Cyngor Cymuned Cilybebyll
Cilybebyll Community Council

Minutes of the Annual Meeting of Council held in Alltwen Community Centre and on *Zoom* on Tuesday 6th May 2025 at 6:30pm

Presiding Councillor D Atkins & Councillor B Williams

Present Councillors R Lewis, D Baker, B Woolford, S Atkins, S Hart, A Melen (online), D Jones (online)

Apologies Councillors M Hutchings, R Phillips, N Jenkins

14 DECLARATIONS OF INTEREST

There were no declarations of interest. RESOLVED.

15 APPOINTMENT OF CHAIRPERSON

RESOLVED that Councillor B Williams be appointed Chairperson for 2025-26. Councillor B Williams will sign and return the Declaration of Acceptance of the Office of Chairperson to the Clerk as soon as possible.

16 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor B Woolford be appointed Vice-chairperson for 2025-26. Councillor B Woolford will sign and return the Declaration of Acceptance of the Office of Vice-chairperson to the Clerk as soon as possible.

17 APPOINTMENT OF FINANCE AND DEVELOPMENT COMMITTEE

RESOLVED that Councillors D Atkins, S Atkins and N Jenkins be appointed to the Finance and Development Committee for 2025-26 along with Chair and Vice-chair.

18 STANDING ORDERS

RESOVED that the Council's Standing Orders be adopted.

19 FINANCIAL REGULATIONS

RESOLVED that the Council's Financial Regulations be adopted.

20 MEMBERS CODE OF CONDUCT

RESOLVED that the Members Code of Conduct be adopted by Council.

21 REQUESTS FOR FINANCIAL ASSISTANCE

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

22 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.

23 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.
c) **School Governing Bodies at Alltwen and Rhos Primary Schools**: It was reported that there are no current vacancies at either of the schools. Members to continue to represent as usual. RESOLVED.

24 MEMBERSHIP OF ORGANISATIONS

RESOLVED that the Council's membership of the Neath Port Talbot Council for Voluntary Services and One Voice Wales be renewed.

25 FINANCIAL REPORT 2024-25

The Clerk presented a Financial Report for the year ending 31 March 2025.

The Clerk presented bank balances for each of the council's accounts. She explained that Council's reserves were £68,124.85. £65,000.00 of this could be allocated to reserves i.e., 6 months running costs. Capital Spend Budget for 2025-26 should therefore be based around £3,124.85 to meet with the maximum reserve amount (6 months council running costs) or up to £35,624.85 to meet the minimum reserve amount (3 months council running costs). Budget for Capital Spend set at £16,000.00 for 2025-26 which would leave reserve funds covering approx. 4 and a half months Council running costs. Members were pleased with this. RESOLVED noted.

RESOLVED that the financial report 2024-25 be approved.

Cllr B Woolford reported that £1,800.00 match funding is needed for the 5 planters and notice board for Rhos. The land will be licienced to the Brownies who will care for the planters. Cllr R Lewis proposed using the funds from the Gellinudd account as it is an idle fund. Cllr S Hart suggested using the remainder for a Public Footpath Map notice board. Suggestions accepted in Principle. Further discussion in future Council meeting required. RESOLVED noted.

Cllr D Artkins stated that more bank signatories are required in case of signatories being away. Cllrs B Woolford and D Baker agreed to become signatories as they both already bank with Lloyds Bank. RESOLVED.

26 RISK ASSESSMENT

RESOLVED that the Risk Assessment be approved and adopted and reviewed in 3 months.

27 MEMBER REMUNERATION

Clerk reported that the remuneration for 2025-26 would be £156 per annum plus an additional payment of £52 for consumables. £156 automatic payment unless opted out and £52 for consumables payment must be requested.

RESOLVED that –

- The Clerk prepare 'opt out' forms regarding Member Payments of £156 and liaise with all Members on their personal decisions accordingly.
- A Chairperson's allowance in the sum of £400.00 be paid in 2025-26 in accordance with current practice.
- Chairperson's allowance that was not used in 2024-25, offered by Cllr D Atkins to be used towards a project in 2025-26.
- 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 03 June 2025