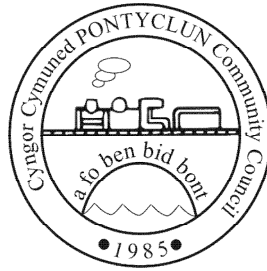


Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven
Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE



Clerc - Catherine Craven
Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn/Ffacs: 01443 238500
E-bost: pontycluncc@hotmail.co.uk
Gwefan: <http://pontycluncc.org.uk>

Telephone/Fax: 01443 238500
Email: pontycluncc@hotmail.co.uk
Web: <http://pontycluncc.org.uk>

M I N U T E S

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, 14 May, 2014.

PRESENT: Community Councillors Ann Bennett, Ken Forsdyke, Gwyn Griffith, Margaret Griffiths (Chair), Paul Griffiths, Janis Jones, Tony Lane, Brendan O'Reilly and Huw Rees

1. Election of Chairperson for 2014/2015

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

2. Election of Vice Chairperson for 2014/2015

RESOLVED: That Councillor Ken Forsdyke is elected as Vice Chairperson.
A declaration of acceptance of office was completed.

3. Declaration of office of new Councillor for Cefn yr Hendy Bethan Theaker.

The Council welcome its new Councillor, Bethan Theaker.

RESOLVED: A declaration of office was completed.

4. Apologies for absence

Apology for absence was received on behalf of Councillor Gordon Norman.
Members accepted his apology.

5. Disclosure of personal and pecuniary interest in items of business

Councillor Tony Lane declared an interest for Item 19 Pontyclun Day Centre.
"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

Councillor Ann Bennett declared an interest for Item 19 Pontyclun Day Centre.
"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

6. Annual Report from the Chair, 2013/14

Councillor Margaret Griffiths presented the Chair's report.

RESOLVED: The Annual Report was noted.

7. To confirm the minutes of the Council's as an accurate record 14 May, 2013
Council Annual Meeting

RESOLVED: The minutes of the Annual Meeting 14 May, 2013 be shown in appendix 4 be approved as an accurate record.

8. Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups

Members agreed to continue with the operation of Working Groups. Members agreed that Working Group 2 – Community Engagement had completed its business and the objectives to foster and support community engagement have been incorporated into the working practices of the remaining Groups. Members also agreed to amalgamate the existing Group 5 Social & Cultural Activities and Group 6 Activities with Young People.

RESOLVED: 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

9. To review Committees, Sub-Committees and Working Groups terms of reference.

Members agreed to refer to the Working Groups by name only and no longer use numbers to identify the groups. Changes proposed to the Administration Group by its convener Councillor Margaret Griffiths were agreed as shown in appendix 6. After each Working Group meeting a report must be submitted to the full council with its findings and recommendations. When convening meetings due consideration needs to be given to ensuring a balance between daytime and evening meetings to maximise participation.

RESOLVED: That the Council agree the Working Groups Terms of Reference subject to the following changes

- (i) Change to objectives as shown in appendix 6 to the Administration Group
- (ii) Refer to groups by the name only
- (iii) Reports with any recommendations to be submitted to full council
- (iv) Balance of Working Group meetings in evening and daytime. **A215**

10. Appointment or re-appointment of Members to serve on outside bodies

RESOLVED: That the Council agreed the following appointments be made:

- (i) Area Committee of One Voice Wales (up to two/only one vote)
The Chairperson, Councillor Margaret Griffiths be appointed. **A216**
- (ii) County Borough Council/Community Councils' Joint Liaison Committee.
The Chairperson, Councillor Margaret Griffiths and Councillor Janis Jones be appointed **A217**
- (iii) To nominate a Minor Authority's representative to the local primary schools Board of Governors.
Ysgol Gynradd Gymunedol Gymraeg, Llantrisant,
That Councillor Huw Rees continue with his appointment for his term in office. **A218**
- (iv) Pontyclun Primary School
That Councillor Janis Jones continue with her appointment for her term in office. **A219**

11. GOVERNING DOCUMENT

- (i) Review and adoption of appropriate Standing Orders

Brendan O'Reilly put forward a motion to the Council

MOTION: Increase the number of motions under section 4 (i) a member may table from one to two at any one ordinary meeting. This motion was carried.

RESOLVED: That the Council reviewed and adopted the Standing Orders subject to the following amendment:

- 4 (i) A council member may table no more than **two** written motions at any one ordinary meeting except in an emergency and with prior agreement of the chair. **A220**

- (ii) Review and adoption of appropriate financial regulations
Clerks draft recommendations taken from SLCC model

Members questioned the Clerk on the use of the Debit Card. The Clerk explained that the card was used for purchases which were not available through the usual supply order catalogue. Each card purchase is listed in the creditors presented to Council each month.

RESOLVED: That the Council reviewed and adopted the Financial Orders as outlined in appendix 8b. **A221**

- (iii) 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.

- (iv) 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)

12. Review and agree delegation of functional power to the Clerk/Responsible Financial Officer

RESOLVED: That the Council reviewed and agreed the delegation of functional power to the Clerk/Responsible Financial Officer as outlined in its 13 (c) of its Standing Orders and 3.4 of its Financial Regulations.

13. Review the Council insurance policy and confirm arrangements for insurance cover in respect of all insured risks.

The Clerk presented the Council's insurance policy, appendix 8a and accompanying risk assessment 8b. The Clerk explained this insurance policy had been complied through numerous discussions with the insurance company.

Members queried the amount of cover for Legal Expenses (Part P) at £100,000 and requested the Clerk raise this matter with the insurance company. Members also queried what the officials indemnity cover was. The Clerk would report back at the next meeting.

Councillor Tony Lane put forward a motion to keep a visitors book in the office for health and safety reasons. Motion was not carried.

RESOLVED: That the Council reviewed the insurance policy and risk assessment and confirm arrangements subject to the Clerk reporting back on

- (i) the Clerk to query the amount of Legal Expense cover (Part P) with the insurance company

- (ii) the Clerk confirm the official indemnity cover. **A222**

14. Review and note the progress made on the auditors recommendations in 2013/14.

RESOLVED: That the Council noted the completion of actions listed in auditors recommendations for 2013/14.

15. Review of the Council asset register

RESOLVED: That the Council reviewed and noted the new asset register.

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

RESOLVED: That the proposed calendar of meetings for 2014/15 be approved

June	Tuesday 10 June 2014
July	Tuesday 8 July 2014
September	Tuesday 16 September 2014
October	Tuesday 14 October 2014
November	Tuesday 11 November 2014
December	Tuesday 9 December 2014
January	Tuesday 13 January 2015
February	Tuesday 10 February 2015
March	Tuesday 10 March 2015
April	Tuesday 14 April 2015
May – Annual Meeting	Tuesday 12 May 2015

17. To review and adopt COUNCIL POLICIES

i Complaints and disciplinary policy

Members agreed to adopt the policy presented in appendix 15 subject to the following change detailed in the resolution.

RESOLVED: That the Council agreed and adopted the Complaints and disciplinary policy presented in appendix 15 subject to the following change

- a) All reference to customers be changed to residents. **A223**

ii Press/media policy

Members agreed to adopt the policy presented in appendix 16 subject to the following change detailed in the resolution

RESOLVED: That the Council agreed to adopt the Press/media policy presented in appendix 16 subject to the following change

- a) Contact with the Media 4.3 change the wording from 'must ensure' to read state

- 4.3 Other Councillors can talk to the media but must state that it is clear that the

opinions given were their own and not necessarily those of the Council. A224

iii Publication scheme

Councillor Paul Griffiths put forward a motion to remove changing policy proposed in the Publication Scheme to ensure that financial barriers do not restrict the general public's access to Council information. The Council agreed for the matter to be reviewed by the Administration Group.

RESOLVED: That the Council agreed for the Administration Working Group to review and report back to the Council on the charges shown in the Publication Scheme appendix 17. A225

iv Equality and Diversity policy

Brendan O'Reilly put forward a motion to end this policy after the first three paragraphs and bullet points and not to include the brief outline of some discrimination categories. The motion was not carried.

RESOLVED: That the Council agreed to adopt the Press/media policy presented in appendix 18.

v Sickness and Absences policy

Brendan O'Reilly put forward a motion to increase the time in Procedures for Hearing Appeals by Pontyclun Community Council (page 8) Item 3. for notice to be given to appellant and his/her representative of a hearing from at least 5 days to at least 10 days notice of appeal. Motion was carried.

Members agreed to adopt the policy presented in appendix 19 subject to the following change detailed in the resolution

RESOLVED: That the Council agreed to adopt the Press/media policy presented in appendix 19 subject to the following change

- a) Page 8 Procedures for hearing Appeals by Pontyclun Community Council Item 3. Increase the time for notice to be given to appellant and his/her representative of a hearing from at least 5 days to at least 10 days A226

18. REPORT AND RECOMMENDATIONS FROM CLERK

i To approve budget report

The Council thanked the Clerk and Administrative Assistant for the work undertaken over the last financial year in the reporting of its finances

RESOLVED: That the Council approved the budget report for 2013/14 as shown in appendix 20.

ii To approve the payment of creditors

RESOLVED: That the Council approved payment of creditors as shown in appendix 21.

iii To consider planning applications

RESOLVED: That the Council had no comments to make.

iv To note e-mail 19 April, 2014 from Llantrisant Ramblers Association

RESOLVED: That the Council noted the e-mail.

v To note letter 30 April, 2014 from Welsh Government – Governance in small bodies

RESOLVED: That the Council noted the letter.

vi To consider letter 15 April, 2014 from chairperson of Groes-faen Residents Group regarding hanging baskets

RESOLVED: That the Council deferred the matter to its June meeting.

vii To consider attending the SLCC & OVW joint conference Effective Governance and Accountability on Thursday 15 May, 2014

RESOLVED: That the Council is not sending a representative to the joint conference.

viii Office Closure 26 – 30 May 2014 Whitsun Bank Holiday

RESOLVED: That the Council approved the office closure.

19 Update on Pontyclun Day Centre

Councillor Paul Griffiths informed the Council that the Welcome Friends Project event held on the 13 May, 2014 was well attended. The meeting had a positive vibe and 30 local residents signed up to the scheme.

Councillor Margaret Griffiths, Chair, informed the Council that two tenders for the catering contract had been received in sealed envelopes and both these were opened at the office in the presence of the Clerk and Chair. The Chair provided a table for Councillors to compare both tenders.

Standing Orders were suspended at 10.00 pm. The meeting continued.

Members carefully considered the details before agreeing to award the contract to Celtic Catering. Members wished to thank both organisations for the time and effort they had taken with the Council.

10.08 Councillor T Lane left the meeting.

The Clerk informed the Council that she had received the Head of Terms document from Rhondda Cynon Taff County Borough Council and had since instructed the Council to continue with drafting a lease. The Clerk advised the Council that legal advice should be sought once the lease is received and before the Council sign. This was agreed by the Council.

RESOLVED: That the Council awarded the catering contract to Celtic Catering. **A227**
That the Clerk is instructed to seek legal advice once the lease is received. **A228**

Meeting ended at 10.15 pm

Next council meeting Tuesday 10 June 2014