

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



**Minutes** of the Hybrid Meeting of the **Annual Meeting** of Llantwit Fardre Community Council held on Monday, 22<sup>nd</sup> May, 2023 at 5 p.m. at the Community Council Office, rear of the Carnegie Parish Hall, Main Road, Church Village.

**PRESENT**

**Community Councillors**

J.Beattie, R.Butler, P.Fletcher, A.Green, J.James, K.Johnson, J.Murphy, A.Raines,  
G.Stacey, D.Stone and G.Warren

**Officers in Attendance**

Ms.Karyl May – Clerk & Executive Officer  
Mrs.Susan Pickering – Asst.Clerk & Executive Officer  
Ms.Claire Hendy – Assistant Clerk & Executive Officer

**1. APOLOGY FOR ABSENCE**

**RESOLVED** - to note that an apology for absence had been submitted by Community Councillor S.Trask.

**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 G.Stacey as Chair of Llantwit Fardre Community Council for the Municipal Year 2023-2024. On taking the Chair, Councillor Stacey thanked Councillor Stone for the work that he had undertaken on behalf of the Community Council during his year in office.



**(b) Vice-Chair of Llantwit Fardre Community Council**

**RESOLVED** – to elect Community Councillor R.Butler as Vice-Chair of Llantwit Fardre Community Council for the Municipal Year 2023-24.

**4. MINUTES**

**RESOLVED** – to approve as an accurate record the minutes of the Community Council held on the 24<sup>th</sup> April, 2023.

**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:-

| <b>Committee</b>   | <b>Membership<br/>Community Councillors</b>   |
|--|---|
| Finance & Policy (x6 Members)  | R.Butler, P.Fletcher, A.Green, J.Murphy, G.Stacey and S.Trask.  |
| Leisure & Amenities (x6 Members)   | J.Beattie, A.Green, J.James, J.Murphy, A.Raines and D.Stone   |
| Staffing (x6 Members)  | J.Beattie, P.Fletcher, K.Johnson, A.Raines, D.Stone and G.Warren  |
| Disciplinary Sub-Committee (x3 Members)  | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year.   |
| Appeals Sub-Committee (x3 Members)   | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year.   |
| Appointments Sub-Committee   | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year.   |
| 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 Community Councillor K.Johnson.<br>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:-

| <b>Committee</b>           | <b>Chairs/Vice-Chairs<br/>Community Councillors</b>   |
|----------------------------|---|
| Finance & Policy           | Chair: R.Butler<br>Vice-Chair: P.Fletcher   |
| Leisure & Amenities        | Chair: A.Green<br>Vice-Chair: J.Murphy  |
| Staffing                   | Chair: G.Warren<br>Vice-Chair: J.Beattie  |
| Disciplinary Sub-Committee | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year. |
| Appeals Sub-Committee      | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year. |
| Appointments Sub-Committee | To be appointed by the Staffing Committee at its first meeting during the 2023-24 Municipal Year. |

**9. 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.

## **10. SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2023-24**

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 2023-24 Municipal Year being held on the last Monday of each month, as listed below:-
  - 26<sup>th</sup> June, 2023
  - 31<sup>st</sup> July, 2023
  - August Recess
  - 25<sup>th</sup> September, 2023
  - 30<sup>th</sup> October, 2023
  - 27<sup>th</sup> November, 2023
  - 18<sup>th</sup> December, 2023 (the last Monday of the Month in December is a Bank Holiday)
  - 29<sup>th</sup> January, 2024
  - 26<sup>th</sup> February, 2024
  - 25<sup>th</sup> March, 2024
  - 29<sup>th</sup> April, 2024
  - Annual Meeting of the Council – 20<sup>th</sup> May, 2024 (as Spring Bank Holiday is the 27<sup>th</sup> May, 2023)
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 Office 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 Committees will meet as and when necessary and will be arranged at a date and time as determined by the respective Chairs when the business allows.

## **12. 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 J.James.



- ii. Neuadd Dowlais Community Centre Committee (x3 Members) – Community Councillors P.Fletcher, K.Johnson and D.Stone.
- 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.
- 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 G.Stacey (Chair of the Council) and in his absence, Community Councillor R.Butler (Vice-Chair of the Council)

### **13. 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 Interim Internal Audit carried out on the 7<sup>th</sup> November, 2022, Members assessed the revised Financial Risk Register as appended to the report.

The Clerk drew Members attention to the new risks that she had identified such as Cyber Security, Salaries and the RBS Omega Financial Software and the controls to mitigate such risks were outlined in the final column of revised Financial Risk Register.

#### **RESOLVED –**

- 1. To approve the identified risks as shown in the revised Financial Risk Register as appended to the report;
- 2. To note that Members were satisfied with the new template that had been introduced to manage risk through a Risk Register together with those risks identified and therefore had no further risk areas to be suggested for review.

### **14. 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.

The Clerk verbally reported that subsequent to the circulation of the agenda for this evening's meeting and the suggested minor amendments to both the Standing Orders and Financial Regulations for consideration by Members a new Model Standing Orders 2023 (Wales) had been published by One Voice Wales, which in the main made amendments to Standing Orders 15 and 18. The relevant changes to Standing Orders 18 - 'Financial Controls and



Procurement` would also necessitate changes to the Council's Financial Regulations.

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 2019 in that the Council would remain with the Company until June, 2023 would end in the next month. The cost of the new policy was £5,231.95 subject to the Council setting up a Long Term Agreement (LTA) of three years with Zurich, otherwise the cost for this year would be in excess of £6,000.

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

1. To defer the review of the Standing Orders and Financial Regulations to the Council Meeting to be held on the 26<sup>th</sup> June, 2023 following the examination by the Clerk of the Model Standing Orders 2023 (Wales) as published by One Voice Wales whereupon proposed amendments will be recommended;
2. To confirm the arrangements for the Insurance cover to be renewed on the 1<sup>st</sup> June, 2023 and to agree that a Long Term Agreement (LTA) of three years with Zurich.

#### **15. 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.

2. To confirm Community Councillors J.James and G.Stacey as signatories for cheques in respect of the Christmas Evan John Charity Fund.

#### **16. APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED –** To appoint Mr.J.Morgan as the Council's continued Internal Auditor to carry out two audit inspections during the year.

#### **17. ANNUAL REPORT (SETTING OUT THE COUNCIL'S PRIORITIES, ACTIVITIES AND ACHIEVEMENTS DURING THE PRECEDING FINANCIAL YEAR (FROM APRIL, 2022 – MARCH, 2023)**

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 agree to the publication of the above Report subject to the minor amendment as indicated at the meeting on page 5 of the said report in that the Ward of Tonteg has 3 Members and not 2 as published.



**18. ANNUAL REPORT – WELL-BEING OF FUTURE GENERATIONS ACT, 2015**

**RESOLVED** – To approve and agree to the Council's Annual Report 2022-24 being presented to the Cwm Taf Public Services Board, subject to the minor amendment made at the meeting at the bottom of page 9 which should include Pontypridd and should read – *“These transport links go to and from the villages of Llantwit Fardre, Church Village and Tonteg to Pontypridd and the City of Cardif....”*

**DAVID STONE  
RETIRING CHAIR**

**GRAHAM STACEY  
CHAIR**

**The meeting closed at 5.22 p.m.**

Signed.....Date.....



