



Minutes of the Annual Meeting held at 7.00pm, 21st May 2018, at The Pavilion, Creigiau Recreation Area

PRESENT: Councillors: Stuart Thomas (Chairman), Mike Sherwood, Sara Pickard; Sandie Rosser, Wynford Ellis Owen, Chris Priday, Sarah-Anne Evans

Also present: Cllr Gavin Hill-John

In attendance: Helena Fox, Clerk

1. **To elect a Chairman of the Council and receive the Chairman's declaration of office:** Cllr Priday nominated Cllr Stuart Thomas because of his sterling job done over the past year, seconded by Cllr Rosser. It was **RESOLVED** that Cllr Thomas be Chairman for 2018-19 and he signed the Declaration of Acceptance of Office.
2. **To appoint a Vice Chairman:** Cllr Rosser nominated Cllr Wynford Ellis Owen, seconded by Cllr Priday. It was **RESOLVED** that Cllr Ellis Owen be Vice Chairman for 2018-19
3. To receive apologies for absence: Cllrs Simon Davies, Peter Jones, John Harrison, Ian Evans, Chris James
4. To appoint representatives to outside bodies
 - 4.1. Cardiff Standards and Ethics Committee: The Chairman represents all six community councils.
 - 4.2. Primary school governors
 - 4.2.1. Pentyrch Primary School – Sarah-Anne Evans
 - 4.2.2. Creigiau Primary School – Peter Jones is exploring this
 - 4.2.3. Gwaelod y Garth Primary School – Sandie Rosser will explore this
 - 4.3. Pentyrch Sports Association - John Harrison, Sara Pickard
 - 4.4. Creigiau Recreation Area Management Committee - all Creigiau Ward members
 - 4.5. Pentyrch Village Hall – Chris Priday
 - 4.6. Gwaelod y Garth Village Hall – Chris James will explore this
 - 4.7. Pentyrch Neighbourhood Watch - Chris Priday (Simon Davies as back up)
 - 4.8. Taffs Well Quarry (Cemex) Liaison Committee - Chris Priday
 - 4.9. North West Cardiff Group – Peter Jones, Mike Sherwood, Stuart Thomas (back up)
 - 4.10. Creigiau Quarry Liaison Committee: Mike Sherwood, Stuart Thomas, John Harrison, Chris Priday
 - 4.11. One Voice Wales Area Committee Stuart Thomas, Mike Sherwood (Chris Priday back up)
 - 4.12. OVW Larger Councils – Clerk to attend with 1 councillor
 - 4.13. Cardiff West Neighbourhood Partnership: Chris Priday
5. To appoint statutory or standing committees: Chair and Vice Chair are automatic members of all Committees except Disciplinary/Grievance and Appeals
 - 5.1. Staffing Committee - Chris Priday, Mike Sherwood – called as needed
 - 5.2. Disciplinary/Grievance - called as needed
 - 5.3. Appeals Committee - called as needed
 - 5.4. Planning - Peter Jones, Mike Sherwood, Chris Priday, John Harrison, Simon Davies, Sandie Rosser
 - 5.5. Finance (to include Internal Audit) - Simon Davies, John Harrison, Mike Sherwood
 - 5.6. Consultations – as needed with members as per knowledge/interest

- 5.7. Business Plan - Mike Sherwood, Chris Priday, Simon Davies
- 5.8. Buildings and Estates - John Harrison, Mike Sherwood, Chris Priday, (Simon Davies as back up)
- 5.9. Community Link: Stuart Thomas, Chris Priday
- 6. To set meeting dates for the Standing Committees
 - 6.1. Planning: every two weeks on a Wednesday at noon
 - 6.2. Finance: 2nd Monday of each month at noon
 - 6.3. Building & Estates: as needed
 - 6.4. Business Plan: quarterly
 - 6.5. Consultations: as needed
- 7. To appoint an Internal Auditor: It was **RESOLVED** to appoint Jo Howell and a letter of appointment will be drafted.
 - 7.1. To approve Councillor Allowances: It was **RESOLVED** to adopt the Independent Remuneration Panel for Wales scheme with £1,000 allocated to the mandatory Care Allowance.
- 8. To adopt new and amended PCC Policies: It was **RESOLVED** to adopt all these policies with reviews as stated:
 - 8.1. Risk Management: review by Business Plan Committee
 - 8.2. Financial Regulations: with the following amendment to 5.1 to read: 'expenditure on revenue items excluding specific line items projects in the budget and S137/Power of Wellbeing' and reviewed by the Finance Committee
 - 8.3. Standing Orders: review by Business Plan Committee
 - 8.4. GDPR: OVW have confirmed that a Data Protection Office is no longer needed.
 - 8.4.1. It was **RESOLVED** to attend the training from Cardiff at a cost of £100 for the Clerk and one other.
 - 8.4.2. The Clerk had set up @pentyrch.cc emails for all members. It was noted that Office 365 may offer a better solution with all the emails all in the cloud and not on people's private computers
- 9. To consider and decide on fees payable to PCC for land and burials
 - 9.1. It was **RESOLVED** to follow the Church in Wales fees.
 - 9.2. Rents are received as follows: £10/month for land at Fairmeadow; £1.50 for a Garage at Garth Mountain; Dynefwr Gardening Association (allotments) £170/year
- 10. To consider the payment of any subscriptions falling to be paid annually: It was **RESOLVED** to approve the following subscriptions:
 - 10.1. One Voice Wales
 - 10.2. Society of Local Council Clerks
- 11. To inspect any deeds and trust instruments in the custody of the Council: the Deed box will be examined by the Building and Estates Committee.
- 12. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed. It was **RESOLVED** to ratify the Staff pay increase of 2% as of April 2018 as per NALC agreement until March 2019. The Staffing Committee will meet for a review. All appraisals to be done by September 1.

Chair _____ Date June 18 2018