

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Hybrid Meeting of the **Annual Meeting** of Llantwit Fardre Community Council held on Tuesday , 27TH May, 2025 at 5 p.m. at the Council Chamber, Carnegie Parish Hall, Main Road, Church Village.

PRESENT

Community Councillors

J Beattie, P. Fletcher, B James, J. James, J. Murphy, A. Raines, G. Stacey, and D. Stone

Officers in Attendance

Ms. Claire Hendy – Clerk, Executive Officer & Responsible Finance Officer
Mr Micheal Cooper – General Service Manager

1. APOLOGY FOR ABSENCE

RESOLVED - to note that an apology for absence had been submitted by Community Councillors J Murphy. .

2. DECLARATIONS OF INTEREST

RESOLVED – to note that there were no declarations made at the meeting pertaining to items on the agenda.

3. ELECTIONS

(a) CHAIR OF LLANTWIT FARDRE COMMUNITY COUNCIL

RESOLVED – To elect Community Councillor J Beattie as Chair of Llantwit Fardre Community Council for the Municipal Year 2025-2026.
Councillor J Beattie took the opportunity thank Members and staff for all their hard work throughout the year and stated “it was with great pleasure and honour to continue as Chair for another year and looked forward to progressing with future project for Community

(b) VICE-CHAIR OF LLANTWIT FARDRE COMMUNITY COUNCIL

RESOLVED – to elect Community Councillor A Raines as Vice-Chair of Llantwit Fardre Community Council for the Municipal Year 2025-26.

4. MINUTES

RESOLVED – that the minutes of the 29th April be presented at the next meeting of the Council for accuracy.

REPORTS OF THE CLERK

5. APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

RESOLVED – to appoint the following Committees/Sub-Committees together with the membership as shown in the table below: -

Committee	Membership Community Councillors
Finance & Policy Committee	All Members
Leisure & Amenities Committee	All Members
Staffing Committee	All Members
Disciplinary Sub-Committee (x3 Members)	Councillors J Beattie, P Fletcher, D Stone
Appeals Sub-Committee (x3 Members)	Councillors G Stacey, A Raines, A Green.
Appointments Sub-Committee	
Complaints Panel (established in accordance with the Council's Model Local Resolution Protocol) (x4 Members)	Chair of the Council, Vice-Chair of the Council, Chair of Staffing and Member to be confirmed (Substitute Members may be appointed as and when felt appropriate.)

6. APPOINTMENT OF CHAIRS AND VICE-CHAIRS

RESOLVED – To appoint the Chairs and Vice-Chairs to the Committees as shown in the table below:-

Committee	Chairs/Vice-Chairs Community Councillors
Finance & Policy	Chair – Councillor D Stone Vice Chair – Councillor R Butler
Leisure & Amenities	Chair - Councillor G Warren Vice Chair – Councillor A Green
Staffing	Chair Councillor P Fletcher Vice Chair – Councillor G Stacey
Disciplinary Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2024-25 Municipal Year.
Appeals Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2025-26 Municipal Year.
Appointments Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2025-26 Municipal Year.

7. REVIEW OF THE DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE OF COMMITTEES

The Clerk informed Members that in accordance with Standing Order 5(j)(v and vi) there was a need to review the delegation arrangements for Committees together with their Terms of Reference.

RESOLVED –

1. That the Council's Standing Committees continue to be given delegated powers.
2. To agree that no amendments be made to the Terms of Reference of the Committees, Sub-Committees and Complaints Panel.

8. SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2025-26

In accordance with Standing Orders 3(y) and 5(j)(xx), the Clerk sought the consideration of Members' in determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.

RESOLVED –

1. To agree to the schedule of meetings of the Council for the 2025-26 Municipal Year being held on the last Monday of each month, as listed below:-
 - 30th June 2025
 - 28th July, 2025
 - August Recess
 - 29th September 2025
 - 27th October 2025
 - 24th November 2025
 - 15th December 2025 (the last Monday of the Month in December is a Bank Holiday)
 - 26th January 2026
 - 23rd February 2026
 - 30th March 2026
 - 27th April 2026 (this may change due to the election period)
 - Annual Meeting of the Council – 18th May 2026
2. That the timing of meetings of the Council remain as 5 p.m.
3. To agree that meetings continue to be held in the Community Council Chamber and to also accord with Part 3, Section 47 of the Local Government and Elections (Wales) Act, 2021 in the enabling of hybrid meetings.
4. That Leisure and Amenities, Finance and Policy and Staffing Committees will be deferred to a Meeting of the Staffing Committee after discussion with Clerk

9. COUNCIL'S REPRESENTATIVES

RESOLVED – To nominate the Members as shown below to sit on the Bodies as listed: -

- i. Efail Isaf Village Hall Committee (x1 Member) – Community Councillor S Trask.
- ii. Neuadd Dowlais Community Centre Committee (x3 Members) – Community Councillors P. Fletcher, K Johnson and B James
- iii. Llantwit Fardre Sports Club (x2 Members) – Community Councillors A. Raines and G. Stacey.
- iv. Garth Olwg Community Campus (x2 Members) – Community Councillors R. Butler and G. Stacey. subject to clarification from Garth Olwg Community Campus that the group is still running.
- v. Llantwit Fardre Community Association – All Members are Trustees.

- vi. Christmas Evan John Charity (x3 Members) – Community Councillors R. Butler, J. James and G.Stacey. **Note:** A Member is also to be nominated by Pontypridd Town Council who represents the Treforest Ward.
- vii. RCTCBC Community Liaison Committee (x1 Member and the Clerk) – Community Councillor J Beattie (Chair of the Council) and in his absence, Community Councillor A Raines (Vice-Chair of the Council)

10. **ANNUAL ASSESSMENT OF THE FINANCIAL RISK REGISTER**

In accordance with Standing Order 5(xxiii) and 17.1 of the Council's Financial Regulations together with the recommendation of the Auditor following the end of year Internal Audit 2024 -25. Members assessed the Financial Risk Assessment

RESOLVED –

- 1. To approve the identified risks as shown in the revised Financial Risk Register as appended to the report.

11. **COUNCIL'S BANKING ARRANGEMENTS**

Members considered the Council's Banking arrangements for the Municipal year 2025-26 and **RESOLVED** to agree the banking arrangements for 2025/26

12. **REVIEW OF DOCUMENTS**

In her report, the Clerk advised Members that in accordance with Standing Order 5(j)(ix) there was a need to review the Council's Standing Orders and Financial Regulations.

Members were informed that there were no current changes made to Standing Order and that if any were made following the meeting of the staffing committee the Clerk would present any amendment at a future meeting of the Council .

Members were presented with updated Financial Regulations as amended by the NALC / OVW in April 2025. Members were informed of amendments to item 5 of the regulation in respect of procurement.

Members also considered the Investment strategy for 2025/256 Municipal year along with the existing policies which can be found in 1.5.1 of the report where Members agreed to adopt and retain the policies for the year 2025/26

Also, in accordance with Standing Order 5(j)(xiii) there was a need to review the Council's Insurance Policy each year at the Annual Meeting of the Council.

The Clerk informed Members that the long-term Agreement reached with Zurich in 2023 in that the Council would remain with the Company until June 2026. The cost of this year's policy was £5,365.21 an increase of £133.26. The Vehicle insurance which is due for renewal in July will cost £1,373.87.

Following the observations of the Clerk, it was **RESOLVED –**

1. Reviewed and adopt the Standing Orders .
2. Reviewed and adopted the Financial Regulation for 2025/26
3. To confirm the arrangements for the Insurance cover to be renewed on the 1st June 2025 and to agree the continuation of the Long-Term Agreement (LTA) with Zurich until June 2026.
4. Agree the Investment strategy and retain the existing policies found at 1.5. of the report for the year 2025/26

13. SIGNATORIES

RESOLVED –

1. To confirm the following signatories for cheques in respect of Accounts for Payment: -

Community Councillors R. Butler, J. James. A. Raines and G. Stacey.
with addition of 2 other Members Councillors J Beatie and K Johnson
2. To confirm Community Councillors J. James and G. Stacey, R Bulter as signatories for cheques in respect of the Christmas Evan John Charity Fund.

14. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED – To appoint Ms Claire Lingard as the Council's continued Internal Auditor to carry out two audit inspections during the year.

15. ANNUAL RETURN

Members **RESOLVED** to approve the Annual Return for 2024/25

16. ANNUAL GOVERNANCE STATEMENT

RESOLVED to approve the Annual Governance Statements for 2024/25.
(noted that the documents would be signed by the Chair and the Responsible Finance Officer following confirmation made by Council)

17. ANNUAL REPORT (SETTING OUT THE COUNCIL'S PRIORITIES, ACTIVITIES AND ACHIEVEMENTS DURING THE PRECEDING FINANCIAL YEAR (FROM APRIL, 2024 – MARCH, 2025) INCLUDING – WELL-BEING OF FUTURE GENERATIONS ACT, 2015

In accordance with Section 52, Part 3 of the Local Government and Elections (Wales) Act, 2021 and the Council's Standing Orders 5(xxii), it was **RESOLVED**

- To approve and agree to the publication of the above Report and to put on record thanks to all staff of the Community Council for all their hard work throughout the year.

Cllr J Beattie
(Chair25/26)

The meeting closed 6.00PM ---