



Bargoed Town Council

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Minutes of the Annual Meeting of Bargoed Town Council 1st May 2024.

Present: Councillors R Carroll, H Llewellyn, P Collins, J Davies, Y Price, D Williams, J Bissex, M Ingram-Jones, D Ingram-Jones, C Andrews, S Hamer-Thomas

Also Present: Town Clerk: Mrs H Williams; Deputy Town Clerk: Mr T Oliver.

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).
 - RESOLVED to appoint Councillor Howard Llewellyn to the office of Bargoed Town Council Mayor for 2024-2025.
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.
3. To elect a Deputy Mayor for Bargoed Town Council for 2024-2025.
 - 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 R Price (bereavement).
5. To receive declarations of Interests or dispensations on any item(s) on this Agenda, if appropriate.
 - No declarations made.
6. Press and Public Participation Session.
 - No press or public participation.
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.

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

- The draft unapproved minutes of the Full Council meeting 17th April 2024 was reviewed and approved. Members unanimously ratified all recommended decisions after the meeting was no longer quorate.
- The Clerk drew attention to a numbering error on the agenda and asked that the second item 7 would be referred to as item 7a.

7a. To appoint committees and working groups as follows:

7a1. Policy and Resources Committee

- Members appointed Councillors R Carroll (Chair), Councillor H Llewellyn, P Collins, J Davies, J Bissex, C Andrews.

7a.2 Human Resources & Staffing Committee

- Members appointed Councillors R Carroll (Chair), H Llewellyn, P Collins, J Davies, C Andrews.

7a.3 Finance & Governance Toolkit working group (4 members)

- Members appointed Councillors P Collins, R Carroll, J Davies

7a.4 Events & Environment Committee

- Members appointed Councillors P Collins (Chair), R Carroll, D Williams, Y Price, R Price, J Bissex, S Hamer-Thomas, D Ingram-Jones.

7a.5 Biodiversity working group

- Members appointed Councillors D Williams, R Carroll, P Collins.

7a.6 Engagement & Wellbeing Committee

- Members appointed Councillors C Andrews (Chair), M Ingram-Jones, D Williams, D Ingram-Jones, S Hamer-Thomas, J Bissex, H Llewellyn.

7a.7 Dementia Friendly Bargoed working group

- Members appointed Councillors C Andrews, J Bissex, M Ingram-Jones

8. To re-approve committee terms of reference.

- RESOLVED to re-approve all four committee terms of reference.

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

- Members considered amendments and RESOLVED to adopt updated Standing Orders.

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

- RESOLVED to re-adopt the scheme of delegation.

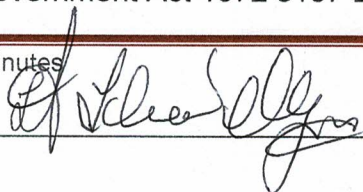
11. To consider amendments and re-adopt Financial Regulations (circulated to members electronically prior to the meeting)

- Members reviewed the financial regulations complete with amendments and RESOLVED to re-adopt the document.

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.

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- The Clerk gave a verbal report on the Town Council's ineligibility to use the General Power of Competence due to two thirds of its member not being elected. The Clerk advised that the total electorate as of April 2024 was 8,818 (£10.81 per elector) and therefore the Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 s137 Expenditure Limit for 2024-25 was noted as £95,322.58.
13. To appoint an Internal Auditor for 2024/25 (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 2024-2025 financial 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 and review the statement of internal controls following the appointment of the Deputy Clerk/Deputy RFO.
- Members reviewed banking arrangements, account signatories and statement of internal controls confirming Lloyds Bank Ltd for current account purposes, Lloyds Bank Ltd for instant access savings account, Unity Trust Bank Ltd for current account purposes, and Unity Trust Bank Ltd for instant access savings account.
 - Members confirmed the current signatories on all accounts as Councillors Bissex, Carroll, Davies and Llewellyn.
 - Members confirmed access to online banking for H Williams (Clerk/RFO), T Oliver (Deputy Clerk/Deputy RFO), Councillor H Llewellyn.
 - Members confirmed that debit cards are held by H Williams (Clerk/RFO), T Oliver (Deputy Clerk/Deputy RFO). Members confirmed that wherever possible all invoices will be paid by BACS and a maximum spend of £500 can be made via debit card.
16. To consider and approve the payment of direct debits, regular payments and payments for expenditure within project budgets authorised by committee resolutions.
- Members reviewed and RESOLVED to approve the following:
 - Regular payments [made by Direct Debit], British Telecom (quarterly payment in respect to telephone and broadband services) £176, giffgaff (2 monthly SIM only mobile telephone contracts) £6 each, Unity Trust Bank service charges (quarterly) £18, Lloyds Bank (monthly service charges) £7, Information Commissioners Office (registration annual payment - £5 deducted due to DD payment) £35.
 - Other regular payments approved were: staff salaries to payroll provider, HMRC for PAYE and NI contributions, TCBC pension contributions, staff expenses, Gwent Police and Crime Commissioners Office (in respect of Town Hall rent, rates, service charges, cleaning and electricity and gas), SSE (in respect of unmetered supply of electricity for festive lighting), M Fisher (annual internal audit), Fooks & Co 2018 Ltd (monthly payroll administration), Audit Wales (annual external audit), AJG Gallagher (insurance broker – annual insurance and cyber insurance), E-Infinity (IT support provision and software licenses), Caerphilly County Borough Council, One Voice Wales, SLCC.
 - Other regular suppliers approved were: JS Lee, Elsbury Access Platforms, Lite and Amberol.
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.
- The meeting RESOLVED to confirm the following member allowances to be paid in respect of the 2024-2025 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; Engagement & Wellbeing Chair £300, £52 per member for office consumables.

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; Cyber insurance from Talbot Underwriting.

19. To appoint representatives to:

19.1 Bargoed Integrated Wellbeing network

- Members appointed Councillors C Andres, M Ingram-Jones, D Ingram-Jones.

19.2 Town and Community council's liaison committee

- Members appointed Councillors H Llewellyn, R Carroll.

19.3 CCBC and Town council's liaison committee

- Members appointed Councillor H Llewellyn

19.4 One voice Wales area committee

- Members appointed Councillors M Ingram-Jones, Y Price.

19.5 One voice Wales larger council's committee

- Members appointed Councillors M Ingram-Jones, Y Price, H Llewellyn.

19.6 Ysgol Bro Sannan, Aberbargoed

- Members appointed Councillor Y Price. The Clerk was instructed to contact the school to inform them of the appointment.

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

- RESOLVED to re-adopt the risk assessment and risk management plan.

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, 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

- Members reviewed and unanimously re-approved the asset list, complaints policy & procedure, press & media policy, and 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)

- The Clerk gave a verbal report on Bargoed Town Council's Training Plan and outlined the training that Councillors may need to undergo. The training needs were updated as appropriate.

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

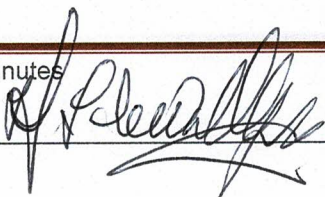
- Members confirmed that full council meetings will be held at Bargoed Town Hall on Wednesdays at 6pm (hybrid via MS Teams)
26. To provide instruction to the Human Resources & Staffing Committee on requirements for employment policy reviews as appropriate.
- The Clerk gave a verbal update on the policies identified by the HR & Staffing Committee as needing to be developed. Members RESOLVED to instruct the HR & Staffing Committee to develop an adoption and paternity policy, capability policy, maternity leave policy, recruitment procedure, shared parental leave policy and whistleblowing policy. The Clerk also recommended that the Town Council develops a long service award policy. Members unanimously agreed to its development.
27. To confirm the Council and Staff memberships and subscriptions to external bodies.
- Members confirmed the Council and Staff memberships and subscriptions to external bodies as:
 - Caerphilly Town & Community Councils Liaison Committee.
 - Clerk and Deputy Clerk membership of SLCC.
 - One Voice Wales membership.
28. To review and re-approve arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- Members reviewed and re-approved arrangements with other local authorities, non-profit bodies and businesses as:
 - Gwent Police & Crime Commissioner: lease on courthouse.
 - Caerphilly County Borough Council: May Fair grant funding, Summer Music Festival grant funding, Winter Food & Craft Fair (CCBC plan and deliver large events).
 - E-Infinity: Microsoft licenses and ad-hoc I.T. support provision.
 - United Graphic Design (via CCBC contract): website and maintenance.
 - Fooks & Co 2018 Ltd: payroll administration.
 - Torfaen County Borough Council: local government pension scheme.
 - Caerphilly County Borough Council: local government pension scheme umbrella.
 - The Clerk advised that this concluded the business of the Annual Meeting 2024.
29. To receive a verbal report from the delegated Member who attended the One Voice Wales Area Committee meeting 24th April 2024.
- Councillor M Ingram-Jones gave a verbal report of the One Voice Wales Area Committee meeting highlighting some of the important issues discussed as:
 - The need to engage with the community via supporting food banks and warm spaces.
 - Using surveys to get feedback from the community on what can be done to help with health, fuel, and housing.
 - The committee meeting encouraged collaborative work with other councils.
 - Members also discussed other community foodbank projects and decided to hear a proposal from Councillor J Davies at the next meeting.
30. To receive items from the Clerk as follows:
- a. March 2024 bank reconciliation and the up-to-date payment lists
 - Clerk gave a verbal update on the bank reconciliation as at 31st March and the payments list for April 2024. The payments list and bank reconciliation were reviewed and authorised with unanimous votes.
 - b. Stats from the CTG and provide instruction to the town council representatives at primary schools.

- The Clerk presented the CTG stats report from CTG. The Deputy Clerk was instructed to liaise with schools to raise awareness of CTG events and Members were encouraged to speak to local school governing bodies.
- c. Flyers and notices for May and June Wellbeing activities
 - The Clerk made Members aware of the wellbeing notices and activities. Members were asked to distribute flyers and notices.
- d. Aberbargoed Community Clock
 - The Clerk advised Members that Aberbargoed's Community Clock suffered a power outage. Information will be gathered and presented to the P&R committee. The Clerk was instructed to review insurance and seek a qualified electrician to fix the clock.
- e. Feedback from the Easter Trail
 - The Clerk reported that the event was a great success with participation doubling from the previous year. Business feedback was positive with reports of significant sales and footfall increase.

The Mayor closed the meeting at 19:34

Meeting Minutes

Signed:



Date: 29/5/24