

RHYMNEY COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Thursday 25th May 2023 at 6pm.

Present

Cllr. C. Cuss (Chairperson)	Cllr. D. Harse
Cllr. L. Dykes	Cllr. L. Pulsford
Cllr. L. Gronow	Cllr. M. Powell
Cllr. L. Harrison	

Apologies

Cllr. D. Bradley	Cllr. G. Oliver
Cllr. D. T. Williams	Cllr. H. Williams
Cllr. J. E. Hughes	Cllr. M. L. Thomas

In Attendance

Mr. G. O. Williams	Clerk
Mrs. J. Richards	Council's Internal Auditor

01. Apologies

Apologies for absence were received from Cllr. D. Bradley, Cllr. G. Oliver, Cllr. D. T. Williams, Cllr. H. Williams, Cllr. J. E. Hughes and Cllr. M. L. Thomas

02. Declaration of Interest

There were no declarations of interest received by members. Elected members present at the meeting were presented with a copy of the 'Members Interest Stencils'. The Clerk advised that an electronic copy would be circulated for completion, return and display by the next meeting of Council, scheduled for July 13th 2023. Members also signed their Declaration of Acceptance of Office.

03. Appointment of Chairperson for the Ensuring Year

Cllr. C. Cuss was proposed, seconded and unanimously accepted as Chairperson for the ensuring year.

Proposed. Lorraine Gronow. Seconded. Len Dykes

Cllr. C. Cuss thanked Council for his appointment as Chair for the ensuring year.

04. Appointment of Vice-Chairperson for the Ensuring Year

Cllr. L. Dykes was proposed, seconded and unanimously accepted as Vice-Chairperson for the ensuring year.

Proposed. David Harse. Seconded. Lorraine Gronow

05. Appointment of Leader of Council for the Ensuring Year

Cllr. D. Harse was proposed, seconded and unanimously accepted as Leader for the ensuring year.

Proposed. Lorraine Gronow. Seconded. Mansel Powell

06. Appointment of Deputy Leader of Council for the Ensuring Year
Cllr. Mansel Powell was proposed, seconded and unanimously accepted as Deputy Leader for the ensuring year.
Proposed. David Harse. Seconded. Lorraine Gronow

07. To consider the appointment of Representatives on the following Committees.

a. Caerphilly C.B.C & Community Council Liaison Sub-committee 1 Plus the Clerk
Proposed and Seconded Cllr. J. E. Hughes.

b. Community & Town Council Liaison Committee 2 plus the Clerk
Proposed and Seconded Cllr J. E. Hughes

08. To consider Council's ex-officio representatives to.

a. Rhymney Day Centre Management Committee 1
Proposed and Seconded Cllr L. Dykes

b. St David's Hall Management Committee 1
Proposed and Seconded Cllr L. Dykes

c. Abertysswg Community Centre 1
Proposed and Seconded Mrs. L. Gronow

d. Ael-y-Bryn Community Centre 1
Proposed and Seconded Cllr. L. Pulsford

e. Pen Bryn Oer Wind Farm Fund 2
Proposed and Seconded Cllr. M. Powell
Proposed and Seconded Cllr. D. Bradley

09. To agree Council's Cheque Signatories for 2023/24

It was proposed and seconded that Council appoint the following Councillors as signatories.

- Cllr. D. Harse
- Cllr. C. Cuss
- Cllr. L. Dykes

Moved. Clerk to arrange for necessary paperwork to be requested, completed and returned with Lloyds Bank.

10. To consider the appointment of Council's Internal Auditor for 2023/24

It was proposed and seconded that Council reappoint the current post holder – Mrs Julie Richards.

Moved. Clerk to issue letter and terms of appointment.

11. Community Council Budget & Financial Reconciliation

The Clerk shared with Council a copy of Council's Budget for 2023/24

Following discussion, it was agreed that Council work within the following values. It was also agreed that the Clerk report quarterly against these

indicative budget lines, highlighting where significant under / over spend in likely.

Income		Expenditure	
		Type	Budget Estimate
Approx. C/F 31/03/2023	£28,004.22	Clerk's Salary & On Costs	£14,500.00
Precept	£36,000.00	Chairperson Allowance	£00,500.00
Approx. VAT refund 2022-23	£02,498.98	Councillor Expenses (15 @ £150.00)	£02,250.00
Granting	£02,000.00	Defib Electricity (4x £25.00)	£00,100.00
		Summer Scheme	£07,000.00
		Telephone & Broadband	£00,400.00
		Room Hire & Storage	£00,600.00
		Insurance	£00,600.00
		Postage	£00,200.00
		Stationery	£00,250.00
		SLCC Membership	£00,166.00
		ICO Membership	£00,040.00
		Website	£00,240.00
		Section 137 Grants	£05,000.00
		Halloween Events	£00,100.00
		Town & Community Council Membership	£00,100.00
		Christmas Events	£02,500.00
		Christmas Lighting	£09,000.00
		Christmas Electricity	£00,750.00
		Audit	£00,500.00
		RBL Wreaths	£00,120.00
		Defibrillator Project	£02,000.00
Total	£68,503.20	Total	£46,916.00
Projected Balance Year ending 31.03.2024			£21,587.20

12. Community Council Financial Position Year Ending 31st March 2023

The Clerk provided Council with a high-level overview of the financial position for the year ending 31st March 2023. Within his report, the Clerk advised Council that he projected a carry forward amount of £28,004.22. The Clerk advised Council on a number of cheques yet to be brought to account.

Moved. Clerk to resolve by speaking to payment recipient to clarify the reason payment has not been cashed, and to coordinate the banking, cancelling and/or reissue where appropriate.

13. Section 19/137 Grant Aid Awards 2023/24

Following discussion, it was agreed the following values be retained for 2023/24

- £300.00 Schools (5)
- £100.00 Mayors Appeal
- £100.00 Local Groups (which include Children) i.e. Brownies / Guides
- £075.00 Local Groups (excluding Children). i.e. Community Centres
- £050.00 Out of Area / National Charities (as agreed by Council).

14. Independent Remuneration Panel Recommendations 2023/24

The following determinations were approved / accepted by Council.

Reimbursement for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Moved. Council accepted both these determinations.

Policy decisions.

P01. Council agreed to make reimbursement for extra costs for working at home for the 2023/24 year, in full at the July meeting of Council. Councillors not wishing to receive this payment, must articulate their position in writing to the Clerk by the July meeting of Council. Councillors not completing their full term of office (April 2023 – April 2024), are expected to repay any proportionate amount i.e. £3 per week for any full weeks, not facilitated as a Community Councillor.

P02. Reimbursement for consumables. Council determined this would be facilitated on a case-by-case basis and paid retrospectively on the provision of appropriate receipts, commensurate with costs of office values. It was acknowledged that in the majority of circumstances these purchases / expenditures would be coordinated via the Clerk's Office.

Further determinations.

Travel and subsistence

It was agreed that Council would reimburse for travel / attendance where Councillors were attending an event / conference / function outside of the Community Council area, when said attendance had been agreed / endorsed by Council.

Costs of care or personal assistance

It was agreed that Council would reimburse for the associated costs, although it was acknowledged this would be unlikely, as Councillors could attend virtually or merely offer an apology.

Chairpersons Allowance

Council agreed not to award a payment in 2023/24.

No other determinations were adopted by Council.

15. Governing Body Vacancies

The Clerk confirmed that there was one vacancy for consideration / fulfilment, the vacancy based at Ysgol Y Llawnt Primary School. The Clerk advised Council that he had been in liaison with colleagues at the School, as they had a parent interested in the position.

Moved. Clerk to investigate further and report at the July meeting of Council.

16. Community Council Audit 2022/23

Council's Internal Auditor and the Clerk read aloud the statements from the Local Councils in Wales Annual Return for the year ended 31st March 2023 and populated the boxes with accurate and appropriate responses on behalf of Council. The Clerk also updated Council on the carry forward position and expenditure from 2022/23 yet to be invoiced. he Clerk also advised that Mrs Julie Richards (Internal Auditor) had completed her audit and populated the boxes with accurate and appropriate responses.

The form was subsequently signed and dated by the appropriate Officers.

Moved / Clerk to forward necessary documentation for external audit as appropriate.

Moved / Payment of Internal Audit.

Meeting Closed at 7pm.