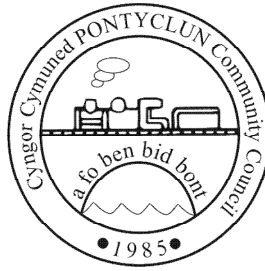


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M I N U T E S

Minutes of the **Extraordinary Meeting** of Pontyclun Community Council held in the Pontyclun Community Council Office, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on Tuesday, 4 June, 2013.

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

1. **Apologies for absence**

Apology for absence was received on behalf of Councillor Gordon Norman. Member accepted the apology

2. **Declaration of Interest**

Councillor A Bennett	"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"
Councillor T Lane	"I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee"

3. **Matters reported for decision**

i. Review and adoption of appropriate standing orders (Appendix 11 May 2013 Monthly Meeting)

Councillor P Griffiths left the meeting at 8.30 pm

During a discussion concerning a proposal to limit each Community Councillor to one motion per meeting a request was made by Councillors Lane to record the vote

2 votes against the motion – Councillors O'Reilly and Griffiths

1 abstention – Councillor Lane. Reason for abstaining was given; believed motion was unlawful since it was added to Standing Order on the night. The Clerk did point out to all Councillors that the agenda item 3 (i) Review and adoption of appropriate standing orders allowed for changes to be discussed and agreed at the meeting and for the new standing orders to be adopted by the Council.

6 votes for the motion – Councillors L Arthur, A Bennett, K Forsdyke, M Griffiths, J Jones, H Rees

RESOLVED: That the Council adopts the reviewed and revised standing orders completed during the Extraordinary meeting on 4 June 2013 and will review the Code of Conduct section after receiving training on the 11th June, 2013. **A124**

- ii Review and confirmation of arrangements for insurance cover in respect of all insured risks (Appendix 14(a) & (b) May 2013 Monthly Meeting)

RESOLVED: That the Council adopts the reviewed insurance arrangements and updated risk assessment.
The Clerk was requested to enquire what additional cost, if any, would be raised by the insurance company to increase the level of cover under 'Part P Legal Expenses 7. Contractual Disputes of the policy from being currently - not operative' to operative **A125**

- iii Review and adoption of appropriate financial regulations (Appendix 12 May 2013 Monthly Meeting)

RESOLVED: That the Council adopts the reviewed and revised standing orders completed during the Extraordinary meeting on 4 June 2013 subject to 7. Petty Cash, which has been deferred to Working Group 1 to consider the matters raised in the end of year internal audit. **A126**

- iv Review of inventory of land and assets including buildings and office equipment (Appendix 13 May 2013 Monthly Meeting)

RESOLVED: That the Clerk creates an electronic asset register of the councils land and assets. **A127**

- v Confirm Annual Return has been presented to Council (copies distributed by Clerk at May 2013 Monthly Meeting)

RESOLVED: That the Council accepts the Annual Return for the 2012/13 financial year. **A128**

RESOLVED: At 10.00 pm the Councils agreed to suspend standing orders to enable the meeting to continue.

The Clerk left the meeting at this point.

4 Reports from Working Groups

WG1 Working Group1 Administration

MOTION2: That the Council accepts the six months review of the Clerk's employment as summarised and available for inspection.

RESOLVED: That the Council accepts the six months review of the Clerk's employment as presented.

MOTION 3: That the Council approves the sending of the letter confirming the employment of the Clerk at the end of her probationary period and confirming her salary

RESOLVED: That the Council approves the sending of the letter confirming the employment of the Clerk at the end of her probationary period and confirming her salary A129

The meeting ended at 10.20 p.m.

Date of next Council Monthly Meeting 9 July, 2013