



Before the meeting started there was a brief presentation by resident Stephanie Kean about TerraCycle. This is a project to recycle plastic film on food packaging which is generally not recyclable in the UK. Ms Kean is working with the Spa in Pentyrch to act as a collection point for crisp packets, sweet wrappers and other plastic film. Ms Kean has registered the Pentyrch community in the TerraCycle project and is waiting to hear if Pentyrch will be accepted. There is no cost but a return of £2/kg of recycled film to a charity of the community's choice. There has been very good support for this on FaceBook. A similar project is up and running in Fairwater and there are TerraCycle centres in Fairwater and Caerphilly. Councillors were asked to send any questions to the Clerk who will forward them to Ms Kean.

Minutes of the Annual Meeting held at 7.00pm, 20 May 2019, at The Pavilion, Creigiau Recreation Area

PRESENT: Councillors: Stuart Thomas, Mike Sherwood, Sara Pickard; Sandie Rosser, Wynford Ellis Owen, Chris Priday, Simon Davies, John Harrison, Simon Roberts, Amanda Thorpe, Karen Thomas, Jena Quilter

Also present: Cllr Graham Thomas

In attendance: Helena Fox, Clerk

1. **To elect a Chairman of the Council and receive the Chairman's declaration of office:** Cllr Chris Priday nominated Cllr Stuart Thomas but Cllr Thomas declined to stand. Cllr Sherwood nominated Cllr Wynford Ellis Owen, but he declined to stand. Cllr Ellis Owen nominated Cllr Sherwood, seconded by Cllr Rosser. Cllr Sherwood accepted the nomination.
 - 1.1. It was **RESOLVED** that Cllr Sherwood be Chairman for 2019-20 and he signed the Declaration of Acceptance of Office, thanking the council for their vote of support.
2. **To appoint a Vice Chairman:** Cllr Ellis Owen nominated Cllr S Thomas, seconded by Cllr Harrison. Cllr Thomas accepted the nomination. It was **RESOLVED** that Cllr Stuart Thomas be Vice Chairman for 2019-20.
3. To receive apologies for absence: Cllr Hill-John
4. To appoint representatives to outside bodies:
 - 4.1. Cardiff Standards and Ethics Committee: Cllr Stuart Thomas
 - 4.2. Primary school governors. Governors are appointed until the end of their term of office
 - 4.2.1. Pentyrch Primary School – Vacancy
 - 4.2.2. Creigiau Primary School – Jena Quilter
 - 4.2.3. Gwaelod y Garth Primary School – Simon Roberts
 - 4.3. Pentyrch Sports Association – John Harrison, Sara Pickard
 - 4.4. Creigiau Recreation Area Management Committee: to be decided re-visited in June
 - 4.5. Pentyrch Village Hall – Chris Priday
 - 4.6. Gwaelod y Garth Village Hall – Simon Roberts
 - 4.7. Pentyrch Neighbourhood Watch – Chris Priday
 - 4.8. Taffs Well Quarry (Cemex) Liaison Committee – Chris Priday, Simon Roberts
 - 4.9. North West Cardiff Group – Mike Sherwood, Stuart Thomas
 - 4.10. Creigiau Quarry Liaison Committee – Mike Sherwood, Stuart Thomas, Amanda Thorpe, Karen Thomas, John Harrison, Jena Quilter
 - 4.11. One Voice Wales Area Committee – Stuart Thomas, Mike Sherwood
 - 4.12. OVW Larger Councils – Stuart Thomas

- 4.13. Lan Group – Simon Roberts
5. To appoint statutory or standing committees: The Chairman and Vice Chairman are automatic members of all committees except Disciplinary and Appeals. There must be a minimum of 3 members/committee for it to be quorate.
 - 5.1. Staffing Committee – Chris Priday, Sandie Rosser, Jena Quilter
 - 5.2. Disciplinary/Grievance : this is called as needed
 - 5.3. Appeals Committee : also called as needed
 - 5.4. Planning – Chris Priday, John Harrison, Simon Davies, Sandie Rosser, Karen Thomas
 - 5.5. Finance, to include Internal Audit – Simon Davies, John Harrison, Wynford Ellis Owen
 - 5.6. Consultations – as needed based on interest and knowledge
 - 5.7. Business Plan – Chris Priday, Simon Davies, Wynford Ellis Owen
 - 5.8. Buildings and Estate – John Harrison, Karen Thomas, Chris Priday
 - 5.9. H&S – Chris Priday, Amanda Thorpe, Jena Quilter
 - 5.10. 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 : second Monday of every month at noon
 - 6.3. Building & Estates : as needed
 - 6.4. Business Plan : as needed
 - 6.5. Consultations : as needed
 - 6.6. H&S : as needed
 - 6.7. Committee times/dates will be confirmed at their first meetings
 7. To appoint an Internal Auditor : It was **RESOLVED** to appoint Jo Howell, ACA whom PCC consider to be qualified to act as Internal Auditor. The Finance Committee will check the number of years Mrs Howell has audited PCC.
 8. To approve Councillor Allowances : mandatory allowances are provided for in the budget.
 - 8.1. It was **RESOLVED** to consider the discretionary allowances at the September Finance Committee meeting.
 9. To adopt new and amended PCC Policies
 - 9.1. Risk Management: It was **RESOLVED** to adopt the amended document.
 - 9.2. Financial Regulations amended March 2019
 - 9.3. Standing Orders amended February 2019
 - 9.4. GDPR It was **RESOLVED** to continue with the existing policies and notices.
 10. To consider and decide on fees payable to PCC for land and burials
 - 10.1. It was **RESOLVED** to follow the Church in Wales burial fees for 2019
 - 10.2. It was **RESOLVED** that the Building and Estates Committee consider rents charged for a garage on Garth Mountain and land at Fairmeadow.
 - 10.3. Cllrs Sherwood and Thorpe declared a personal interest as members of Dynefwr Allotment Association
 - 10.3.1. It was **RESOLVED** to set a rent for Dynefwr Gardening Association of £170 a year and this be considered at the Building and Estates Committee.
 11. To consider the payment of any subscriptions falling to be paid annually
 - 11.1. One Voice Wales
 - 11.2. Society of Local Council Clerks
 - 11.3. It was **RESOLVED** to approve these subscription.
 12. To inspect any deeds and trust instruments in the custody of the Council. The Clerk will consider whether a student could help organize these over the summer.
 13. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed.
 - 13.1. It was **RESOLVED** to ratify the Staff pay increase of 2% as of April 2019 as per NALC agreement until March 2020. The Staffing Committee will meet for a review.

There being no other business, the meeting closed at 8pm

Chair _____ Date June 17 2019