

# VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Clerk/Clerc:  
John Dilworth.



3, School Street,  
Pont-y-Clun,  
Rhondda, Cynon and Tâf C. B. A,  
CF72 9AA.

Tel/Ffôn: 01443 228535  
E-mail/E-bost: john@jdilworth49.plus.com

14<sup>th</sup> May, 2018.

Dear Councillor,

I write to summons you to attend the next Annual General Meeting of Van Community Council, at the Van Community Centre, Friday, 18<sup>th</sup> May, 2018, at 6.00p.m., to be followed by the Ordinary Meeting.

## AGM/Agenda

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).
2.	To receive apologies and whether to approve the reason for absence.
3.	Declarations of interests. To receive disclosures of personal interests from Members in accordance with the Code of Conduct (Note: Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest). Chairman to read the following statement. Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor 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 upon 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 in order that the potential interest is clarified before the meeting proceeds.
4.	Appointment of Vice-Chairman, declaration not required.
5.	To consider the Chairman's Allowance (budget £400.00), 2018/19 (Clerk advice: Chairman to vacate Chair during this item of business for reason of prejudicial interest, and the Vice-Chairman to progress to the Chair for this item only).
6.	Appointment of Leader and Deputy Leader (Note: not statutory).
7.	To reaffirm the minutes of the Annual General Meeting, 12 <sup>th</sup> May, 2017 (appendix 1)
8.	Representatives to Primary School Governing Bodies in the Van Community Council area; vacancies; St. James, Primary School, and St. Helens RC Primary School.
9.	To consider the following resolution since amendment to Standing Order 2 has employment implications and the Clerk declares an interest and will leave the room. "By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) 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."
10.	To rescind the Council's Standing Orders and to adopt Standing Orders, if appropriate with amendments (copy of the Standing Orders will be tabled).  Clerk advises: Council held eleven meetings, 2017/18 and minute 104/18 iv states: "It was further resolved to hold a Precept Setting meeting in the first week of December, 2018,

	<p>to set the budget and precept for 2019/20." LGA, 1972 recognizes the title of "Chairman."</p> <p>Following amendments to the Standing Orders received from Cllr Tony Graham:</p> <p>1) That all references to 'Chairman' be amended to read 'Chair' or 'Chairperson' such choice to be agreed by the Council; and that all references to 'Vice-Chairman' be amended to read 'Vice-Chair' or 'Vice Chairperson' such choice to be agreed by the Council.</p>
	<p>2) That Standing Order 2 be amended as follows:</p> <p>The words "eleven ordinary meetings" be replaced with the words "nine ordinary meetings (no meetings to be held in August or December)". In addition the words "excluding the month of August and December" shall be deleted.</p> <p>The word "Friday" be replaced with the word "Thursday".</p> <p>The following paragraph be added at the end of the Standing Order: "Should any member fail to attend Council meetings for six consecutive months that member shall be cease to be a member of the Council".</p> <p>3) That Standing Order 87 be amended as follows:</p> <p>The words/numerals "86 and 87" be replaced with "85 and 86"</p> <p>4) That Standing Order 86 be amended as follows:</p> <p>The words "In such a case that Councillor may speak but shall not vote on the matter" be replaced with the words "In such a case that Councillor may speak and answer questions that the Council may wish to ask. That Councillor will then leave the room and shall not vote on the matter".</p> <p>5) That Standing Order 86 be amended as follows:</p> <p>The numerals "85" be replaced with the numerals "82-85"</p>
11.	To approve the Council's Financial Regulations (appendix 2a), and Financial and Operational Risk Assessment (appendix 2b) (update on Council Bankers and OVW pension liability).
12.	To decide upon bank signatories. Current signatories, Councillors Sheila Newbury, Professor Russell Deacon, Pam Nelder, and the Clerk.
13.	To appoint Members, if appropriate; Employment Committee and Employment Appeals sub-committee.
14.	I appropriate, to consider, there be no meeting in August 2018, however, and Plenary powers be given to the Chairman and Vice-Chairman in consultation with the Clerk (includes payment of creditors). (Please note, there will be a Precept Setting Meeting, first week of December, 2018, minute 104/18 iv).
15.	To appoint delegates and substitutes to the following.

C.C.B.C. Community Councils Liaison Sub-committee	(one member)
Town and Community Councils Liaison Committee.	(two members)
Caerphilly Town Centre Management Group.	(two members)
Caerphilly Town Council Firework Committee	(one member)
One Voice Wales RCT/Merthyr/Caerphilly area committee.	(one member).

**Public, any issues, and limited to ten minutes.**

**Clerk's advice, Arnold Baker, 9<sup>th</sup> Edition on Access to Council Meetings states:**

***“Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time.”***

***It is not a public meeting but a council meeting and legally constituted to discuss published business.***

16.	Police matters.
17.	To approve the minutes, Council Meeting, 20 <sup>th</sup> April, 2018 (appendix 3).
18.	Matters arising.
	To consider the following resolution since Minute 175/18 has employment implications.
	"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) 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."
	Minute 175/18 That the chair writes to Nikki Dargie to request the barring be lifted on the clerk" To receive the reply from the Chairman and the Clerk declares an interest and will leave the room.
19.	Correspondence.
20.	Planning.
21.	Reports and local matters.
22.	Clerk's Report (appendix 4).
	A Former Van Terrace Play area land transfer between Van Community Council and Caerphilly C. B. C.
	B GDPR Bill; Government amendment, members training.
	C Funding, raised flower beds (4), Van Centre.
	D Walkabout, Tuesday, 23 <sup>rd</sup> April, 2018, Dol yr Eos, Dol Fran, and Porset Brook.
	E Insignia/office (pendant/ribbon and bars).
	F OVW course, Understanding the Law, 1 <sup>st</sup> May, 2018.
23.	Finance.
	i. To consider payment of creditors (appendix 5).
	ii. Accounts, 2018/19 (bank rec. 1 <sup>st</sup> May, 2018, (appendix 6a, 6b, and 6c).
	iii. To receive the Independent Internal Audit Report (appendix 7) and its recommendation together with auditors rating of the administrative system controls as, "VERY GOOD/ Very well controlled with minimum risk."
	iv. To receive and sign the receipts/Payment sheet of the 2017/18 accounts in accord to the Auditors Report.
	v. To respond to the questions in the "Annual Governance Statement (Part 1)."
	vi. Grant application: Air Ambulance applying for, "A contribution towards £380.00".
	vii. Trevelyan Court Residents Group, bench in the name of the late Mrs. Eileen Macey and other past Councillors. (Second quote received).
24.	Good youth and citizens awards (remain as an agenda item).
25.	To consider, Soup/Carols, 7 <sup>th</sup> December, 2018; partnership with Lansbury Matters Everyone Matters (Note: this item returns to the agenda since it was not considered at the last meeting). Further, admission by ticket and the cost per ticket to be decided and the proceeds from the ticket sales.
26.	To receive nomination (s) for the Minor Authority Governorship, St James Primary School, following the disqualification of the previous Minor Authority Governor for non-attendance at meetings.
27.	"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are

	excluded from discussions on the following item(s) 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."
28.	To consider the following in the absence of the Clerk, John Dilworth: (i) The Clerk is working above the contracted hours. (ii) The Clerk is paid the appropriate salary (copies of the Clerk's timesheets for 2017/18 will be provided and a copy of the Clerk's contract (Confidential on pink paper). (iii) National NJC pay recommended by SLCC, Nalcs, ALCC, and OVW, award from 1 <sup>st</sup> April, 2018. The Clerk's salary scale is paid as per SCP 24 as set down for the 1 <sup>st</sup> April, 2016 and did not advance to the new scales for 1 <sup>st</sup> April, 2017 (appendix 8). The Clerk be offered the scales as of the 1 <sup>st</sup> April, 2017 and 1 <sup>st</sup> April, 2018 (appendix 8 and 9).
29	To consider Sports Awards, tabled at the last meeting by Cllr Norma Graham (appendix 10)
30.	To consider participating in the planned Engagement Day organized by Gwent Police.
31.	To consider defibrillator training, Friday, 22 <sup>nd</sup> June, 2018, 1.30pm to 3.30pm at the Van Centre.
32.	To receive the resignation of Cllr Professor Russell Deacon, effective from the close of this meeting and to declare the "Casual Vacancy" in the Porset Ward of the Van Community Council area.
33.	Items for the next agenda.

.....

John Dilworth,  
Clerk to the Council.