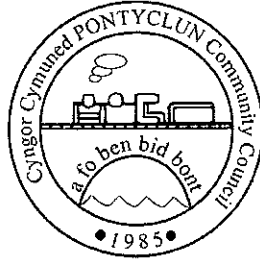


Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
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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 on Wednesday, 18 May, 2016.

PRESENT: Community Councillors: Janis Jones (Chair), Ann Bennett, Ken Forsdyke, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Brendan O'Reilly, Huw Rees and Bethan Theaker.

1. Election of Chairperson for the Council Year 2016/17

RESOLVED that;

- (i) Councillor Janis Jones be elected as Chairperson for the Council Year 2016/17.
- (ii) a declaration of acceptance of office was completed and signed by Councillor Janis Jones and witnessed by the Clerk.

2. Election of Vice Chairperson for the Council Year 2016/17

RESOLVED that Councillor Ken Forsdyke be elected as Vice Chairperson for the Council Year 2016/17.

3. Apologies for absence

Apologies received from Community Councillors Tony Lane and Gordon Norman,
The Council received the apologies and approved the absences of Councillors Tony Lane and Gordon Norman.

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

None received

Janis F Jones
15/6/16

5. Annual Report from the Chair, 2015/16

The report from Councillor Margaret Griffiths was tabled.

RESOLVED that:

- (i) the report of the retiring chairperson indicated that the work undertaken by the Council over the last year reflected well on the Council's effectiveness,
- (ii) the report be accepted and a vote of thanks be recorded.

6. To confirm the minutes of the Council's as an accurate record 12 May, 2015 Council Annual Meeting

RESOLVED that the minutes of the Annual Meeting 12 May, 2015 were approved as an accurate record subject to the addition of the word Council on page 5 Item 9 (vii) to the Resolution. It now reads 'that the **COUNCIL** reviewed its insurance policy'.

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

Members agreed to continue with the operation of Working Groups

i Administration Working Group

RESOLVED that Councillor J Jones be appointed convener to the Administration Working Group

ii Local Economy Working Group

RESOLVED that Councillor P Griffiths continue as convener to the Local Economy Working Group

iii Local Environment Working Group

RESOLVED that Councillor A Bennett continue as convener to the Local Environment Working Group

iv Social and Cultural Working Group – current convener Councillor J Jones

RESOLVED that Councillor J Jones continue as convener to the Social and Cultural Working Group

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

RESOLVED that the terms of reference for the Council's Working Groups remain unchanged.

b To appoint a Human Resource Committee and agree its terms of reference

Members did not wish to form a Human Resource Committee.

RESOLVED that the Chairperson undertake the Clerk's annual appraisal and report back to full Council

8 Appointment of Representatives;

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

RESOLVED that no representatives were nominated

- ii County Borough Council/Community Councils' Joint Liaison Committee

RESOLVED that Councillors M Griffiths and J Jones represent this Council at the County Borough Council/Community Councils' Joint Liaison Committee.

9 GOVERNING DOCUMENT

- i To review this Council's Standing Orders – no notices of amendments received from Members

RESOLVED that the Council's Standing Orders remain unchanged

- ii To review this Council's and adopt appropriate financial regulations

The Clerk reported notification from One Voice Wales recalling the new model financial regulations as a number of technical references needed to be changed to make the regulations Wales specific.

RESOLVED that the review of the Council's Financial Regulations be deferred until the amended version of the One Voice Wales new model financial regulations is published.

- iii To adopt the revised Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 which comes into force on 1 April 2016

RESOLVED that the revised Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 was adopted

- iv To review this Council's insurance policies for 2016/17
Council
Vehicle

RESOLVED that the policies presented by the Clerk be approved

- vi To review this Council's Risk Management document for 2016/17

RESOLVED that the Risk Management document presented by the Clerk be approved.

- vii To review this Council's Trade Account Register

RESOLVED that the Trade Account Register presented by the Clerk be approved.

- viii To review this Council's Asset Register

The Clerk reported that the document had not been finalised in time to be tabled at this meeting.

RESOLVED that the Council's Asset Register be uploaded to the website: A441

- 10 To fix the dates and times of ordinary meetings of the full Council for the ensuing year

RESOLVED that ordinary meetings of the full Council for the ensuing year be each 3rd Wednesday of the month at 7.00 pm

| Date | Month | Year |
|------|-------|------|
| 15 | June | 16 |
| 20 | July | 16 |
| 21 | Sept | 16 |
| 19 | Oct | 16 |
| 16 | Nov | 16 |
| 21 | Dec | 16 |
| 18 | Jan | 17 |
| 15 | Feb | 17 |
| 15 | March | 17 |
| 19 | April | 17 |
| 17 | May | 17 |

- 11 To review and adopt this Council's policy on

- i Unacceptable Actions by Individuals

The Council did not wish to adopt an Unacceptable Actions by Individuals policy.

- ii Concerns and Complaints Policy

Members referred this policy to the Administration Working Group to redraft and meet the needs of this Council.

- iv Disciplinary Policy

RESOLVED that the Disciplinary Policy presented by the Grievance Hearing Panel be approved

- v Grievance Policy

RESOLVED that the Grievance Policy presented by the Grievance Hearing Panel be approved

- **14** To note ICO Council registered to March 2017

RESOLVED that ICO registration was noted.

Meeting ended at 8.40 pm

Catherine Craven
Clerk to the Council

Javis F Jones
15/6/16