

## **Draft Unapproved Minutes of the Annual Council Meeting 28<sup>th</sup> May 2025.**

Present In Person: Councillors H Llewellyn; R Carrol; P Collins; C Andrews; J Davies; J McCarthy; D Ingram-Jones.

Present Online: Councillors C Bissex-Foster; S Hamer-Thomas; M Ingram-Jones; J Bissex

Also Present: Mrs H Williams (Town Clerk)

Meeting Chairperson: First item of business Councillor R Carroll (outgoing Deputy Mayor); Remaining business of the agenda: Councillor H Llewellyn (Mayor)

1. To elect a Mayor for Bargoed Town Council for 2025-2026. (Deputy Mayor 2024-25 to chair the first item of business on this agenda).

RESOVED to appoint Councillor Howard Llewellyn as the Bargoed Town Council Mayor for 2025-26.

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 Howard Llewellyn signed his declaration of acceptance in the presence of the meeting with the Proper Officer countersigning the document.

3. To elect a Deputy Mayor for Bargoed Town Council for 2025-2026.

RESOLVED to appoint Councillor Reginald Carroll as Deputy Mayor for 2025-26.

4. To receive apologies for absence.

Councillor Y Price (away); Councillor R Price advised of late arrival due to personal commitments.

5. To receive declarations of Interests or dispensations on any item(s) on this Agenda, if appropriate.

No declarations received.

6. Press and Public Participation Session.

One enquiry received by telephone, but no press or public in attendance.

7. To review and approve the draft unapproved minutes of the Full Council meeting 16<sup>th</sup> April 2025 and the special full council meeting of 7<sup>th</sup> May 2025.

RESOLVED to unanimously approve both sets of draft unapproved minutes.

8. To appoint committees, working groups and Bargoed Town Council representatives to other bodies as follows:

Members RESOLVED to appoint the following:

8.1 Policy and Resources Committee: Reg Carroll, Howard Llewellyn, Peter Collins, Jacky Davies, Carol Andrews, Chris Bissex-Foster. Deputy Mayor to chair. In the event of issues pertaining to quoracy of the meetings, Members will reassess and work with Councillor IngramJones' work schedule.

8.2 Human Resources & Staffing sub-committee: Reg Carroll, Howard Llewellyn, Peter Collins, Jacky Davies, Carol Andrews.

8.3 Finance & Governance Toolkit working group: Peter Collins, Carol Andrews, Jacky Davies, Howard Llewellyn.

8.4 Engagement & Wellbeing Committee: Carol Andrews, Megan IngramJones, Dawn IngramJones, Sue HamerThomas, Josie Bissex, Rhyanon Price, Howard Llewellyn, Joshua McCarthy.

Councillor M-IngramJones to chair with Councillor C Andrews vice chair.

8.5 Biodiversity working group: Peter Collins, Reg Carroll, Rhyanon Price, Howard Llewellyn.

8.6 Annual Report working group: Peter Collins, Dawn IngramJones, Megan IngramJones, Joshua McCarthy

Meeting Minutes

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Christine Bissex-Foster.

8.7 Gwent Integrated Wellbeing Network: Carol Andrews, Reg Carroll, Dawn Ingram-Jones, Megan Ingram-Jones.

8.8 Town and Community Councils Liaison Committee & CCBC Liaison Committee: Howard Llewellyn Joshua McCarthy.

8.9 One Voice Wales Area Committee: Megan Ingram-Jones, Yvonne Price (reserve)

8.10 One Voice Wales Larger Councils Committee: Joshua McCarthy

8.11 Age Friendly Bargoed working group: RESOLVED to delegate this to the representatives attending the Integrated Wellbeing Network.

9. To re-approve committee terms of reference.

RESOLVED to re-adopt the terms of reference for the Policy & Resources and the Human Resources and Staffing Committees, and to approve the content of the Engagement & Wellbeing terms of reference.

10. To re-adopt updated Standing Orders. (as reviewed by the P&R Committee 22/5/25)

RESOLVED to re-adopt Standing Orders as edited by the P&R Committee 22/5/25.

11. To re-adopt the Scheme of Delegation (as reviewed by the P&R Committee 22/5/25)

RESOLVED to re-adopt the Scheme of Delegation as edited by the P&R Committee 22/5/25.

12. To re-adopt Financial Regulations (as reviewed by the P&R Committee 22/5/25)

RESOLVED to re-adopt the Financial Regulations as edited by the P&R Committee 22/5/25.

13. To receive information from the clerk and consider a resolution regarding eligibility to use the General Power of Competence.

Members spoke about the three eligibility criteria of a qualified clerk, two thirds of Members elected, and two years unqualified audits and RESOLVED themselves eligible to use the General Power of Competence.

14. To delegate quarterly scrutiny of accounting records.

RESOLVED to delegate Councillor P Collins with Councillor C Bissex-Foster as the reserve delegate.

15. To confirm town council banking arrangements and account signatories.

Members reviewed the banking arrangements with Lloyds Bank and Unity Trust banks confirming the account signatories are up to date.

16. To consider and approve the payment of direct debits, regular payments and approved service providers (in respect of payments for expenditure within project budgets which have been authorised by council/committee resolutions).

RESOLVED to approve the payments of direct debits, approve the regular payments list and confirm the list of approved service providers. The approved service providers list will be updated annually.

17. To confirm member allowances in accordance with the Independent Remuneration Panel Annual Report. In addition to the mandatory annual allowances for working from home and consumables payment, Members RESOLVED to approve £1,500 Mayor's allowance; £500 Deputy Mayor's allowance; £500 for each chair of the two standing committees and a £30 attendance allowance per Member for attendance at Full Council meetings. The clerk reminded all members that all allowances are taxable with the exception of the two mandatory annual payments mentioned above and that should any Member choose to refuse allowances this must be done in writing to the clerk. All allowance payments are made through the payroll.

18. To confirm the town council insurance arrangements.

Insurance was confirmed via A J Gallagher brokers, with a comprehensive policy and a cyber insurance separate policy. The fidelity guarantee was increased to £300,000. A Member sought clarification on public liability insurance, and the clerk confirmed this to be £10,000,000.

19. To review and re-adopt the town council risk assessment and management plan.

RESOLVED to re-adopt the risk assessment and management plan as edited by the P&R Committee 22/5/25.

The clerk drew Members attention to the removal of the Covid risk; the highest risk to the council of not attracting sufficient candidates to vacancies or elections, and the management plan being increased engagement and community involvement; and the lowest risk to the council of cash handling where there

currently are no cash transactions taking place at council activities.

20. To re-approve the following policies as reviewed by the P&R Committee 22/5/25:

Members RESOLVED to re-approve the following five policies:

- (i) Code of Conduct
- (ii) Complaints Policy & Procedure
- (iii) Press & Media Policy
- (iv) Data Protection Policy
- (v) Health & Safety Policy

21. To review and update the Bargoed Town Council Training Plan.

Members spoke about the training plan looking at the forecasts for the final year of this term of office. It was RESOLVED to change the schedule of code of conduct training to ensure that this is completed by all Members in the first year of election, with a subsequent refresher during the third year of office. All newly appointed Members during the five years are to complete the code of conduct training within six months of taking up their role.

The clerk was instructed to review and update training needs analysis with all Members over the next two months and the training plan is to be brought back to full council in the early autumn for updating.

This completed the business of Annual Meeting 2025.