



Draft Unapproved Minutes of the Special Full Council Meeting 6th May 2026

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

Present remotely: Councillors S Hamer Thomas; C Bissex Foster; R Price.

Chairperson: Councillor H Llewellyn (Mayor)

Also Present: Mrs. H Williams (Town Clerk / RFO); Mr C Gapper (Deputy Clerk)

1. To receive Apologies for Absence

All Members present.

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

No Declarations of Interests made.

3. Press and Public Participation Session.

No enquiries received by the Clerk.

4. To receive, review and approve the draft unapproved minutes of Full Council meeting held on the 15th April 2026.

Councillor Y Price moved, Councillor M Ingram-Jones seconded.

Resolved: To approve and sign the minutes.

5. To receive, review and approve the Bargoed Town Council Accounts 2025-26 in accordance with the Accounts and Audit Wales Regulations 2014.

Resolved: To approve the Bargoed Town Council Accounts 2025-2026.

6. To receive a report from the Internal Auditor for the 2025-26 financial year, note its contents and consider feedback from the Policy & Resources Committee on action already taken in response to items raised.

Members reviewed the report from the Internal Auditor for the 2025-26 financial year, noting that the report structure was improved and detailed the instruction from the audit specification provided to him. The Clerk elaborated on the Asset register administration query advising the £500 difference showed on the town council crest in the depreciation column, whereas the purchase value is what is used by Scribe for the Annual Return purposes. The depreciation column has been amended to reflect the purchase value as with all other assets listed.

In respect of the payroll error, this was immediately reported to the Policy and Resources Committee and action taken to recover the funds in April 2026. The Clerk advised she will accept responsibility for the error; and explained the steps taken to ensure the local government pension scheme have been advised also. The payroll provider processed all amendments to ensure PAYE is also accurate. In discussion with the committee, a newly appointed signatory is to support with verification of invoices and the clerk is introducing an additional schedule for monthly notification to payroll which will be checked by an authorised signatory. Delegated Members spoke about their roles and advised they feel it would be inappropriate for the Clerk to accept full responsibility as they also missed the discrepancy. Members noted the issue to be Human Error.

Resolved: To approve the Internal Audit Report.

7. To consider and complete the Annual Governance Statement and sign the Annual Return for 2025 – 2026.

Members collectively through the Annual Governance Statement noting their response to statement one to be NO. Consultation activity in respect of Town Council priorities will continue until the end of July 2026, at which point analysis will begin and priorities confirmed.

All remaining statements were YES. A Member commented that in respect of statement seven if the system of internal control was inadequate, the discrepancy discussed earlier would not have been identified.

Resolved: To approve the Annual Return and instruct the Chair and RFO to sign the document prior to submission.

8. To confirm the specification for internal audit, consider the quotation for the internal audit fee and provide instruction to the Clerk regarding the appointment of an internal auditor for the 2026-27 financial year.

Resolved: To accept the quotation of £550 and appoint Mr M Fisher to the post of Internal Auditor for the 2026-27 financial year. No change to the internal audit specification this year.

[Accounts and Audit (Wales) Regulations 2014]

9. To conduct a review of Standing Orders in light of the Full Council resolution (28/01/26 Item 5.3) regarding members training and consider any further amendments.

Resolved: To approve the addition to Standing Orders in respect of Member training and no further amendments are required at this time.

10. To review, update and amend the following:

- Financial Regulations
- Internal Financial Controls
- Scheme of Delegation

Members reviewed, updated and amended Financial Regulations and Internal Financial Controls and chose to continue with the business of the agenda prior to reviewing the Scheme of Delegation.

Financial Regulations and Internal Financial Controls are to be presented to the Annual Meeting for re-adoption.

11. To receive and approve translation quotes from the Deputy Clerk for the publication of the Annual Report for 2025-26 financial year and formally approve its publication and distribution.

Deputy Clerk reported providing quotations ranging from £350 to £800. He clarified that this was to translate the full Annual Report of approximately 8000 words, ready for electronic publication. Members considered the quotations.

Resolved: To approve £350 expenditure and contract with Cwmni2.

Resolved: To publish the Annual report electronically as soon as possible, and obtain printed copies for distribution.

[Local Government and Elections (Wales) Act 2021, s52]

12. To hear from the Clerk regarding arrangements for informal conversations with candidates for co-option to the Bargoed ward vacancy.

Information provided to Members in respect of Wednesday 20th May 2026.

13. To receive information on the festive lighting scheme and consider a quotation for the inspection of the catenary wire on Hanbury Road in Bargoed.

Both officers and the delegated Member reported to the meeting regarding their meeting with the engineer at CCBC Lighting Department. Members spoke about CFA guidance notes, the CDM regulations 2015 and CCBC requirements relating to festive lighting. The discussion was unanimous in the opinion that health and safety and risk management are paramount considerations in this respect.

Resolved: To secure the services of Elsbury Access Platforms Ltd to remove all the catenary wires in

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Signed: _____ **Date:** _____

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Bargoed Town Centre. Expenditure of up to £1,200 authorised.

[Local Government Act 1972,s144]

Replacement options to be explored with CCBC engineers and festive lighting contractors as soon as possible.

14. To note the Draft Unapproved Minutes of the Policy & Resources Committee held on the 29th April 2026, discuss and approve the organisational chart. Members are requested to express their interest in Committee and Working Group participation prior to their appointment at Annual Meeting.

Executive Members and the Clerk provided an overview of the context for change along with a recommended way forward. The importance of community engagement and the finance and governance toolkit was reinforced during Members discussions. The recommendation to create two senior roles which will lead on Member activity in these two areas was unanimously supported, however Members questioned the payment of senior role allowances. The Clerk advised these items will be on the Annual Meeting agenda.

Members moved on to discuss the dissolution of the Engagement & Wellbeing committee, the set up of a Community Activities and Environment Committee, and a strategy of all engagement activity to be dealt with by Full Council to ensure maximum participation. Members expressed their interests in participation in committees, delegated roles at outside bodies and lead roles. Appointments will be confirmed at Annual Meeting 27th May 2026.

Resolved: To dissolve the Engagement and Wellbeing Committee; To establish a Community Activities and Environment Committee; To establish two senior roles – Engagement Lead and Finance & Governance Toolkit Lead.

The clerk was instructed to ensure terms of reference are drafted for the new committee and the two senior roles for approval at Annual Meeting; along with Member allowances for senior roles. Councillor HamerThomas left the meeting at this point.

Members reverted to Agenda item 10 at this point to review the Scheme of Delegation.

Resolved: To approve the Scheme of Delegation.

15. To receive Food Bank information from the Clerk and the Mayor.

The Clerk advised Members of the closure of the Fareshare Foodbank at St Gwladys Church Hall in Bargoed.

The Mayor provided an overview of his invitation to meet with a new food project provider who has funding from the national lottery for two years to deliver support from Gilfach Bargoed Community Centre. Referral information was circulated to Members for their convenience.

This concluded business of the meeting.

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