



GWAUN CAE GURWEN COMMUNITY COUNCIL

ANNUAL MEETING NOTES

18:30 on Tuesday, 23rd May 2023 via Zoom

MEETING OPENED: 18:35

MEMBERS PRESENT:

Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

APOLOGIES:

Cllr. B. Davitt, Cllr. S. Jordan & Cllr. G. Thomas.

DECLARATIONS OF INTEREST (ITEM 2):

None.

ELECT (ITEM 3):

a) CHAIR – CLLR. S. THOMAS

PROPOSED BY: CLLR. L. PRESCOTT SECONDED BY: CLLR. G. MOORE

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

b) VICE-CHAIR – CLLR. L. PRESCOTT

PROPOSED BY: CLLR. S. THOMAS SECONDED BY: CLLR. G. MOORE

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

c) RFO – CLLR. C. PETRIE

No challenges to Cllr. C. Petrie continuing in RFO role.

PREVIOUS MINUTES (ITEM 4):



d) ANNUAL MEETING MINUTES – 17TH MAY 2022

MOTION: To reaffirm the minutes of the last Annual Meeting.

PROPOSED BY: **CLLR. L. PRESCOTT** **SECONDED BY:** **CLLR. C. PETRIE**

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

COMMITTEES & APPOINTMENTS (ITEM 5):

The following items were approved unanimously.

a) FINANCE COMMITTEE

No changes.

b) ASSETS & ESTATES SUB-COMMITTEE

No changes.

c) PERSONNEL COMMITTEE

No changes.

d) EVENTS COMMITTEE

No changes.

Noted that Terms of Reference are needed for this Committee.

e) HEALTH & SAFETY COMMITTEE

No changes.

Noted that Terms of Reference are needed for this Committee.

f) HEALTH SERVICES SUB-COMMITTEE

No changes.

Noted that Terms of Reference are needed for this Committee.

g) POLICY COMMITTEE

No changes.

h) YOUTH COMMITTEE

No changes.

EXTERNAL APPOINTMENTS (ITEM 6):

The following items were approved unanimously.



a) ONE VOICE WALES

- Cllr. S. Thomas
- Cllr. L. Prescott to replace Cllr. D. Jones

b) NPTCBC – COMMUNITY & TOWN COUNCIL LIAISON FORUM

- Chair – Cllr. S. Thomas
- Vice-Chair – Cllr. L. Prescott

c) MYNYDD Y BETWS COMMUNITY BENEFIT FUND PANEL:

- Chair – Cllr. S. Thomas.

d) SCHOOL GOVERNORS:

- Ysgol Gynradd Gymraeg Gwaun Cae Gurwen – Cllr. L. Prescott (2022-2026)
- Tairgwaith Primary School – Cllr. G. Thomas (2022-2026)

MEMBERSHIPS & SUBSCRIPTIONS (ITEM 7):

The following items were approved unanimously taking the notes into account.

a) ONE VOICE WALES (OVW)

£771 p/a in Feb.

b) SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)

Approved in principle, awaiting response from SLCC regarding costs and transfer from Acting Clerk to Clerk. To discuss at the next Ordinary Meeting.

c) MJB BUSINESS SERVICES

£358 – Payroll, Pension & HMRC/PAYE

£40 – Pension – Declaration of Compliance

Cllr. L. Preece abstained from this.

d) RIALTAS

£120 - £155 – Software Licence and Support All agreed. Cllr. D. Jones would like us to look at further options at a later date.

e) INTERNAL AUDITOR – DAVID ISAAC

David M. Isaac - £400 per Audit

f) INSURANCE POLICY – ZURICH

£5,825.13 p/a over 3 year contract

g) ROSPA ASSESSMENTS

To get quotes and accreditation info from RoSPA & Dragon Sport & Play for:

- Cwmgors Play Area
- Cwmgors MUGA
- Tairgwaith Play Area



- Tairgwaith MUGA
- Lower Brynamman Play Area
- Lower Brynamman MUGA
- Lower Brynamman Skate Park

h) COPPER BAY DIGITAL

£216 p/a for domain, hosting, website and email.

i) ZOOM

£143.88 p/a

To get quotes for Office 365 as a potential alternative.

j) NPTCVC

To find out if this is free or there is a fee. If a fee of £30 or less then Council approves.

POLICIES & PROCEDURES (ITEM 8):

a) STANDING ORDERS

MOTION: To adopt Standing Orders (May 2023) with minor adjustments:

PROPOSED BY: **CLLR. D. JONES** **SECONDED BY:** **CLLR. S. REYNOLDS**

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

b) FINANCIAL RECOMMENDATIONS

These will be reviewed via Policy Committee once we have established if new Model Financial Regulations are due to be issued.

c) COUNCIL AUTHORISATION PROCEDURE

To be reviewed at a future meeting.

d) CODE OF CONDUCT

No review necessary as no changes to regulations.

e) LOCAL RESOLUTION PROTOCOL

No review necessary as no changes to guidance.

f) VIRTUAL MEETING POLICY

MOTION: To adopt Virtual Meeting Policy (May 2023) with minor adjustments:

PROPOSED BY: **CLLR. L. PREECE** **SECONDED BY:** **CLLR. G. MOORE**

APPROVED



FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

g) PLANNING APPLICATION POLICY

To be reviewed by Policy Committee.

h) CO-OPTION PROCEDURE

To be reviewed by Policy Committee paying particular attention to desirable qualities/experience.

i) GRIEVANCE POLICY

To be reviewed by Policy Committee, in particular the title & name of the policy.

j) DISCIPLINARY PROCEDURE

To be reviewed by Policy Committee, in particular the title & name of the policy.

k) APPRAISAL & PERFORMANCE REVIEW POLICY

To be reviewed by Policy Committee following training.

l) STAFF TRAINING PLAN

MOTION: To accept Staff Training Plan (2023 - 2024):

PROPOSED BY: **CLLR. L. PRESCOTT** **SECONDED BY:** **CLLR. G. MOORE**

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. S. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

m) COUNCIL TRAINING PLAN

MOTION: To accept Council Training Plan (2023 - 2024):

PROPOSED BY: **CLLR. L. PRESCOTT** **SECONDED BY:** **CLLR. L. PREECE**

APPROVED

FOR: Cllr. D. Humphreys, Cllr. D. Jones, Cllr. L. Lane, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. S. Reynolds & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

MEETING SCHEDULE (ITEM 9):



The following items were approved unanimously.

a) ORDINARY MEETINGS

To be held via Zoom at 18:30 on the second Tuesday of the month:

- **18:30 on SECOND TUESDAY OF EACH MONTH EXCEPT AUGUST**

b) FINANCE COMMITTEE MEETINGS

To be held via zoom at 18:30 on the first Monday of the month except where that is a Bank Holiday, when it will be held on the second Monday of the month:

18:30 on:

- **TUESDAY, 30TH MAY 2023**
- **MONDAY, 3RD JULY 2023**
- **MONDAY, 4TH SEPTEMBER 2023**
- **MONDAY, 6TH NOVEMBER 2023**
- **MONDAY, 8TH JANUARY 2024**
- **MONDAY, 13TH MAY 2024**

c) ANNUAL GENERAL MEETING

To be held via Zoom at 18:30 on the third Tuesday in May:

- **18:30 on TUESDAY, 21ST MAY 2024**

REPORTS (ITEM 10):

a) BUDGET (2023 – 2024)

For information and reference.

b) FINANCE REPORT

Pending report from RFO.

c) ASSET REGISTER

Started work on this but to be completed and reviewed throughout the year.

d) RISK REGISTER

To be completed and reviewed throughout the year

MEETING ADJOURNED: 20:09

SIGNED:

DATE:

13 / 06 / 2023