

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



**Minutes of the Virtual Meeting of the Annual Meeting of Llantwit Fardre
Community Council held on Monday, 16th May, 2022 at 5 p.m.**

PRESENT

Community Councillors

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

Officers in Attendance

Ms.Karyl May – Clerk & Executive Officer
Ms.Claire Hendy – Assistant Clerk & Executive Officer

1. WELCOME

The Clerk congratulated and welcomed all Members on being elected, re-elected and those that had been uncontested in the recent elections that took place on the 5th May, 2022.

2. APOLOGIES FOR ABSENCE

RESOLVED – To note that no apologies for absence had been submitted for this meeting as all Members were in attendance.

3. DECLARATIONS OF INTEREST

RESOLVED – to note that in accordance with the Members' Code of Conduct, there were no declarations of interest made at the meeting pertaining to the agenda.

4. ELECTIONS

(a) Chair of Llantwit Fardre Community Council

RESOLVED – To elect Community Councillor D.Stone as Chair of Llantwit Fardre Community Council for the Municipal Year 2022-2023 and that it be noted that arrangements will be made for Councillor Stone to sign the Declaration of Acceptance of Office at the Community Council Office.

On taking the Chair, Councillor Stone thanked Members for their support and confidence in electing him as Chair of the Council. He then paid tribute to Councillor A.Raines for his chairmanship in the previous year.

(b) Vice-Chair of Llantwit Fardre Community Council

RESOLVED – To elect Community Councillor G.Stacey as Vice-Chair of Llantwit Fardre Community Council for the Municipal Year 2022-2023.

5. STATEMENT BY COMMUNITY COUNCILLOR R.BUTLER

With the permission of the Chair, Community Councillor R.Butler made a statement in respect of misleading comments that had been made in the Spring edition of the Tonteg Times. It had been claimed by one of the contributors that following a request from a former Councillor of this Council to make a donation to the DEC Ukraine appeal, his request was refused. The article goes on to describe the decision as shame on this Council and something it will have to live with.

Councillor Butler, wished to have recorded the fact, that this Council supports the Ukraine in the fight against the Russian invaders and that it did not refuse to make a donation to the DEC Ukraine appeal but heeded the advice of the Clerk in that under Section 137(3) of the Local Government Act, 1972 that to make such a donation would be illegal.

Councillor Butler further stated that he had written to the Tonteg Times requesting that, in their next issue, they print a retraction of the untrue comments and also issue an apology to this Council.

6. MINUTES

RESOLVED - To approve as an accurate record the minutes of the Community Council held on the 28th March, 2022.

REPORTS OF THE CLERK

7. APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

RESOLVED -

1. To increase the Council's standing Committees i.e. Finance & Policy, Leisure & Amenities and the Staffing Committee from five to six Members and to increase the Complaints Panel from four to five Members. That the Council's Standing Order be amended to reflect the increase in membership of the Committees and the Complaints Panel.
2. To appoint the following Committees/Sub-Committees together with the membership as shown below:-

Committee	Membership Community Councillors
Finance & Policy (x6 Members)	R.Butler, P.Fletcher, R.McCracken, J.Murphy, G.Stacey and S.Trask
Leisure & Amenities (x6 Members)	A.Green, J.James, J.Murphy, A.Raines, D.Stone and G.Warren.
Staffing Committee (x6 Members)	J.Beattie, P.Fletcher, A.Green, K.Johnson, A.Raines and G.Warren
Disciplinary Committee Sub-Committee (x3 Members)	To be appointed by the Staffing Committee at its first meeting during the 2022-23 Municipal Year.
Appeals Committee Sub-Committee (x3 Members)	To be appointed by the Staffing Committee at its first meeting during the 2022-23 Municipal Year.
Appointments Sub-Committee (x6 Members)	Full membership of the Staffing Committee, namely: J.Beattie, P.Fletcher, A.Green, K.Johnson, A.Raines and G.Warren.
Complaints Panel (established in accordance with the Council's Model Local Resolution Protocol (x5 Members)	Chair of the Council, Vice-Chair of the Council, Chair of Staffing and Community Councillor K.Johnson. Substitute Members may be appointed as and when felt appropriate.

8. APPOINTMENT OF CHAIRS AND VICE-CHAIRS

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

Committee	Chairs/Vice-Chairs Community Councillors
Finance & Policy	Chair: R.Butler Vice-Chair: P.Fletcher
Leisure & Amenities	Chair: A.Green Vice-Chair: A.Raines
Staffing	Chair: G.Warren Vice-Chair: J.Beattie
Disciplinary Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2022-2023 Municipal Year.
Appointments Sub-Committee	To be appointed by the Staffing Committee at its first meeting during the 2022-23 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 to 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 as set out in paragraph 1.4 of the report.
3. To note that there are no amendments to be made to the Council's Standing Orders with regards to the delegation arrangements and Terms of Reference of Committees.

4. To note that paragraph 1.4.3(4) of the report, as highlighted will be a matter for consideration at the first meeting of the Staffing Committee and will form the basis of the new induction process for Members during this first Municipal Year of the new Council.

10. SCHEDULE OF MEETINGS – MUNICIPAL YEAR 2022-2023 AND THE HOLDING OF HYBRID MEETINGS

In accordance with Standing Order 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, together with the commencement time of Council meetings.

In her report, the Clerk also reminded Members of the provision of Part 3, Section 47 of the Local Government Elections (Wales) Act, 2021 (the "Act") whereby meetings can be held through differing arrangements, such as:

- Multi-location where all individuals are attending virtually;
- Hybrid where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations.

Reference was also made to the grant that had been awarded by the Unitary Authority to the Community and Town Councils within RCT in the sum of £1,111.11 to assist them in complying with the provision of the Act whereby hybrid meetings could be held.

The Clerk referred to the equipment that had been purchased by Llantrisant Community Council and where she had attended a hybrid meeting of their Council which had run smoothly despite `teething problems` during their initial meetings. The purchase of a `video conference` system was also referred to in the report as a possible option.

Prior to Covid, it had been agreed at the Council Meeting held on the 25th February, 2020 that following the completion of the refurbishment works at Ty Illtud that meetings of the Council would be held in that location. It was suggested by the Clerk that when the appropriate equipment is purchased to enable the holding of hybrid meetings, the `Chamber` which is situated in the Community Council Office be used as in previous years, thus allowing the equipment to be permanently set up. This would allow for the Carnegie Parish Hall and Ty Illtud to continue to be let for hire.

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

1. To agree to the schedule of meetings of the Council for the 2022-2023 Municipal Year being held on the last Monday of each month, as listed below:-

- 30th May, 2022
 - 27th June, 2022
 - 25th July, 2022
 - AUGUST RECESS
 - 26th September, 2022
 - 31st October, 2022
 - 28th November, 2022
 - 19th December, 2022 (the last Monday of the month in December is a Bank Holiday)
 - 30th January, 2023
 - 27th February, 2023
 - 27th March, 2023
 - 24th April, 2023
 - Annual Meeting of the Council – 22nd May, 2023 (as Spring Bank Holiday is the 29th May, 2023).
2. That the timing of meetings of the Council remain as 5 p.m.
 3. That meetings of the Committees will be as and when necessary and will be arranged at a date and time as determined by the respective Chairs when the business allows.
 4. That the Clerk takes the necessary action in purchasing the equipment that is deemed the most suitable to facilitate hybrid meetings and until such time as the system is `up and running`, meetings continue to be held on a `virtual` basis via the ZOOM application.
 5. That following the satisfactory installation of the new system, meetings be held in the Chamber which is located in the Community Council Office thus allowing the system to remain secure and safe, without the need of transporting.

11. **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 R.McCracken.
- 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 Fund (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. South East Wales Area Committee (One Voice Wales) (x2 Members) – Community Councillors D.Stone (Chair of the Council) and G.Stacey (Vice-Chair of the Council).
- viii. Larger Councils Committee (One Voice Wales) (x1 Member and the Clerk) – Community Councillor D.Stone.
- ix. RCTCBC Community Liaison Committee (x1 Member and the Clerk) – Community Councillor D.Stone (Chair of the Council and in his absence the Vice-Chair of the Council).

Note: At this juncture in the proceedings, tributes were paid to former Community Councillor Brian James, who had served as Chair of the Council for two consecutive years during the pandemic i.e. 2019-20 and 2020-21 and was also the Vice-Chair of the Council during the preceding year 2021-22. Members indicated that they were disappointed that Brian James had not been successful in getting elected this term and wished this to be placed on record as he had been a valued Member of the Council.

12. REVIEW OF FINANCIAL RISK ASSESSMENT

In accordance with Standing Order 5(xxiii) and Minute No.4(3) of the Finance and Policy Committee held on the 13th January, 2022, Members reviewed the Action Plan as set out in paragraph 1.2 of the report together with the associated Financial Risk Assessment which was appended to the report.

RESOLVED – to note that Members were satisfied with the updates/actions that had been made to both the Action Plan and the Financial Risk Assessment following the meeting of the Finance and Policy Committee held on the 13th January, 2022 and therefore had no further risk areas to be suggested for review.

13. 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. In reviewing these documents it was also a requirement under Standing Order 5(j)(xiii) to confirm the arrangements for the insurance cover in respect of the insurable risks.

RESOLVED –

- 1. To note that there were no suggested changes to be made to the Council's Standing Orders other than to the increase in membership of the Council's standing Committees and the Complaints Panel as agreed to earlier in the meeting (Minute No.7(1) refers).
- 2. To note that the Council's Standing Orders will need to be amended on the introduction of hybrid meetings during this Municipal Year.

3. To agree that following a review of the Council's Financial Regulations that there were no amendments to be made.
4. To confirm the arrangements for the Insurance Cover to be renewed on the 1st June, 2022.

14. 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.
3. To confirm that Community Councillor G.Stacey is a signatory for CCLA and as agreed at the meeting Community Councillor A.Raines also be a signatory for this account. **(Note: This was not itemised on the agenda).**

15. 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.

16. ANNUAL REPORT (SETTING OUT THE COUNCIL'S PRIORITIES, ACTIVITIES AND ACHIEVEMENTS DURING THE PRECEDING FINANCIAL YEAR (FROM APRIL, 2021 – MARCH, 2022))

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.

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

RESOLVED – To approve and agree to the Council's Annual Report 2021-22 being presented to the Cwm Taf Public Services Board.

**DAVID STONE
CHAIR**

The meeting closed at 5.47 p.m.

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