



Minutes of the Annual Meeting held at 06:30pm, May 16 2022 online via Microsoft Teams

ANNUAL MEETING

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Sara Pickard, Ian Jones, Sandie Rosser, Jena Quilter

Members of the public: there were none.

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 Rosser nominated Cllr Dixon, seconded by Cllr S Thomas. Cllr Dixon was absent but had indicated that he would accept a nomination if it was made.
- 1.2. A vote was taken and it was **RESOLVED** that Cllr Dixon be Chairman until May 2023. The Declaration of Acceptance of Office will be signed digitally

In the absence of the new Chairman it was **RESOLVED** that Cllr Quilter Chair the rest of the Annual and Ordinary meeting that followed.

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

- 2.1. Cllr S Thomas nominated Cllr Jones, seconded by Cllr Rosser. Cllr Jones accepted the nomination.
- 2.2. Cllr Pickard nominated Cllr Quilter, seconded by Cllr Jones. Cllr Quilter accepted the nomination.
- 2.3. It was **RESOLVED** that Cllr Jones and Cllr Quilter be joint Vice Chair until May 2023.

3. To decide on any applications for co-option onto PCC: Seven vacancies were advertised online on Friday May 6 with the same advert appearing in the Community Link and on PCC's noticeboards. One application was received for this meeting to consider from Mike Sherwood.

- 3.1. It was **RESOLVED** to co-opt Mike Sherwood on to PCC.

4. To receive apologies for absence: Cardiff Cllrs R Livesy, A Gibson, C Brown Reckless; PCC Cllrs G Dixon, K Thomas

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

- 5.1. Cardiff Standards and Ethics Committee: Cllr Dixon was nominated to the new term of the Standards & Ethics Committee.
- 5.2. Primary school governors. Governors are appointed until the end of their term of office
 - 5.2.1. Pentyrch Primary School – the Clerk will contact the school.
 - 5.2.2. Creigiau Primary School – Jena Quilter
 - 5.2.3. Gwaelod y Garth Primary School – Ian Jones
- 5.3. Pentyrch Sports Association – Gary Dixon, Ian Jones
- 5.4. Pentyrch Village Hall – to await further co-opted members
- 5.5. Gwaelod y Garth Village Hall - to await further co-opted members
- 5.6. Pentyrch Neighbourhood Watch – to await further co-opted members
- 5.7. Taffs Well Quarry (Cemex) Liaison Committee – Mike Sherwood
- 5.8. North West Cardiff Group – Mike Sherwood

- 5.9. Creigiau Quarry Liaison Committee – Stuart Thomas, Jena Quilter
- 5.10. One Voice Wales Area Committee – to await further co-opted members
- 5.11. OVW Larger Councils – to await further co-opted members
- 5.12. Lan Group – Sandie Rosser
- 5.13. Penrhys Pilgrimage - to await further co-opted members
- 6. To appoint statutory or standing committees and review terms of reference:** 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.
- 6.1. It was **RESOLVED** that all PCC Members be members of all PCC Committees and Working Groups while the numbers are low. This will be review in October.
- 7. To set meeting dates for the Standing Committees:** this was left unchanged.
- 8. 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.
- 9. To review arrangements with other local authorities, not-for-profit bodes 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.
- 10. 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. PCC Members who attend any of these groups should report to PCC in writing to keep it up to date, with the exception of Cardiff Standards and Ethics which is often confidential.
- 11. 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.
- 12. To confirm arrangements for insurance cover:** PCC vehicle insurance was renewed in April 2022. The general insurance will be renewed in September 2022. PCC Finance Committee makes recommendations to a full council meeting. It was **RESOLVED** that this arrangement continue.
- 13. To review PCC's expenditure under S137 of the Local Government Act 1972 or Power of Wellbeing:** PCC spent £625 in 2021-22 which is well within its limit of some £45,000. The budget for 2022-23 is £1,000.
- 14. 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.
- 14.1. The Clerk will send the letter of appointment.
- 15. To approve Councillor Allowances:** 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 2023-24
- 15.1. It was noted that a Chair's allowance of £200 had been budgeted for and it was **RESOLVED** to confirm that.
- 16. To adopt new and amended PCC Policies:** The documents are on the PCC Policies and PCC Finance pages of the website.
- Cllr Thomas left the meeting due to technical issues.
- 16.1. It was **RESOLVED** to re-affirm all current policies with reviews to be carried out on employment policies. As each committee meets they will review the policies that relate.
- 17. 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.

17.1. It was **RESOLVED** to follow the Church in Wales burial fees for 2022-23.

Cllr Thomas left the meeting.

17.2. It was **RESOLVED** to set a rent for Dynevor Gardening Association at £170 a year.

18. 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.

19. 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

20. 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)

21. To consider whether the pay and conditions of service of existing employees of the Council shall be reviewed: It was **RESOLVED** that the Staffing Committee to consider and make recommendations once the final reports are received from OVW on the hour assessment and grading exercise. PCC's employment policies need a review, as above.

This meeting closed at 19:30 and was followed after a five minute break by the Ordinary May meeting.

Signed by digital signature _____ Dated June 20 2022