



## Minutes of the Annual Meeting held at 06:30pm, May 17 2021 online via Microsoft Teams

### ANNUAL MEETING

**PRESENT:** Councillors Mike Sherwood, Stuart Thomas, Teresa Filipponi, Karen Thomas, Sara Pickard, Ian Jones, Sandie Rosser, John Harrison, Jena Quilter, Amanda Thorpe, Gary Dixon

Others present: Mike Colley for Pentyrch Neighbourhood Watch; Tim Goodson, Colin Belward, Arthur Cook, and Claire Campbell for Creigiau Recreation Committee

Christine Nichols, Cardiff Standards and Ethics Committee

In attendance: Helena Fox, Clerk

#### 1. To elect a Chairman of the Council and receive the Chairman's declaration of office: Nominations were asked for.

- 1.1. Cllr Dixon nominated Cllr Sherwood, seconded by Cllr K Thomas. Cllr Sherwood accepted the nomination.
- 1.2. Cllr Jones nominated Cllr S Thomas – who said he did not want to stand.
- 1.3. A vote was taken and it was **RESOLVED** that Cllr Sherwood be Chairman until May 2022. The Declaration of Acceptance of Office will be signed digitally. Cllr Sherwood thanked the Council for their support.

Cllr Sandie Rosser joined the meeting

#### 2. To appoint a Vice Chairman: Nominations were asked for.

- 2.1. Cllr Thorpe nominated Cllr K Thomas, seconded by Cllr S Rosser. Cllr K Thomas would accept the nomination but suggested there be two Vice Chairs to share the workload. The Clerk did not know whether this was possible and would check with One Voice Wales.
- 2.2. Subject to confirmation from OVW, Cllr S Thomas was nominated by Cllr Jones, seconded by Cllr Quilter as second Vice Chairman. Cllr S Thomas accepted the nomination.
- 2.3. It was **RESOLVED** that subject to OVW confirmation Cllrs K Thomas and S Thomas (no relation) be Vice Chairmen until May 2022.

#### 3. To receive apologies for absence: Cllr Wynford Ellis Owen

#### 4. To appoint representatives to outside bodies: The current list had been circulated in advance and the following appointments were **RESOLVED**:

- 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 – Simon Roberts
  - 4.2.2. Creigiau Primary School – Jena Quilter
  - 4.2.3. Gwaelod y Garth Primary School – role filled by R&MCC
- 4.3. Pentyrch Sports Association – John Harrison, Sara Pickard
- 4.4. Pentyrch Village Hall – Simon Roberts
- 4.5. Gwaelod y Garth Village Hall – Teresa Filipponi
- 4.6. Pentyrch Neighbourhood Watch – John Harrison, Ian Jones as back up
- 4.7. Taffs Well Quarry (Cemex) Liaison Committee – Simon Roberts, Stuart Thomas
- 4.8. North West Cardiff Group – Mike Sherwood, Stuart Thomas, Karen Thomas

- 4.9. Creigiau Quarry Liaison Committee – Mike Sherwood, Stuart Thomas, Amanda Thorpe, Karen Thomas, John Harrison, Jena Quilter
- 4.10. One Voice Wales Area Committee – Stuart Thomas, Mike Sherwood, Karen Thomas as backup
- 4.11. OVW Larger Councils – Stuart Thomas
- 4.12. Lan Group – Teresa Filipponi
- 4.13. Penrhys Pilgrimage : Simon Roberts, Amanda Thorpe as back up
- 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. The current list had been circulated in advance and the following appointments were **RESOLVED**:
- 5.1. Staffing Committee – Sandie Rosser, Jena Quilter, Wynford Ellis Owen, John Harrison
- 5.2. Disciplinary/Grievance : this is called as needed
- 5.3. Appeals Committee : this is called as needed
- 5.4. Planning – John Harrison, Sandie Rosser, Karen Thomas, Ian Jones, Simon Roberts
- 5.5. Finance, to include Internal Audit – John Harrison, Karen Thomas, Gary Dixon
- 5.6. Consultations – as needed based on interest and knowledge
- 5.7. Business Plan – Wynford Ellis Owen, Karen Thomas
- 5.8. Buildings and Estate – John Harrison, Karen Thomas, Amanda Thorpe, Ian Jones
- 5.9. H&S – Jena Quilter, Karen Thomas, Sandie Rosser, Ian Jones
- 5.10. Community Link – Stuart Thomas, John Harrison, Ian Jones, Amanda Thorpe, Teresa Filipponi, Sandie Rosser
- 6. To review delegation arrangements:** these are set out in the Financial Regulations. It was **RESOLVED** to leave these unchanged. The Financial Regulations are on the Finance page of PCC's website.
- 7. To review arrangements with other local authorities, not-for-profit bodies and business:** currently there is only an arrangement to cut the grass for Creigiau Scouts: £80 was earned last year. There is a simple contract between PCC and the Scouts. It was **RESOLVED** to continue with this unchanged.
- 8. To review representation on or work with external bodies and arrangements for reporting back:** this includes NWCG, Cardiff Standards and Ethics (parts of whose meetings are on Cardiff's webcast system), school governing bodies, quarry liaison groups.
- 8.1. It was **RESOLVED** that attendees of these groups will report back to the Clerk for circulating to the next scheduled PCC meeting.
- 9. To review PCC assets:** the asset register was circulated in advance. The register was received and accepted. It can be viewed on PCC's Council Assets page of the website.
- 10. To confirm arrangements for insurance cover:** PCC vehicle insurance was renewed in April 2021. The general insurance will be renewed in September 2021. PCC Finance Committee makes recommendations to a full council meeting. It was **RESOLVED** that this arrangement continue.
- 11. To review PCC's employment policies and procedures:** It was **RESOLVED** to refer this to the Staffing Committee.
- 12. To review PCC's expenditure under S137 of the Local Government Act 1972 or Power of Wellbeing:** PCC spent £77 in 2020-21 which is well within its limit of some £41,000. PCC's other grant expenditure of £4,673 was made under other powers.
- 13. To review terms of reference for committees:** these are set out in the Standing Orders which are on the PCC Policies page of PCC's website. It was **RESOLVED** to leave these unchanged.
- 14. To set meeting dates for the Standing Committees:** these are in the Standing Orders and have been previously agreed. It was **RESOLVED** to leave these unchanged. It was noted that daytime committees were hard from some Members to attend. This will be considered at the June meeting.

- 15. To appoint an Internal Auditor:** It was **RESOLVED** to appoint Jo Howell, ACA whom PCC consider to be independent, competent and qualified to act as Internal Auditor.
- 15.1. The Clerk will send the letter of appointment.
- 16. To approve Councillor Allowances:** mandatory allowances are provided for in the budget. The Independent Remuneration Panel Wales' guidance on discretionary allowances was circulated in advance. It was **RESOLVED** to leave these unchanged. This will be considered in the budget for 2022-2023.
- 17. To adopt new and amended PCC Policies:** The following policies were discussed:
- a) Standing Orders: these had been amended to reflect the Local Government and Elections (Wales) Act 2021. It was **RESOLVED** to approve the amendments.
  - b) Financial Regulations: Finance Committee will be conducting an Internal Audit Review and these Regulations will be reviewed as part of that.
  - c) Risk Assessment Schedule It was **RESOLVED** to approve the amendments.
  - d) Investment Policy: Finance Committee will be conducting an Internal Audit Review so this policy will be reviewed as part of that.
  - e) Reserves Policy: Finance Committee will be conducting an Internal Audit Review so this policy will be reviewed as part of that.
  - f) Complaints Policy: It was **RESOLVED** to reaffirm the policy.
  - g) FOIA – Publication Scheme: It was **RESOLVED** to approve the amendments.
  - h) GDPR: It was **RESOLVED** to approve the amendments.
  - i) Welsh language: the Welsh Language Commissioner's template had been circulated in advance. It shows compulsory and optional clauses. Some of the compulsory clauses are undeliverable by PCC with only one bilingual Member. The Clerk is hoping to discuss this with someone from the WLC's office. It was **RESOLVED** that a working party will compare the WLC template with the existing policy and other council's policies. The working group will comprise: Cllrs S Thomas, M Sherwood and Ian Jones.
- 18. To sign and date the H&S Statement:** A visit from the new H&S consultants is schedule for June 17 and an online meeting for May 25. The Clerk will ask for a copy of the Statement.
- 19. To consider and decide on fees payable to PCC for land and burials:** Cllr Sherwood declared a personal interest as a member of Dynevor Allotment Association
- 19.1. It was **RESOLVED** to follow the Church in Wales burial fees for 2021-22.
- 19.2. To set a rent for Dynevor Gardening Association. This is currently of £170 a year.
- 19.2.1. Cllr Dixon proposed a 1.6% RPI increase, seconded by Cllr Rosser. At the next meeting of the Building and Estates Committee this would be looked at, finding out when it was last reviewed.
- 19.2.2. Cllr Ian Jones proposed deferring this to review generally PCC rents payable, seconded by K Thomas. It was so **RESOLVED**.
- 20. To consider the payment of any subscriptions falling to be paid annually:** It was **RESOLVED** to approve annual subscriptions to One Voice Wales and Society of Local Council Clerks.
- 21. To consider and approve payment of direct debits for utilities, services and rates:** It was **RESOLVED** to approve the payment of direct debits as follows from the PCC Co-Operative Bank Current Account:
1. British Telecom: phone and broadband
  2. 1&1 Ionos: email and website
  3. Cardiff Council: rates for Penuel Road
  4. EDF: electricity and gas supply to Penuel Road
  5. Sage: Sage One payroll service

6. Siemens: photocopier lease

**22. To consider and approve payment of other regular payments.** It was **RESOLVED** to approve the payment of other regular payments following scrutiny by the Finance Committee and presentation of invoices:

1. Staff salaries: monthly
2. HMRC: tax and NI contributions: monthly
3. Cardiff and Vale Pension Fund: pension contributions: monthly
4. Cardiff Council: waste collection at Penuel Road and Bronllwyn Graveyard: monthly
5. Digital Systems: photocopier usage: quarterly
6. Dwr Cymru: water supply to Penuel Road: quarterly
7. Alarm and fire extinguisher servicing/tests: Penuel Road: annual
8. Vehicle and trailer insurance: annual
9. Council insurance: annual
10. Ellis Whittam: H&S consultancy: annual
11. Toyota truck: tax and MOT: annual
12. Tree condition survey: annual
13. Memberships: OVW and SLCC: annual
14. Audit: annual (external), internal (six monthly)

**23. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed:**

- 23.1. It was **RESOLVED** to refer this to the Staffing Committee including a review of PCC employment policies and recruitment plans. The Clerk will call a Staffing Committee which would like to receive feed back from the Love Where You Live project and the Wellbeing and Climate Change Working Group.

This meeting closed at 19:38 and was followed after a five minute break by the Ordinary May meeting.

Signed by digital signature \_\_\_\_\_ Dated June 21 2021