



Draft Unapproved Minutes of the Annual Meeting of Bargoed Town Council 27th May 2026

Present in person: Councillors; R Carroll; C Andrews; P Collins; M IngramJones; J Davies; Y Price; J McCarthy; H Llewellyn; D IngramJones; C Bissex Foster; R Price; M Roberts.

Present remotely: Councillors S Hamer Thomas.

Chairperson: Councillor H Llewellyn (Mayor)

Also Present: Mrs. H Williams (Town Clerk / RFO)

1. To elect a Mayor for Bargoed Town Council for 2026-2027. (Deputy Mayor 2025-26 to chair the first item of business on this agenda).

Councillor Carroll welcomed all Members and presented the first item of business.

Resolved To appoint Councillor Howard Llewellyn to the office of Mayor of Bargoed Town Council for 2026-2027.

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 the declaration in the presence of the meeting, with the proper officer duly witnessing the signature.

3. To welcome Mr M Roberts, co-opted Member to the Bargoed ward at Bargoed Town Council and receive, in accordance with the Local Elections (Declaration of Acceptance of Office) (Wales) Order 2004, SI 2004/1508 his signed Declaration of Acceptance of Office.

Councillor Roberts was welcomed to the meeting on production of his signed and witnessed declaration of acceptance of office. The Mayor presented Councillor Roberts with his tie and Bargoed Town Council brooch.

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

Resolved to appoint Councillor R Carroll to the office of Deputy Mayor for 2025-2026.

5. To receive apologies for absence.

All Members were present.

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

No declarations received.

7. Press and Public Participation Session.

No enquiries received by the Clerk.

8. To receive, review & approve draft unapproved minutes of the special Full Council meeting 6th May 2026.

Councillor Andrews moved, Councillor M Ingram-Jones seconded.

Resolved to approve and sign the minutes as a true record of business.

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

9.1 Engagement Lead

Resolved to appoint Councillor M Ingram-Jones to this specialist lead role.

9.2 Policy and Resources Committee

Resolved to appoint Councillors Davies, Carroll, Andrews, Llewellyn, Collins, Y Price, M Ingram-Jones, Bissex-Foster to the committee. Councillor Carroll to chair, Councillor Andrews vice chair.

9.3 Human Resources & Staffing sub-committee

Resolved to appoint Councillors Davies, Carroll, Andrews, Collins, Llewellyn to the committee. Councillor Collins to chair, Councillor Andrews vice chair.

9.4 Finance & Governance Toolkit Lead

Resolved to appoint Councillors Andrews to undertake this lead role.

9.5 Finance & Governance Toolkit working group

Resolved to appoint Councillors Andrews, Collins, D Ingram-Jones, Llewellyn to the working group.

9.6 Community Activities & Environment Committee

Resolved to appoint Councillors Y Price, R Price, D Ingram-Jones, Carroll, McCarthy, Collins, HamerThomas, Robers. Councillor D Ingram-Jones to chair, Councillor Collins vice chair.

9.7 Environment working group

Resolved to appoint Councillors Y Price, R Price, D Ingram-Jones, P Collins to the working group.

9.8 Aneurin Bevan University Health Board liaison committee

Resolved to appoint Councillors M Ingram-Jones, D Ingram-Jones, Llewellyn, Collins, Y Price to the committee.

9.9 Annual Report working group

Resolved to appoint Councillors M Ingram-Jones, D Ingram-Jones, Collins, McCarthy to the working party.

9.10 Town and Community Councils Liaison Committee & CCBC Liaison Committee

Resolved to appoint Councillors Llewellyn and M Ingram-Jones to the committee.

9.11 One Voice Wales Area Committee

Resolved to appoint Councillors M Ingram-Jones and D Ingram-Jones.

9.12 One Voice Wales Larger Councils Committee

Resolved to appoint Councillor Roberts and the deputy clerk once appointed.

10. To approve terms of reference for lead roles and committees as follows:

Resolved to approve and sign all five terms of reference as presented.

- a. Engagement Lead
- b. Finance & Governance Lead
- c. Policy & Resources Committee
- d. Human Resources & Staffing Committee
- e. Community Activities & Environment Committee

11. To re-adopt the following documents as reviewed at special full council 6th May 2026:

Resolved to approve and sign all four documents.

- a. Standing Orders.
- b. Scheme of Delegation
- c. Financial Regulations
- d. Statement of Internal control

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

For the benefit of the new Councillor, the Clerk provided an explanation of the General Power of Competence and the three qualifying criteria. The meeting confirmed there were no longer two thirds of the town Councillors who had been elected, therefore the council is no longer eligible to use the General Power of Competence.

13. To delegate quarterly scrutiny of accounting records.

Resolved to appoint Councillor Collins, with Councillor Bissex-Foster as reserve member.

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

Members **Resolved** to approve and sign the schedule of bank accounts and signatories as presented to the meeting.

15. To consider and approve the payment of direct debits, regular payments and approved service providers.

Resolved to approve, authorise and sign the schedule of payments, regular payments and approved service providers as reviewed during the meeting.

16. To confirm the town council insurance arrangements.

Resolved to confirm the Town Council insurance arrangements and instruct the Mayor to sign the schedule in the presence of the meeting.

17. To consider and confirm, in accordance with the Democracy and Boundary Commission Annual Report, member allowances.

Resolved to approve the following allowances for the 2026-2027 financial year:

a. Mayors Allowance £1,500

b. Deputy Mayor Allowance £500

c. Senior Role Payments £500 each, Policy & Resources and Community Activities & Environment chairs

d. Attendance Allowance payments of £30 per member per full council meeting.

18. To consider a resolution on allowances for the two new senior roles of Engagement Lead and Finance & Governance Toolkit Lead, reallocating funds from the civic budget.

Members debated the responsibilities of the two new senior roles in comparison with the two committee chairs of Policy & Resources and Community Activities & Environment, noting they are of equal weight.

Councillors McCarthy and Andrews abstained from voting on the implementation of senior role payments in this regard.

Resolved to approve allowances for the two new senior roles.

Members spoke about the level of allowance to be allocated to each role. Councillors McCarthy and Andrews abstained from the vote.

Resolved to approve £500 allowance for each of the senior roles for 2026-2027. The clerk was instructed to vire funds from civic budget to Members allowances for the two senior role payments.

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

Members worked through the risk assessment noting one or two changes reflecting the development of town council activities along with staffing circumstances and the current political and operational landscape.

Resolved to approve and sign the risk assessment and management plan.

20. To re-approve the following policies as circulated to members electronically prior to the meeting.

Resolved to re-approve the five policy documents as detailed:

a. Code of Conduct

b. Complaints Policy & Procedure

c. Press & Media Policy

d. Data Protection Policy

e. Health & Safety Policy

21. To re-adopt the Bargoed Town Council Training Plan as at Full Council 15th October 2025.

The Council reviewed the training plan, with most Members noting their training for 2026-2027 having been completed. Councillors Y Price, M Ingram-Jones and D Ingram-Jones to accompany the clerk to the One Voice Wales conference 1st July 2026 as per the training plan. The new Member noted several training modules planned to support his development.

Resolved to re-adopt the training plan.

This concluded business of the meeting.

The Chair thanked all present, and the meeting was closed at 19.30pm