



Bargoed Town Council

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Minutes of the Bargoed Town Council Annual Meeting 24th May 2023

Present: Councillors J Bissex; R Price; R Carroll; T Williams; P Collins, H Llewellyn; J Davies; M Ingram-Jones; D Ingram-Jones; D Price; C Andrews.

Also in Attendance: Mrs H Williams, Town Clerk.

Meeting Chair: Councillor R Carroll (Deputy Mayor) for the first item of business; Councillor H Llewellyn (Mayor) after signing his declaration of acceptance of office.

1. To elect a Mayor for Bargoed Town Council for 2023-2024.

RESOLVED to appoint Councillor Howard Llewellyn to the office of Bargoed Town Council Mayor for 2023-2024.

2. To receive, in accordance with the Local Elections (Declaration of Acceptance of Office) (Wales) Order 2004, SI 2004/1508 the mayor's signed Declaration of Acceptance of Office.

Councillor Llewellyn signed his declaration of acceptance of office in the presence of the meeting, the proper officer signed the declaration as witness. Members presented the mayor with his chain of office.

3. To elect a Deputy Mayor for Bargoed Town Council for 2023-2024.

RESOLVED to appoint Councillor Reg Carroll to the honorary office of Bargoed Town Council Deputy Mayor 2023-2024.

4. To receive apologies for absence.

Councillor Harry extended apologies (urgent hospital attendance)

5. To receive declarations of Interests or dispensations on any item(s) on this Agenda, if appropriate.
No declarations made.

6. To appoint committees and working groups as follows:

Members RESOLVED:

6.1 Policy and Resources Committee (7 members, Deputy Mayor to chair) Councillors Reg Carroll; Howard Llewellyn; Peter Collins; Jacky Davies; Josie Bissex; Carol Andrews; Martin Harry

6.2 Human Resources & Staffing Committee (5 members) Councillors Reg Carroll; Howard Llewellyn; Peter Collins; Jacky Davies; Carol Andrews

6.3 Finance & Governance Toolkit working group (4 members) Councillors Peter Collins; Dawn IngramJones; Reg Carroll; Jacky Davies

6.4 Events & Environment Committee (7 members, committee chair also to be appointed) Councillors Peter Collins (chair); Dianne Price; Rhyannon Price; Josie Bissex; Sue HamerThomas; Dawn IngramJones; Reg Carroll; Tich Williams

6.5 Biodiversity working group (4 members) Councillors Peter Collins; Reg Carroll; Tich Williams; Youth Representatives to be invited to participate in the working group.

6.6 Community Engagement Committee (6 members, committee chair also to be appointed) Councillors Carol Andrews (chair); Megan IngramJones; Tich Williams; Dawn IngramJones; Rhyanon Price; Josie Bissex

6.7 Dementia Friendly Bargoed working group (4 members) Councillors Carol Andrews; Josie Bissex; Megan IngramJones; Youth Representative to be invited

7. To review and re-approve committee terms of reference.
RESOLVED to re-approve all four committee terms of reference.

8. To consider whether existing town council Standing Orders need to be reviewed. RESOLVED to compare new model standing orders with existing document prior to bringing it to the next meeting of full council for ratification and adoption.

9. To re-adopt the Scheme of Delegation.
RESOLVED to re-adopt the scheme of delegation.

10. To consider amendments and re-adopt Financial Regulations
Members reviewed the financial regulations complete with amendments and RESOLVED to re-adopt the document.

11. To consider a resolution regarding the town council continued eligibility to use the General Power of Competence.
In accordance with the Local Government and Elections (Wales) Act 2021, Members RESOLVED Bargoed Town Council an eligible council to exercise the use of the General Power of Competence for the forthcoming year (2023-2024).

12. To receive and approve the report from the Internal Auditor for the 2022-2023 financial year.
Members reviewed the report from Mr M Fisher, the internal auditor for the 2022-2023 financial year and showed their appreciation to the clerk for the hard work. The mayor advised the clerk she should be proud of the excellent work she is producing which has resulted in the internal auditor's report stating the financial records are deemed in the top category of "very good".

13. To appoint an Internal Auditor for 2023/24 (currently the Internal Auditor is Mr M Fisher)
Members RESOLVED to re-appoint Mr M Fisher as internal auditor to Bargoed Town Council for the 2023-2024 financial year and instructed the clerk to issue a letter of engagement with the same audit requirements as the previous year.

14. To delegate quarterly scrutiny of accounting records (one member)
RESOLVED to appoint Councillor P Collins.

15. To confirm town council banking arrangements and account signatories
Members reviewed banking arrangements and account signatories, confirming Lloyds Bank Ltd, Unity Trust Bank Ltd for current account purposes, and Unity Trust Bank Ltd for instant access savings accounts. The existing signatories of Councillors Bissex, Carroll, Davies and Llewellyn along with the Clerk/RFO to remain until further notice.

16. To consider and approve the payment of direct debits and other regular payments
Members reviewed and RESOLVED to approve the following: Regular Payments: [made by Direct Debit] British Telecom (BT); Vodafone; Unity Trust & Lloyds Banks; Information Commissioners Office – ICO. Regular Payments: Staff Salaries to payroll provider, HMRC, TCBC, Staff Expenses; Gwent Police and Crime Commissioners Office, SSE, M Fisher, Fook's. Invoices from regular suppliers: JS Lee; CCBC; SLCC; One Voice Wales; Ellsbury Access Platforms; LITE; Amberol, E-infinity, AJG Gallagher.

17. To confirm member allowances in accordance with the Independent Remuneration Panel Annual Report.

The meeting RESOLVED to confirm the following member allowances to be paid in respect of the 2023-2024 financial year:

Working from home allowance of £156 per member; Mayor's allowance £1,000; Deputy Mayor allowance £500; Policy & Resources Committee Chair £300; Events & Environment Committee Chair £300; Members Care Costs £1,000 to be added to the earmarked reserves for this financial year; £52 per member for office consumables on production of receipts.

18. To confirm the town council insurance arrangements.

The clerk confirmed town council insurance arrangements as follows: AJG Community Scheme from Hiscox Insurance Company Ltd for a period of 3 years; Cyber insurance from Talbot Underwriting for a period of 1 year.

19. To appoint representatives to:

Members RESOLVED to appoint the following:

19.1 Bargoed Integrated Wellbeing network Councillors Andrews, M Ingram-Jones

19.2 Town and Community council's liaison committee Councillors Llewellyn, Carroll

19.3 CCBC and Town council's liaison committee Councillors Llewellyn, Carroll

19.4 One voice Wales area committee Councillors M Ingram-Jones, Davies

19.5 One voice Wales larger council's committee – Members resolved to assign attendance on a meeting by meeting basis to share the learning and experience amongst town council.

20. To review and re-adopt the town council risk assessment

RESOLVED to re-adopt the risk assessment and risk management plan. Members spoke about the continued issue of ventilation in the town hall, and instructed the clerk to write to Gwent Police as soon as possible.

21. To review and update members register of interests.

Members reviewed and updated their register of interests signing the rolling register in the presence of the meeting.

22. To review the Asset list.

Members RESOLVED to approve the asset list as per insurance renewal. The deputy mayor advised that the two sofas should be moved to the surplus list, and Members also instructed the clerk that as the cross street icicles were urgently taken down for health and safety reasons, they have now been deemed unviable for future use, therefore should also be moved to the surplus list. The meeting instructed the clerk to take the list to the next meeting of the Policy & Resources committee for repair and renewal review.

The mayor advised this concluded business of the agenda and thanked everyone for their input.

The meeting was closed at 18.37pm