Cyngor Cymuned Cilybebyll
Cilybebyll Community Council

Draft Minutes of the Annual Meeting of Council held in Rhos Community Centre and on Zoom on Tuesday 7th May 2024 at 6:30pm

Presiding Councillors Sharon Atkins and David Atkins

Present Councillors Richard Lewis, Dean Baker, Bob Williams, Bob Woolford, Sian Hart, Meinir Hutchings, Via Zoom Councillors Anne Melen, Nia Jenkins

Apologies Councillors Ann Richards, Rhiain Malpass, Lewis Rees, David Jones

Vice Chair Cllr S Atkins started the meeting at 6.35 pm and thanked Cllr D Jones for his work as Chair in 2023-24.

01 DECLARATIONS OF INTEREST

There were no Declarations of Interest for this meeting.

02 APPOINTMENT OF CHAIRPERSON

RESOLVED that Councillor D Atkins be appointed Chairperson for 2024-25. Councillor D Atkins accepted the role and presided over the rest of the meeting.

03 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor B Williams be appointed Vice-Chairperson for 2024-25. Councillor B Williams accepted the role.

04 TERMS OF REFERENCE AND APPOINTMENT OF FINANCE AND DEVELOPMENT COMMITTEE

RESOLVED that the Terms of Reference for the Finance and Development be accepted without amendments. RESOLVED that Councillors S Atkins, N Jenkins, D Jones and L Rees be appointed to the Finance and Development Committee for 2024-25 along with Chair and Vice-chair.
RESOLVED Committee Members of the Management and H&S Committee remain as for 2023/24.

05 STANDING ORDERS

RESOVED that the Council's Standing Orders 2023 (Wales) be adopted in principle, as the document will need to be adapted and approved at the June meeting.

06 FINANCIAL REGULATIONS

RESOLVED that the Council's Financial Regulations be adopted.

07 MEMBERS CODE OF CONDUCT

RESOLVED that the Members Code of Conduct be adopted by Council without amendment.

08 REQUESTS FOR FINANCIAL ASSISTANCE

RESOLVED that all requests for financial assistance be considered at the October and April meetings of Council.

09 OPEN FORUMS

RESOLVED that Council to convene two Open Forum meetings during the year, in October and April. RESOLVED that Forums should be held once in Alltwen Community Centre and once in Rhos Community Centre each year.

10 AREA COMMITTEE REPRESENTATIVES

a) **Neath Port Talbot Area Committee of One Voice Wales**: RESOLVED that Council be represented by Cllr D Jones
b) **Neath Port Talbot County Borough Council / Community Councils Liaison Committee**: RESOLVED that Council be represented by Cllr D Jones and Cllr B Williams
c) **School Governing Bodies at Alltwen and Rhos Primary Schools**:
    i) Alltwen Primary: Cllr D Baker and Cllr N Jenkins
    ii) Rhos Primary: Cllr S Hart and Cllr B Woolford

11 MEMBERSHIP OF ORGANISATIONS

RESOLVED that the Council's membership *o*f the Neath Port Talbot Council CVS continue.

12 FINANCIAL REPORT 2023-24

The Clerk presented a Financial Report for the year ending 31 March 2024.

The Clerk presented bank balances for each of the council's accounts. Cllr D Atkins explained that Council's reserves were £70,234.57. £57,500.00 of this should be allocated to reserves i.e., 6 months running costs and explained that the remainder of £12,734.57 could be put towards Capital Projects RESOLVED

RESOLVED that the financial report 2023-24 be approved.

13 RISK ASSESSMENT

RESOLVED that the risk assessment be adopted without any changes.

14 MEMBER REMUNERATION

Chair reported that the remuneration has not been reported for 2024-25, the 2023 – 24 is currently £156 per annum plus an additional payment of £52 for consumables. Clerk will inform the Council when further details are available.

RESOLVED that –

- The Clerk prepare 'opt out' forms regarding Member Payments and liaise with all Members on their personal decisions accordingly.
- A Chairperson's allowance in the sum of £400.00 be paid in 2024-25 in accordance with current practice.
- Requirements with regards to publication be adhered to and relevant payments be made as soon as practicable in the financial year.

The meeting ended at 7.00 pm.

Signed Dated 04 June 2024