptance of office was completed.

2. Election of Vice Chairperson for 2015/2016

In his absence Councillor Ken Forsdyke was nominated Vice Chair.
A declaration of acceptance of office is to be completed.

RESOLVED: That Councillor Ken Forsdyke is elected as Vice Chairperson.

3. Apologies for absence

Apologies received from Community Councillors, Ann Bennett, Ken Forsdyke, Gwynn Griffith.

The Council accepted the apologies.

Not present Community Councillor Gordon Norman.

4. Disclosure of personal and pecuniary interest in items of business
None received

5. Annual Report from the Chair, 2014/15 – appendix 3

Hard copies were handed out. Councillor Margaret Griffiths presented the Chair's report.
Che chiar

RESOLVED: That the Annual Report was noted.

6. To confirm the minutes of the Council's as an accurate record 13 May, 2014
Council Annual Meeting – appendix 4

RESOLVED: That the minutes of the Annual Meeting 13 May, 2014 were approved as an accurate record.

- 7 i Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups

Members agreed to continue with the operation of Working Groups.

Attendees of Working Group Meetings are to be recorded by the convener.
Where possible meetings should be held during the evening.
Standing Orders are to be amended to reflect the Council's decisions.

RESOLVED: That the Working Groups continue as detailed below

Administration

Convener: Councillor M Griffiths

The Local Economy

Convener: Councillor P Griffiths

The Local Environment

Convener: Councillor A Bennett

Social & Cultural Activities

Convener: Councillor J Jones

- 7ii. To review Committees, Sub-Committees and Working Groups terms of Reference - Appendix 5

RESOLVED: That the Council agree the Working Groups Terms of Reference

- 8 i. Appointment or re-appointment of Members to serve on outside bodies - Appendix 6

i Area Committee of One Voice Wales (up to two/only one vote)

ii County Borough Council/Community Councils' Joint Liaison Committee

iii To nominate a Minor Authority's representative to the Board of Governors of Ysgol Gynradd Gymunedol Gymraeg, Llantrisant, Miskin, Pontyclun

- iv To nominate a Minor Authority's representative to the Board of Governors of Pontyclun Primary School

RESOLVED: That the Council agreed

- i Area Committee of One Voice Wales (up to two/only one vote) Councillors
Margaret
Griffiths
- ii County Borough Council/Community Councils' Joint Liaison Committee Margaret
Griffiths
and Janis
Jones
- iii To nominate a Minor Authority's representative to the Board of Governors of Ysgol Gynradd Gymunedol Gymraeg, Llantrisant, Miskin, Pontyclun Huw Rees
- iv To nominate a Minor Authority's representative to the Board of Governors of Pontyclun Primary School Janis
Jones

9. GOVERNING DOCUMENT

- (i) Review and adoption of appropriate Standing Orders - Appendix 8

Councillor Margaret Griffiths proposes

- a) The Council meets in the third week of each week except in August
- b) The Council meets on the Wednesday of each month except in August

RESOLVED: That the reviewed and adopted the Standing Orders as shown in appendix 8 and to include the addition proposed for Working groups Item 7(i)
Attendees of Working Group Meetings are to be recorded by the convener.
Where possible meetings should be held during the evening

17	June	15
15	July	15
16	Sept	15
21	Oct	15
18	Nov	15
16	Dec	15

20	Jan	16
17	Feb	16
16	March	16
20	April	16
18	May	16

(ii) To note guidance from One Voice Wales – How should we deal with requests by members of the public to address Council?

RESOLVED: That the Council noted the guidance but did not agree with it.

(iii) Review and adoption of appropriate financial regulations - Appendix 9

RESOLVED: That the Council agreed and adopted the financial regulations as shown in appendix 9

(iv) To note Welsh Audit Office Good Practice guide – Community Council Money - Appendix 9a
The Chair noted page 9 Reserves.

RESOLVED: That the Council noted the Welsh Audit Office Good Practice guide – Community Council Money.

(v) To note Schedule of Direct Debits and Standing Orders for year 2015/16

RESOLVED: That the Council noted the Schedule of Direct Debits and Standing Orders for year 2015/16

(vi) Adopt Protocol - roles, responsibilities and councillor/officer relations document

RESOLVED: That the Council reviewed and adopted the Protocol - roles, responsibilities and councillor/officer relations document.

(vii) Adopt Councillors Code of Conduct - summary (incorporating the Nolan principles)

RESOLVED: That the Council reviewed and adopted the Councillors Code of Conduct - summary (incorporating the Nolan principles)

10. Review the Council insurance policy for 2015/16

Following a review of the Asset register the Clerk reported an increase in charges due to changes to the policy. These changes now exceeds the allocated budget.

- (i) made operative the Contract Disputes in Part P Legal Expenses Additional cost £53
- (ii) increased cover for
 - a) office equipment to £5,152 to include books and unused stationary.
 - b) tools and machinery increased to £8,550. Additional cost £98.64

RESOLVED: That the reviewed its insurance policy and agreed the increase in costs which now exceeds the allocated budget.

11. Review the Council arrangements for insurance cover in respect of all insured risks

RESOLVED: That the Council reviewed and agreed the arrangements for insurance cover in respect of all insured risks

12. Review of the Council asset register

RESOLVED: That the Council reviewed and agreed the asset register

13. To fix the dates and times of ordinary meetings of the full Council for the ensuing year

See Item 9 (i)

14. To review and adopt COUNCIL POLICIES

i Complaints and disciplinary policy

RESOLVED: That the Council reviewed and agreed the Complaints and disciplinary policy

ii Press/media policy

RESOLVED: That the Council reviewed and agreed the Press/media policy

iii Publication scheme

RESOLVED: That the Council reviewed and agreed the Publication scheme

iv Equality and Diversity policy

RESOLVED: That the Council reviewed and agreed the Equality and Diversity policy

v Sickness and Absences policy

RESOLVED: That the Council reviewed and agreed the Sickness and Absences policy

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| vi | To approve Risk Assessment and Method Statements (a – k) | Appendix 22 |
| a | Brushcutter (petrol) | Appendix 23 |
| b | Pedestrian operated mower (petrol) | Appendix 24 |
| c | Blowers (backpack and petrol) | Appendix 25 |
| d | Petrol Hedge Cutters and Hand Shears | Appendix 26 |
| e | Working in the Sun | Appendix 27 |
| f | Litter Clearance and Emptying Litter and Dog Waste Bins | Appendix 28 |
| g | Fuel Safety | Appendix 29 |
| h | Ground Maintenance on or near highways | Appendix 30 |
| i | Café 50 Wet floors and Spillages | Appendix 31 |
| j | Café 50 Fire Safety | Appendix 32 |
| k | Café 50 Spills/trips/falls | Appendix 33 |

RESOLVED: That the Council approved the Risk Assessment and Method Statements (a – k) and nominated councillors Janis Jones and Ann Bennett to sign the forms.

Councillor Tony Lane reports to the Council that according to Health and Safety legislation visitors to the office must sign in and out. The Council requested the Clerk to make further enquiries on this matter and report back at the next meeting.

- vii To notify Clerk of any potential conflicts of interest with the Council's external auditor Mazars.

RESOLVED: That Members had no potential conflicts of interest with the Council's external auditor Mazars.

- viii To note ICO Council registered

Appendix 34

RESOLVED: That the noted the ICO registration

RESOLVED: That the Council reviewed and noted the Contract with Caterer

Meeting ended at 8.20 pm

Catherine Craven
Clerk to the Council

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