



Bargoed Town Council

Bargoed Town Hall,
Bargoed Police Station,
Hanbury Road,
Bargoed. CF818XF

Telephone: 01443 830184
www.bargoedtc.org.uk

Dear Councillor,

25th April 2024

The next meeting of Bargoed Town Council will be the Annual Meeting of Bargoed Town Council to be held at **6.00pm on Wednesday 1st May 2024**. The meeting will be held on a hybrid basis using MS Teams in accordance with the provisions of The Local Government and Elections (Wales) Act 2021.

In respect of the sudden loss of Councillor Dianne Price on 20th April 2024, a two minute silence will be observed prior to the start of the meeting.

The business to be transacted is as set out on the agenda below:

Annual Meeting Agenda

1. To elect a Mayor for Bargoed Town Council for 2024-2025. (Deputy Mayor 2023-24 to chair the first item of business on this agenda).
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.
3. To elect a Deputy Mayor for Bargoed Town Council for 2024-2025.
4. To receive apologies for absence.
5. To receive declarations of Interests or dispensations on any item(s) on this Agenda, if appropriate. [Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, and the Code of Conduct for both Councillors and Clerk.]
6. Press and Public Participation Session. (Members of the public who wish to speak on any item on the agenda should contact the Clerk prior to the meeting).
7. To review and approve the draft unapproved minutes of the Full Council meeting 17th April 2024 and ratify recommended decisions following Members early departure and the meeting no longer being quorate:

Ref 14. Mr John Pritchard to be nominated for an MBE for his services to the community at Taraggan Educational Gardens.

Ref 16(i) Committee reorganisation with updated terms of reference for the Events & Environment Committee and the Engagement & Wellbeing Committee.

Ref 16(iii) Office furniture approved with CCBC being consulted in the first instance.

Ref 16(iv) No financial support to Caerphilly Miners centre at the current time.

Ref 16(vii) Collaborative working with Gwent Police and Aberbargoed Fire Station on Santa in the community and no Santa at the Winter Fair.

7. To appoint committees and working groups as follows:

7.1 Policy and Resources Committee (7 members, Deputy Mayor to chair)

7.2 Human Resources & Staffing Committee (5 members)

7.3 Finance & Governance Toolkit working group (4 members)

7.4 Events & Environment Committee (8 members, committee chair also to be appointed)

7.5 Biodiversity working group (4 members)

7.6 Engagement & Wellbeing Committee (8 members, committee chair also to be appointed)

7.7 Dementia Friendly Bargoed working group (4 members)

8. To re-approve committee terms of reference.

9. To consider amendments and adopt updated Standing Orders. (Circulated to members electronically prior to the meeting)

10. To re-adopt the Scheme of Delegation. (Circulated to members electronically prior to the meeting)

11. To consider amendments and re-adopt Financial Regulations (circulated to members electronically prior to the meeting)

12. To receive information from the clerk regarding eligibility to use the General Power of Competence, and note the Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 s137 Expenditure Limit for 2024-25.

13. To appoint an Internal Auditor for 2024/25 (currently the Internal Auditor is Mr M Fisher)

14. To delegate quarterly scrutiny of accounting records (one member)

15. To confirm town council banking arrangements and account signatories and review the statement of internal controls following the appointment of the Deputy Clerk/Deputy RFO.

16. To consider and approve the payment of direct debits, regular payments and payments for expenditure within project budgets authorised by committee resolutions.

17. To confirm member allowances in accordance with the Independent Remuneration Panel Annual Report (as received by members electronically prior to the meeting). Members are reminded that should they choose not to take their allowances this **must** be communicated directly to the clerk in writing.

18. To confirm the town council insurance arrangements.

19. To appoint representatives to:

19.1 Bargoed Integrated Wellbeing network (4 members)

19.2 Town and Community council's liaison committee (2 members)

19.3 CCBC and Town council's liaison committee (1 member plus a reserve)

19.4 One voice Wales area committee (2 members)

19.5 One voice Wales larger council's committee (1 member plus a reserve)

19.6 Ysgol Bro Sannan, Aberbargoed (1 member)

20. To review and re-adopt the town council risk assessment (circulated to members electronically prior to the meeting).

21. To review and update members register of interests.

22. To review, and re-approve the following:

- (i) Asset list [as updated by the policy & resources committee March 2024]
- (ii) Complaints Policy & Procedure
- (iii) Press & Media Policy [as reviewed by the policy & resources committee November 2023]
- (iv) Data Protection Policy

23. To review and update the Bargoed Town Council Training Plan considering the new Finance & Governance Toolkit training module. (as circulated to Members electronically prior to the meeting)

25. To confirm the location, time and schedule of full council meetings up to and including the next Annual Meeting in May 2025.

26. To provide instruction to the Human Resources & Staffing Committee on requirements for employment policy reviews as appropriate.

27. To confirm the Council and Staff memberships and subscriptions to external bodies.

28. To review and re-approve arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

29. To receive a verbal report from the delegated Member who attended the One Voice Wales Area Committee meeting 24th April 2024.

30. To receive items from the clerk as follows:

- a. March 2024 bank reconciliation and the up to date payment lists
- b. Stats from the CTG and provide instruction to the town council representatives at primary schools.
- c. Flyers and notices for May and June Wellbeing activities
- d. Aberbargoed Community Clock
- e. Feedback from the Easter Trail

In accordance with the Local Government and Elections (Wales) Act 2021 members of the press and the public are entitled to attend this meeting. For connection details the Town Clerk should be contacted.

Please note, if a member of the public or press wishes to speak on an item on this agenda, the clerk should be contacted in advance of the meeting.

Yours faithfully,

H S Williams

Helen Williams, Clerk to the Council