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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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PCC representatives to outside bodies

Body	Representatives	Meets	Remit
Cardiff Standards and Ethics Committee	Stuart Thomas	At CCC offices	To represent the 6 Cardiff Community Councils
Primary School Governors	Pentyrch Primary School: Sarah-Anne Evans Creigiau Primary School: Jena Quilter Gwaelod y Garth Primary School: Sandie Rosser will explore this	As per each school's arrangements.	PCC can still nominate representatives to act as an extra governor of primary schools only. This may stop at some point. The PCC member is a full member of school governing body with all the responsibilities the role brings.
Pentyrch Sports Association	John Harrison Sara Pickard	As per PSA arrangements	PCC has a long history of involvement with the PSA. There may even be some sort of trustee role but this is not clear.
Creigiau Recreation Area Management Committee	all Creigiau Ward members wish to be aware of activities at the Rec. The MoU – see under remit – sets out 1 PCC rep to go to CRAMC meetings	As per CRAMC arrangements	PCC owns the Rec which is managed on its behalf by CRAMC. There is an existing Memorandum of Understanding setting out the roles and responsibilities. This will change if a lease is granted.
Pentyrch Village Hall	Chris Priday	As per PVH arrangements	PCC owns the land that PVH sits on.

			To support the hall
Gwaelod y Garth Village Hall	Vacancy	As per GVH arrangements	To support the hall
Pentyrch Neighbourhood Watch	Chris Priday (Simon Davies as back up)	As per PNW arrangements	To support the group
Taffs Well Quarry (Cemex) Liaison Committee	Chris Priday And Clerk	About 3 times/year	To liaise with the quarry and other groups affected by its work
North West Cardiff Group	Mike Sherwood Stuart Thomas (back up)	Every two months or so	To represent NW Cardiff communities on issues around the LDP, with a particular focus on transport
Creigiau Quarry Liaison Committee	Mike Sherwood Stuart Thomas John Harrison Chris Priday Jena Quilter	Not currently meeting	To liaise with the quarry and other groups affected by its work
One Voice Wales Area Committee	Stuart Thomas Mike Sherwood (Chris Priday back up)		To keep up to date with issues affecting our sector
OVW Larger Councils	Clerk to attend with 1 councillor	Quarterly	To keep up to date with issues affecting larger CCs
Cardiff West Neighbourhood Partnership	Chris Priday	Not currently meeting (HF has made enquiries)	Weekly emails received
Lan Group, Gwaelod y Garth	Simon Roberts	As needed	

Statutory or standing committees

Chair and Vice Chair are automatic members of all Committees except Disciplinary/Grievance and Appeals

Committee	Members	Meets	Remit
Staffing	Chris Priday, Mike Sherwood Sandie Rosser	as needed	Admission of the Public and Press The Public and Press may not be admitted to these meetings as "In accordance with s1 (2)

		<p>of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.</p> <p>i. To review staffing structures and levels and make recommendations to the Council.</p> <p>ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.</p> <p>iii. To review staff salaries and terms of conditions and make recommendations to Council.</p> <p>iv. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.</p> <p>v. To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.</p> <p>vi. To appoint members to hear any formal grievance.</p> <p>vii. To review health and safety at work for all Council employees.</p> <p>viii. To review all Council polices that relate to</p>
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			<p>staff employment on an annual basis.</p> <p>ix. To ensure the Council complies with all legislative requirements relating to the employment of staff.</p> <p>x. To consider any necessary delegations and make recommendations to full council</p>
Disciplinary/Grievance	Will depend on the issues and people involved	as needed	To follow PCC's Disciplinary and Grievance Procedures and make recommendations to Full Council
Appeals	Will depend on the issues and people involved. Must be different from anyone involved in any disciplinary or grievance process	as needed	To follow PCC's Disciplinary and Grievance Procedures and make recommendations to Full Council
Planning	Mike Sherwood Chris Priday John Harrison Simon Davies Sandie Rosser Karen Thomas	Meets every other Wednesday at noon at 1 Penuel Road	has delegated powers to respond to all statements of discharge of conditions and all planning applications as they affect the PCC area.
Finance (to include Internal Audit)	Simon Davies John Harrison Mike Sherwood Chris Priday	Meets 2 nd Monday of each month at noon at 1 Penuel Road	<p>delegated powers to approve purchase orders for budgeted items up to £2,000 and set pre-paid debit card expenditure limits and approve top ups</p> <p>Agenda items:</p> <ul style="list-style-type: none"> • Monthly bank reconciliations • Twice yearly Internal Audit Reports • Investments of Council funds • Expenditure and income against budget

			<ul style="list-style-type: none"> • Budget preparation • Budgeted expenditure over £2,000 as previously approved by Main Council • Overtime for staff (excluding changes to permanent worked hours) • Petty cash
Consultations	members as per knowledge/interest	as needed	To draft responses to consultations for decision by Main council.
Business Plan	Mike Sherwood Chris Priday Simon Davies	quarterly	<p>to complete and drive implementation of the Business Plan</p> <p>to oversee the Village Plan Questionnaire and the follow-up Village Plan</p>
Buildings and Estates	John Harrison Mike Sherwood Chris Priday (Simon Davies as back up)	as needed	to discuss issues affecting the land and property owned and managed by PCC which includes 1 Penuel Road, Creigiau Rec Pavilion, parks, graveyards, play area and Garth Mountain
Community Link	Stuart Thomas: editor Chris Priday: proof reader	Quarterly	To compile and check Community Link editions
Health & Safety	Mike Sherwood Chris Priday Amanda Thorpe Jena Quilter		<p>To ensure that PCC's policies, procedures and working practices regarding health and safety meet or exceed any legal obligations, with the object of promoting the well-being and safety of PCC's employees, and others who may be affected by its activities.</p> <p>To consider any necessary delegations and make</p>

			recommendations to full council. To review Action Plans produced by Key Safety Solutions and make recommendations to Main Council.
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Helena Fox
Clerk
March 2019