



GARW VALLEY COMMUNITY COUNCIL CYNGOR CYMUNED CWM GARW

**Minutes of the Annual Council Meeting held at Bettws Primary School
Monday 18th May 2015**

Chairman Present:-

Councillors G Davies (outgoing Chairman), C G Andrews (incoming Chairman)

Councillors: D T Griffiths; Mrs D Griffiths; Mrs H Griffiths; W Hillier; F Hughes; M Jones; and Mrs M Thomas.

The meeting commenced at 7.00pm and was initially chaired by Councillor G Davies.

No. **Minute**

24/16 **To nominate and elect a Chairman and to receive the Chairman's Declaration of Acceptance of Office**

One nomination received: Cllr C G Andrews. With all Members present in agreement, it was:-

Resolved: that Cllr C G Andrews is duly elected to be the Council's Chairman for the forthcoming year

The outgoing Chairman wished Cllr Andrews a successful year. Cllr Mrs M Thomas thanked Cllr G Davies for all of his efforts as the Chairman and welcomed Cllr Andrews to the Chairmanship. The newly elected Chairman thanked the Members for their confidence and took the Chair. The Declaration of Acceptance of Office Form was signed by the new Chairman and countersigned by the Clerk.

25/16 **To nominate and elect a Vice-Chairman and to receive the Vice-Chairman's Declaration of Acceptance of Office**

One nomination received – Cllr D T Griffiths. With all Members present in agreement, it was:-

Resolved: that Cllr D T Griffiths is duly elected to be the Council's Vice-Chairman for the forthcoming year

The newly elected Vice-Chairman thanked the Members for their vote and signed the Declaration of Acceptance of Office Form. The Clerk countersigned the form.

26/16 **Apologies for Absence**

Apologies for absence were received from Cllrs Mrs T Jenkins, D Sage and G Walters

27/16 **Declarations of Interest**

Cllr Mrs M Thomas - all matters relating to Bridgend County Borough Council (BCBC)

28/16 *To record the accuracy of the Minutes of the Annual Meeting held on 19th May 2014*

Resolved: the Minutes of the Annual Meeting held on 19th May 2014 were a true and accurate record

29/16 *To review and amend Committee structures, including the appointment of any new committees and to agree the terms of reference for each committee*

a) Staff Appointments Committee

Resolved: the Staff Appointments Committee will comprise the Chairman plus one representative from each Ward. The Committee will be made up of the following Members:

Cllr C G Andrews - Chairman
Cllr D T Griffiths – Bettws
Cllr G Davies - Llangeinor
Cllr Mrs H Griffiths – Pontycymmer
Cllr J Szeligiewicz – Blaengarw (subject to Cllr Szeligiewicz's acceptance of nomination)

Terms of Reference: to deal with all matters relating to staff appointments

b) Disciplinary Committee

Resolved: the Staff Appointments Committee will also serve as the Disciplinary Committee

Terms of Reference: to deal with all matters relating to discipline

c) Finance and Resources Committee

Cllr Mrs D Griffiths explained to the Council that she had to step down as the Chairperson of this Committee due to health reasons.

Resolved: the Finance and Resources Committee will comprise a Chairman plus one representative from each Ward. The Committee will be made up of the following Members:

Cllr M Jones – Chairman of the Committee
Cllr Mrs D Griffiths – Bettws (Vice-Chairperson of the Committee)
Cllr G Davies – Llangeinor
Cllr Mrs H Griffiths – Pontycymmer
Cllr C G Andrews – Blaengarw

Terms of Reference: A full review of the Council's operational and financial status to determine how to deal with the financial issues that the Council will face in determining its precepts. The Committee acts in an advisory capacity to the Full Council with no decision making powers

30/16 **To review the Council's Standing Orders and to agree any additions or deletions**

The Clerk sent each Member a Report reviewing the Council's Standing Orders three clear days before the Meeting.

Resolved:-

Recommendation 1 – accepted by the Council.

Recommendation 2 – the Council requested that Standing Orders 4 to 10 are amended to read:

“If a member of the public wants to make representations to the Council, a written request must be submitted to the Clerk who will bring the application to the attention of the Council. If the Council approves the request, the member of the public shall be invited to the Council Meeting and be given no longer than 10 minutes to speak. All comments must be addressed to the Chairman and a record of the public participation session shall be recorded in the Minutes. A question asked by a member of the public shall not require a response or debate”.

Recommendation 3 - accepted by the Council.

Recommendation 4 - accepted by the Council.

Recommendation 5 – this Standing Order is to be amended as the Council does not have and, due to the only every receiving one request, does not require a Freedom of Information Policy.

Recommendation 6 – this Standing Order is to be amended as the Council does not have nor requires a policy for dealing with the press or media.

Recommendation 7 - accepted by the Council.

31/16 **To review the Council's Financial Regulations and to agree any additions or deletions**

The Clerk sent each Member a Report reviewing the Council's Standing Orders three clear days before the Meeting. The Council considered the points raised by the Clerk and it was:-

Resolved: that a thorough review of the Council's Financial Regulations is undertaken by the Finance and Resources Committee

32/16 **To review the adequacy of the Council's Insurance Policy**

The Clerk informed the Members that she had met with a representative from Came & Company (the Council's insurers) and the Joint OVW/SLCC event last week and discussed the Council's insurance policy. The representative suggested arranging a meeting over the summer months to discuss the Council's insurance requirements and to check cover is adequate.

Resolved: this matter will be reviewed by the Finance and Resources Committee and reported back to Full Council

33/16 To review the Council's Risk Assessment Policy

Resolved: this matter will be reviewed by the Finance and Resources Committee and reported back to Full Council

34/16 To review the Council's Risk Assessment for Darren Fawr Mountain Bike Trails

The Council reviewed the Risk Assessment for the Darren Fawr Mountain Bike Trails.

Resolved: any reference to the Facebook page is to be removed. All other identified risks remain unchanged. The Clerk is to update the Risk Assessment and present it for signature by the Chairman at the next Meeting of the Council.

35/16 To review the Chairman's Allowance

A resolution was passed in the Extraordinary Meeting held on 16th February 2015 to reduce this to £500 (Minute Ref: 179/15). This is to be reviewed in 12 months' time.

36/16 To appoint a representative to attend the Town and Community Council Forum

Cllr Mrs T Jenkins had confirmed in writing prior to the Meeting that she wished to remain as the representative on the Town and Community Council. With all Members present in agreement, it was:-

Resolved: Cllr Mrs T Jenkins is to represent the Council and the Town and Community Council Forum.

With business concluded, the Chairman closed the Meeting at 7.35pm

Chairman _____ ***Date*** _____