

**CYNGOR CYMUNED GWAUN CAE GURWEN GWAUN CAE  
GURWEN COMMUNITY COUNCIL**

**Minutes of the Annual Meeting of the Council held at the Tairgwaith  
Community Centre at 6.00pm on Tuesday the 8<sup>th</sup> May 2018**

**1. Present –**

G A Moore, Presiding

Councillors - Adrian Herdman, Sue Jordan, Leander Bell, Len Preece

Dafydd Humphries, Cathryn Harrison, Dai Davies, Dave Jones, Linda Bentham

Also in attendance - Lyn Llewellyn Clerk/RFO

**2. Apologies for absence**

Michele Emerson, Mike Harrison and Nia Treharne

**3. Declarations of personal interests**

There were no declarations of personal interest made

**4. Election of Chairperson for the ensuing year.**

The Chairman stood down and the Clerk called for nominations.

Proposed by Dai Davies and seconded by Adrian Herdman and unanimously resolved by members that Geoff Moore be re-elected Chairperson for the ensuing year. Accordingly, the rest of the business of the meeting was chaired by Geoff Moore. Geoff was congratulated on his election and thanked fellow members for their support.

**5. To appoint a Vice Chairperson for the ensuing year**

Proposed by Geoff Moore and seconded by Cathryn Harrison and unanimously resolved by members, that Michele Emerson be re-elected in absentia Vice Chairperson for the ensuing year

**6. Minutes of the last Annual Meeting**

The minutes of the 2017 Annual Meeting were re-affirmed.

**7. Consideration of the recommendations made by a committee** There were no recommendations made.

**8. Review of delegation arrangements to committees, sub committees, staff and other local authorities.** No change

**9. Review of terms of reference for committees**

The Clerk will write these up as soon as possible.

**10. Appointment of members to existing committees.**

**a) One Voice Wales –**

Resolved that Geoff Moore, Michele Emerson and Cathryn Harrison represent Council.

- b) Abertawe Bro Morgannwg University NHS Trust –**  
Resolved that Nia Treharne and Sue Jordan represent Council
- c) School Governing Bodies –**  
Gwaun Cae Gurwen Primary School – Nia Treharne  
Taigrwaith Primary School – Michele Emerson
- d) East Pit Liaison Committee –**  
Resolved that David Davies represent Council
- e) Pwllfawatkin Disposal Site Liaison Committee -**  
Resolved that the Cwmgors members, Geoff Moore, David Jones, David Davies and Adrian Herdman, represent Council
- f) Personnel Sub Group –**  
Resolved that the Chairperson, Geoff Moore, Vice Chairperson, Michele Emmerson, David Jones and Adrian Herdman are appointed.
- g) Aman Group of Town and Community Councils –**  
Resolved that the Chairperson, Geoff Moore, represent Council and the Vice Chairperson, Michelle Emmerson, be appointed substitute.
- h) NPTCBC Liaison Committee –**  
Resolved that the Chairperson, Geoff Moore, and the Vice Chairperson, Michele Emmerson, represent Council
- i) Mynydd Y Betws Wind Farm Panel Member –**  
Resolved that the Chairperson, Geoff Moore, represent Council
- j) Standing Orders Committee –**  
Resolved that the Chairperson, Geoff Moore, the Vice Chairperson, Michele Emmerson, and David Jones are appointed
- k) Y Banwen Liaison Group.**  
Resolved that the Chairperson, Geoff Moore, Adrian Herdman Nia Treharne and Cathryn Harrison represent the Council
- l) Sustainability Committee, including 3 year plan –**  
Resolved that the Chairperson, Geoff Moore, David Jones, Adrian Herdman, David Davies, Leander Bell, Dafydd Humphreys and Cathryn Harrison are appointed
- m) Youth Participation Committee –**  
Resolved that Adrian Herdman, David Jones and Len Preece are appointed
- n) Finance Committee –**

Resolved that the Chairperson, Geoff Moore, the Vice Chairperson, Michele Emmerson, and David Jones, Len Preece and Linda Bentham are appointed.

**o) Press Officer –**

Resolved that the Chairperson, Geoff Moore, Sue Jordan and the Clerk are appointed

**11. Appointment of any new committees in accordance with Standing Orders**

Proposed and seconded that a Wetlands committee be established and that Dave Jones, Leander Bell, Adrian Herdman and Mike Harrison are appointed as members

**12. Review and adoption of appropriate Standing Orders and Financial Regulations**

Proposed and seconded that the existing Standing Orders and financial Regulations be adopted.

**13. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

Reported that there was a charter in existence between NPTCBC and the Council. Confirmed that there was no contribution made to expenditure incurred by other local authorities

**14. Review of representation on or work with external bodies and arrangements for reporting back.**

The Banwen Liaison Group – Council's representation as noted in 10.k. Report and minutes to be provided for Council

**15. Review of inventory of land and assets including buildings and office equipment.**

Noted that the paperwork was available for inspection, by appointment, at the Clerk's office in the Cwmgors Community Centre.

**16. Confirmation of arrangements for insurance cover in respect of all insured risks.**

Confirmed that the Council has insurance cover in place for all insured risks.

**17. Review of the councils and /or staff subscription to other bodies.**

Resolved that council maintains its membership of the following: One Voice Wales, NPTCBC, NPTCVS, Amman Group of Community Councils and also the Society of Local Council Clerks.

**18. Review of the council's complaints procedure.**

Resolved that council write-up the council's complaints procedure.

**19. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

Reported that new legislation is being introduced which will necessitate council writing-up new procedures.

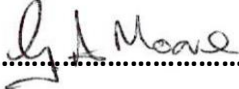
**20. Review of the council's policy for dealing with the press/media.**

Resolved that council proceed to write up a policy on press/media.

**21. Determining the time and place of ordinary meeting of the full council up to and including the next annual meeting of full council.**

Resolved that the Clerk prepares a draft list of Ordinary Meetings for the year ahead.

**The meeting was closed at 8.15pm**

Signed .....  .....

**Dated 12/06/2018**