

# VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

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Tony Graham  
Acting Clerk/Vice Chair  
Van Community Council



2 Van Road  
Caerphilly  
CF83 1LB  
[tgraham1421@me.com](mailto:tgraham1421@me.com)  
07827 696163

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## **MINUTES – AGM HELD ON 16<sup>TH</sup> MAY 2019**

**The following councilors were in attendance:** Tony Graham (Chair/Acting Clerk), Barbara Jones (Vice Chair), Sheila Jones, Linda Williams, Sheila Newbury, Norma Graham, Pam Nelder, Faye Gay, John Leek, Jayne Keable.

### **1. Appointment of Chairman and to sign the Declaration of Acceptance of Office form (acceptance of the office of Chairman). (LGA 1972, first item of business at the AGM).**

Cllr Barbara Jones stood down as Chair and nominated Cllr Tony Graham as Chair. This was carried unanimously and Cllr Graham was elected Chair. He then signed the Declaration of Acceptance of Office. Cllr Graham thanked Cllr Jones for her service to the Council in the last year.

### **2. To receive apologies and whether to approve the reasons for absence.**

No apologies. All Councilors in attendance.

### **3. Declarations of Interest:** To receive disclosures of personal interests from members in accordance with the code of conduct.

Chair to read the following statement: *Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councilor has a disclosable prejudicial interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent on members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This is in order that the potential interest is clarified before the meeting proceeds.*

The Chair read the declaration.

### **4. Appointment of Vice Chair (declaration not required).**

Cllr Barbara Jones was nominated as Vice Chair and accepted the nomination. Carried unanimously.

### **5. To consider the Chairs allowance 2019/20 (2018/19 - £400). Chair to vacate Chair for reason of prejudicial interest and the Vice Chair to take the Chair for this item of business only.**

Cllr T Graham left the room while this item was discussed. Cllr Nelder asked how long the allowance had been set at £400. The consensus was that this had been set at this level since the 1990's. Cllr Williams suggested increasing the allowance to £500. Cllr N Graham to sign a declaration of personal interest.

**6. To decide upon bank signatories. Current signatories: Cllrs Sheila Newbury, Pam Nelder (recommend add Chair/Vice Chair as signatories).**

Members agreed that the Chair, Cllr John Leek and the incoming Clerk be added as signatories.

**7. To consider whether any committees be set up on a standing or ad hoc basis and to appoint members if necessary.**

Cllr Leek suggested appointing committees on an ad hoc basis. Members agreed unanimously.

**8. To confirm that there be no meeting in August 2019 and that plenary powers be given to the Chair/Vice Chair in consultation with the Clerk (including payment of creditors).**

Resolved unanimously that the Clerk be given plenary powers in consultation with the Chair/Vice Chair during August.

**9. To confirm that there be a precept/budget setting meeting at a date to be fixed in December 2019.**

Agreed by all members.

**10. To appoint delegates and substitutes to the following:**

- (i) **CCBC Community Councils Liaison Sub Committee (one member)**
- (ii) **Town and Community Councils Liaison Committee (two members)**
- (iii) **Caerphilly Town Centre Management Group (two members)**
- (iv) **Caerphilly Town Council Fireworks Committee (one member)**

Members agreed that the Clerk to attend as necessary. In addition members elected Cllr T Graham to attend the liaison sub committee (i above); Cllrs T Graham and J Leek to attend the Liaison Committee (ii above); Cllrs S Jones and Williams to attend the Town Centre Management Group; and Cllr B Jones to attend the Fireworks Committee (iv above).

### **Agenda – Ordinary Meeting**

**The following councilors were in attendance:** Tony Graham (Chair/Acting Clerk), Barbara Jones (Vice Chair), Sheila Jones, Linda Williams, Sheila Newbury, Norma Graham, Pam Nelder, Faye Gay, John Leek, Jayne Keable.

**1. To receive apologies and whether to approve the reasons for absence.**

See above.

**2. Declarations of Interest:** To receive disclosures of personal interests from members in accordance with the code of conduct.

Chair to read the following statement: *Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councilor has a disclosable prejudicial interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent on members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This is in order that the potential interest is clarified before the meeting proceeds.*

Cllr T Graham read the declaration.

### **3. Police Matters**

PCSO Sarah Mey was in attendance and took members through her report. She also noted that she had attended a carnival meeting yesterday but no member of the council had been invited. Members agreed to ask the new clerk to contact Amanda Jones asking for future invites.

### **4. To approve the minutes of the Council meeting held on 18<sup>th</sup> April 2019**

Moved by BJ and seconded by SN as true record. Signed by the Chair.

### **5. Matters arising**

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, and the Council's standing order 28(k) the press and public are excluded from discussions on the following items 6, 7 and 8 on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

Cllr Leek queried whether the public should be excluded from items regarding finance. The chair indicated that some financial items were intrinsically linked to the ongoing situation with the former clerk and these were confidential. On review of the financial items it was agreed that certain items in the acting clerks confidential report should be open to the public and these were covered when the public returned to the room.

A member of the public was present in a personal capacity (Huw Jackson) and he left while the confidential report was discussed.

### **6. Acting Clerks Report, Finances and Correspondence**

Confidential items from acting clerks report:

- (1) Members agreed to pay Mr Dilworth the additional items claimed in the sum of £83.33.
- (2) Marcia Jones starts on Monday 20<sup>th</sup>. Members agreed to pay for her to attend level 2 SLCC course. Cost will be £100.
- (3) Indicate to new clerk that there may be an adjustment to her next month's salary as May's salary was calculated gross not net.
- (4) New clerk will deal with May return and end of year return with HMRC
- (5) Marcia Jones' contract was provided to BTM. Members were happy. MJ to send P60 to JD by end of May. TG confirmed no response from JG. Amanda Jones has indicated some costs for the carnival which will be provided to members but fall within limit.

Huw Jackson returned into the room.

Members discussed Finance: Van CC figure of £301 agreed with Secretary of the centre. Members agreed that a cheque for £600 be sent to Caerphilly CBC and to recover any difference (if applicable) at a later date.

Confirmed correspondence from Mr Burnell regarding white lines at Brynau Road. These lines have now been repainted.

Cllr B Jones informed members that Highways Dept are looking at erecting a barrier at the end of the footpath onto the ring road as requested by the police at April's meeting.

### **7. Grant Applications**

Members considered the application from Trevelyan Residents Group. Agreed to pay the sum of £150.

## **8. Summer Playscheme**

Cllrs had previously asked for the budget to support the enhanced SHEP/Playscheme. Cllrs B Jones and S Jones attended a meeting on 3<sup>rd</sup> May. The current SHEP scheme is breakfast and lunch in the mornings only for 3 weeks. Cllrs have agreed to support the scheme to allow it to run in the afternoon and provide trips plus pay for 1 extra week.

CCBC have robust safeguarding in place and will be responsible for the scheme.

Previous playschemes have cost: £7600 (2014/15), £5800 (2015/16), £7700 (2016/17 and £5000 (2017/18). We budgeted for £12000 for 2019/20 and have been informed by CCBC that the draft budget will be £10,850.31. This may decrease if other groups contribute to the scheme but members agreed to pay this sum if needed. Details of sign up and activities will be provided to local residents.

The chair requested that members agree a resolution to pay the sum of £10,850.31 (or less) for the Summer Playscheme. Cllr J Leek moved and Cllr S Newbury seconded. Agreed unanimously.

## **9. Carnival**

At April's meeting members agreed to set aside £1000 for street entertainment for the carnival. The Chair indicated he had received information from Amanda Jones that about £200 was currently being requested. A final figure has not been received.

## **10. Little Van Princess/Prince Competition**

Cllr Nelder had requested this item on the agenda but after a brief discussion it was agreed that this issue would not be pursued.

## **11. Items for next agenda**

None

Next meeting – Thursday 20<sup>th</sup> June

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Tony Graham  
Chair – Van Community Council