

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held at Cadoxton Community Centre and Online on Monday 19 May 2025 at 6.00pm

Presiding Councillor H Harry
Present In Person - Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, J Betts, W Evans, C Heath
Online - Councillor A Burton
Apologies Councillors S Mitchell, C Williams, R Lewis, C Parry

5771 Declarations of Interest

There were no declarations of interest at the start of the meeting.

5772 Appointment of Chair

RESOLVED that Councillor H Harry be appointed Chair for 2025/26, and Councillor Harry duly signed the Declaration of Acceptance of the Office of Chair.

5773 Appointment of Vice Chair

RESOLVED that Councillor J Betts be appointed Vice-Chair for 2025/26, and Councillor Betts duly signed the Declaration of Acceptance of the Office of Vice Chair.

5774 Members Code of Conduct

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

5775 Membership of Committees

RESOLVED that Members be elected to the following Committees as indicated, and subject to those not present conveying acceptance to the Clerk –

Resources Committee – Councillors W Griffiths, J Hale, J Betts, G Morgan, R Lewis and C Williams, with Councillors A Burton and H Harry nominated as alternate Members should the need arise.

Environment Committee – Councillors J Hale, C Heath, L Rabaiotti Jones, W Griffiths, W Evans and C Lewis.

Festivals Committee - Councillors W Griffiths, J Hale, A Burton, A M Broom, C Heath, H Harry and L Rabaiotti Jones.

Staffing Committee - Councillors R Lewis, C Heath, G Morgan and A M Broom.

Appeals Committee – Councillors J Hale, G T Morgan, W Griffiths and J Betts.

5776 Membership of Outside Bodies

RESOLVED that Members be elected to the following Outside Bodies as indicated –

Neath Port Talbot CBC/Community Councils Liaison Committee –
Councillor G Morgan.

One Voice Wales, Neath Port Talbot Area Committee and Larger Councils Committee – Councillors J Hale and W Griffiths.

School Governing Bodies – Council to be represented as follows, the Clerk to remind nominees of the need to offer appropriate feedback to Council –

- Bryncoch CIW Primary Councillor A Burton
- Blaenhonddan Primary Councillor A Burton
- Catwg Primary Councillor A M Broom
- Waunceirch Primary Councillor W Griffiths
- Cilffriw Primary Ms J Cook

5777 Income and Expenditure, Bank Reconciliation 2024/25

The Clerk submitted the Income and Expenditure Report and the Bank Reconciliation statement for 2024/25 in advance of their submission for audit. RESOLVED that the accounts be approved.

5778 Annual Investment Strategy 2025/26

The Clerk submitted a draft Annual Investment Strategy for 2025/26. RESOLVED that the Draft Strategy be approved.

5779 Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations
- Health and Safety Policy
- Freedom of Information Scheme
- Risk Management Plan and Risk Assessment Schedule

5780 Draft Annual Report 2025

RESOLVED that the Draft Annual Report for 2025 be approved.

5781 Applications for Financial Assistance

RESOLVED that all applications for financial assistance be considered at the October and April meetings of Council, and that Council's policy of preferred support for local applications be reaffirmed.

5782 Financial Management Arrangements

RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy and the Clerk's Report be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, J Hale
- Council renews the appointment of KLG Internal Audit Services as its Internal Auditor for a three-year period, 2025-28

- Council authorises payments by Direct Debit or Standing Order for utility services, telephone/internet/mobile provision, facility management charges and bank charges, and by Debit Card for occasional purchases as authorised by Financial Regulations
- Council continues to engage the following for reasons of continuity, their ongoing understanding of the Council's land, buildings and their operational systems, and the occasional need for emergency response –
 - M J Sparnon – building maintenance and improvement, advice and specification
 - KLG Internal Audit – internal audit services
 - Platinum Gas – heating and plumbing services
 - CCS Electrics – electrical services
 - The Arb Team and Our Tree Company – tree surveys and maintenance
 - Colin Moses Roofing – roofing services
 - Knight Alarm Services – intruder alarm maintenance
 - Chubb – fire extinguisher inspection and maintenance
 - MSS Acorn Chemical Services Ltd – water risk assessment and inspections.

5783 Member Remuneration

The Clerk indicated that the Report of the Independent Remuneration Panel for Wales had been received. He outlined its recommendations and Council's previous practice in its consideration. RESOLVED that –

- The Clerk prepare an “opt out” form regarding Member Payments and liaise with all Members on their personal decisions accordingly
- A Specific Responsibility Payment be made to the Chair but that the Clerk prepare an “opt out” form and liaise with the Chair on her personal decision accordingly
- Travelling expenses and subsistence payments be paid to Members for relevant duties as per current practice, on receipt of a claim form prepared by the Clerk
- A financial loss payment be paid to Members for relevant duties on receipt of a claim form prepared by the Clerk
- The Clerk prepare a form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chair's allowance in the sum of £500.00 be paid in 2025/26 in accordance with current practice
- No Vice-Chair's allowance be paid in 2025/26
- Requirements with regard to publication be adhered to, relevant payments be made as soon as practicable in the financial year, and payments be recovered on a pro rata basis if any Member ceases to be a Member of Council.

The meeting ended at 6.36 pm.

Signed _____

Dated 16 June 2025