



Bargoed Police Station  
Hanbury Road  
BARGOED  
CF818XF

Website: [www.bargoedtc.org.uk](http://www.bargoedtc.org.uk)

## **Minutes of the Policy and Resources Committee Meeting Thursday 26<sup>th</sup> June 2025**

Present in person: Councillors J Davies; P Collins; H Llewellyn; C Bissex-Foster

Also in Attendance: Mr. T Oliver (Deputy Clerk)

Meeting Chair: Councillor P Collins

1. To receive Apologies for Absence.
  - Apologies were received from Councillor C Andrews (CCBC portfolio work) and Councillor R Carroll (vacation).
2. To receive Declaration of Interests or dispensations on any item(s) on this Agenda, if appropriate
  - The Deputy Clerk declared an interest in item 9 (33 Gwerthonor Place, Gilfach)
3. Press and Public Participation Session.
  - There was no public participation.
4. To receive, approve and sign Minutes of the last Meeting 22nd May 2025.
  - Members received and unanimously approved the minutes of the Policy and Resources Committee dated 22<sup>nd</sup> May 2025.
5. To review and approve bank reconciliations of 31<sup>st</sup> May 2025 and payment list to date.
  - Members reviewed and unanimously approved the bank reconciliation of May 31<sup>st</sup> 2025 and the payment list to date.
6. To receive information from the Deputy Clerk regarding change of ownership of existing payroll provider; consider fee quotation comparisons and provide instruction about the letter of engagement.
  - The Deputy Clerk updated Members on the change of ownership of the existing payroll provider and members considered the new letter of engagement including the fee quotation. The Deputy Clerk also presented fee comparisons of other payroll providers used by nearby Town Councils. The Committee commented on how competitive the quotation received from the existing service provider was and it RESOLVED to spend £420 per annum. Members also agreed to be invoiced quarterly for the payroll service.
7. To review and edit the following policies and procedures:
  - (i) Appointment of Youth Representatives procedure – Reviewed and approved
  - (ii) Career Break Scheme – Reviewed and approved
  - (iii) Carers Policy - Reviewed and approved
  - (iv) Local Resolution Protocol - Reviewed and approved
  - (v) Lone Worker Policy - Reviewed and approved

8. To consider applications to the Small Grants Programme as follows:
- (i) Bargoed Male Voice Choir
  - (ii) Platform
  - (iii) Valley Daffodils
- Members considered application from the above organisations and RESOLVED to award £250 to each.
9. To receive confirmation of responses to the local planning authority in respect of planning applications:
- 25/0299/COU 33 Gwerthonor Place, Gilfach Change of Use to HMO – The Clerk submitted a response on behalf of the Town Council, reflecting local residents' concerns about additional noise and disturbance, parking and traffic congestion, changes to neighbourhood character and community cohesion, and a perceived risk of increased crime.
  - 25/0344/COU 50 McDonnell Road, Bargoed Change of Use to HMO – The Deputy Clerk submitted a response on behalf of the Town Council, raising concerns about parking, the potential negative impact on neighbouring residents, and Members' views on the impracticality of the street layout in accommodating the proposed HMO.
10. To note items of correspondence from the following organisations:
- Local Government Pension Scheme – Noted
  - Unity Trust Bank - Noted
11. To consider the Older People's Events Budget for 2025-26, discuss the summer party and provide instruction on the allocation of draw prizes, authorising expenditure as appropriate.
- The Deputy Clerk presented the Older People's Events Budget for 2025–26 and highlighted that the summer party would cost £1,140, inclusive of catering, musical entertainment, and venue hire.
  - Members RESOLVED to allocate £260 for draw prizes (Morrisons and Iceland vouchers) and instructed the Deputy Clerk to make the necessary arrangements.
12. To receive information from the Deputy Clerk, discuss the availability of funds for floral displays, and consider the purchase of additional barrier basket liners.
- The Deputy Clerk shared information from the Town Council's landscape and grounds maintenance providers, highlighting the need for 10 new liners for the barrier baskets. Members were informed that the baskets require Amberol-specific liners, limiting the availability of alternative quotations.
  - It was RESOLVED to allocate £391.20 (including VAT) for the purchase of 10 barrier basket liners, and the Deputy Clerk was instructed to make the necessary arrangements.
13. To receive information from Planning Aid Wales about the Annual Training Programme and provide instruction to the Deputy Clerk in respect of inclusion on the town council Training Plan.
- Members received correspondence from Planning Aid Wales outlining the costs associated with the 2025/26 Annual Training Programme: £20 per session for the first four courses and £40 per session for the remaining four.
  - The Committee decided to include these courses in the Town Council's Training Plan, making them available to individual Members.

`14. To consider the Earmarked Reserves allocated for the CCTV at Bargoed Rugby club and discuss potential uses with Grassroots Sports Clubs.

- Members considered the earmarked reserve of £4,100 originally allocated for CCTV installation at Bargoed Rugby Club, noting that the funds are unlikely to be used for that specific purpose.
- Following careful discussion, the Committee RESOLVED to reallocate the funds via virement to a newly established Grassroots Sports Clubs Reserve. The Deputy Clerk was instructed to begin exploring potential community uses for the reallocated funds.

15. To consider the costs associated with delivering a play about the 1984 Miners' Strike.

- The Deputy Clerk presented a quotation from Danny Mellor for delivering a play about the 1984 Miners' Strike, at a total cost of £400, inclusive of travel expenses.
- Members RESOLVED to accept the quotation and instructed the Deputy Clerk to make the necessary arrangements with a suitable venue.

16. To receive a report from the Deputy Clerk regarding the Aberbargoed Community Orchard Project.

- The Deputy Clerk updated Members on the Aberbargoed Community Orchard Project, noting that he is currently awaiting confirmation from Bufton Recycling Limited that the work has been completed. He also reported that the quotation for the work was competitive and that the Town Council was able, in this instance, to support a local business.
- Councillor H Llewellyn left the meeting at this point.

17. To consider a request from a local primary school for raised planters, plants, and seeds.

- The Deputy Clerk presented a request from a local primary school for raised planters, plants, and seeds to support a school initiative titled The Gardening Gang. Members welcomed the project, commenting on its positive impact on pupils, and suggested that Members could participate in the new school year (September 2025).
- The Committee instructed the Deputy Clerk to obtain quotations for the project and report back to the Policy and Resources Committee.
- The Chairperson thanked Members for their attendance and closed the meeting at 12:05 PM.