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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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PCC representatives to outside bodies

Updated July 2022

Body	Representatives	Meets	Remit
Cardiff Standards and Ethics Committee	Awaiting information from Cardiff	At CCC offices	To represent the 6 Cardiff Community Councils from 2022.
Primary School Governors	<p><u>Pentyrch Primary School</u>: HF has asked school if it could be shared between 2 people.</p> <p><u>Creigiau Primary School</u>: Jena Quilter</p> <p>The term ends in February 2023 and it was agreed that Jena Quilter serve a second term.</p> <p><u>Gwaelod y Garth Primary School</u>: Ian Jones was nominated to be a PCC governor for the term of office starting January 2022</p>	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. Appointments are for 4 years.
Pentyrch Sports Association	Gary Dixon Ian Jones	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.
Pentyrch Village Hall	Louis McGrath Yvonne Krip	As per PVH arrangements	PCC owns the land that PVH sits on. To support the hall

	is a non-PCC member already	2 nd Monday of each month	
Gwaelod y Garth Village Hall	TBD	As per GVH arrangements	To support the hall
Pentyrch Neighbourhood Watch	TBD	As per PNW arrangements 2 nd Monday of each month	To support the group
Taffs Well Quarry	Mike Sherwood	About 3 times/year	To liaise with the quarry and other groups affected by its work
North West Cardiff Group	Mike Sherwood John Yarrow? Karen Thomas Gary Dixon	Meets as needed	To represent NW Cardiff communities on issues around the LDP, with a particular focus on transport
Creigiau Quarry Liaison Committee	Stuart Thomas Jena Quilter (Deb Hunt attends as a member of the public but helps with emails for PCC)		To liaise with the quarry and other groups affected by its work
One Voice Wales Area Committee	TBD	Quarterly	To keep up to date with issues affecting our sector
OVW Larger Councils	TBD	Quarterly	To keep up to date with issues affecting larger CCs
Llan Group, Gwaelod y Garth	Sandie Rosser	As needed	Management of the memorial site
Penrhys Pilgrimage		As needed	Partnership project with groups/councils along the route.

Statutory or standing committees

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

All committees need 3 members to be quorate.

Committee	Members	Meets	Remit
Staffing	Jena Quilter (Chair) Sandie Rosser Yvonne Krip Louise McGrath	Twice a year or as needed	<p>Admission of the Public and Press</p> <p>The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) 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 policies that relate to 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	Chair: Cllr Karen Thomas John Yarrow Sandie Rosser Mike Sherwood	Meets 1 st Wednesday of each month at 11am on Teams	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)	Chair: Cllr Sherwood Louise McGrath Sandie Rosser Yvonne Krip	Meets 2 nd Monday of each month	delegated powers to approve purchase orders for budgeted items up to £2,000 and

		at 11am on Teams	<p>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 • 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	Louise McGrath Sandie Rosser Yvonne Krip Gareth Downs	Once per council term	<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	Karen Thomas Louise McGrath Yvonne Krip Gareth Downs with Business Plan	Quarterly	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 Ian Jones Sandie Rosser	No meeting. Quarterly editions	To compile and check Community Link editions

	Chris Priday: proof reader		
Health & Safety	Louise McGrath Sandie Rosser	Quarterly	<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 recommendations to full council.</p> <p>To review Action Plans produced by Key Safety Solutions and make recommendations to Main Council.</p>

PCC Working Groups

These groups comprise PCC Members and residents. They are not formal PCC committees or subcommittees and meet on specific areas of interest and make recommendations to full council.

Climate Change and Wellbeing Group	Louise McGrath Sandie Rosser Karen Thomas Sara Pickard Ian Jones Jena Quilter	As needed	To help meet the national and Cardiff Wellbeing of Future Generation Act goals through projects in the PCC area
Youth Council	Gareth Downs Jena Quilter Ian Jones John Yarrow Sara Pickard	As needed	To establish a Youth Council in the PCC area, working with Cardiff Council and local schools
Transport	Ian Jones Mike Sherwood John Yarrow Cardiff Members	As needed	To consider SE Wales Metro, public transport locally, infrastructure
Communications	Gary Dixon Ian Jones	Task and finish	To include a communications

	Mike Sherwood Louise McGrath With IT consultant		policy, meetings in person and the setting up of a hybrid meeting system.
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Summary of meetings

Meeting	When/month	Number/year
Main + Annual Meeting	3 rd Monday (except August)	12
Finance Committee	2 nd Monday	12
Planning Committee	1 st Wednesday	12
H&S Committee	Quarterly in 4 th week	4
Staffing Committee	4 th week	2
Building & Estates Committee	4 th week	2
Business Plan Committee	Once/council term	1
Total		45