

CYNGOR TREF MAESTEG

Swyddfeydd y Cyngor
Stryd Talbot
Maesteg CF34 9BY

Teleffon: 01656 732631
Ebost: clerk@maestegcouncil.org



MAESTEG TOWN COUNCIL

Council Offices
Talbot Street
Maesteg CF34 9BY

Telephone: 01656 732631
Email: clerk@maestegcouncil.org

13th May 2022

To Members of the Council

You are summoned to attend a **HYBRID ANNUAL MEETING OF THE COUNCIL** to be held in the Meeting room and remotely via **Microsoft TEAMS** on **THURSDAY, 19th MAY 2022 at 6:00pm.**

Please find attached Agenda for the meeting.

Currently Maesteg Town Council can only hold Hybrid meetings in the meeting room adjacent to the Clerk's office as we are currently unable to access Wi-Fi in the Council Chamber. Following Welsh Government guidelines, we are able to allow up to 6 members in the meeting room including the Mayor and Deputy Mayor. Should you wish to attend the meeting room please contact the clerk the day before the meeting to book your place.

Yours sincerely

Siân Teisar
Clerk to the Council

Please see below extract from Maesteg Town Council Standing Orders Item 5 a-j

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6:30pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f **The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual**

meeting of the Council.

SEE MINUTE 37 from Full Council 02/06/2017 whereby it was agreed

“The current seniority list to be abolished at the 2018 Annual General Meeting. Election for the position of Deputy Mayor to take place from that date, the Deputy Mayor appointed becomes the Mayor elect for the following year. Nominations for Deputy Mayor from 2018 to be restricted to elected members who have not previously served a term as Mayor, where there is no interest shown by qualifying members, nominations can then be taken from members of the Council who have already completed one or more terms of office.”

- h **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Review of the Council's and/or staff subscriptions to other bodies;
- xiv. Review of the Council's complaints procedure;
- xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvi. Review of the Council's policy for dealing with the press/media;
- xvii. Review of the Council's employment policies and procedures;
- xviii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. i.e. 1st Tuesday of every month at 6:30pm.

To Appoint a **2022-23 Finance Committee Chair**

Members of Committee	Vote	Appointed as Chair

Current Bank Mandate Signatories (Cheque & online) currently all payments need the Clerk / Deputy Clerk plus 2 members to authorise payments:

Cllrs: K Edwards, R Martin, L Thomas, G Thomas & I Williams
 Clerk S Teisar & Deputy Clerk M Thomas

Amendments to Bank Mandate Signatories:

Keep	Remove	Add

6. To Appoint Membership of the **Planning Committee for 2022-23**
Committee = 5 members and includes the Mayor and 1 member from each ward

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon

7. To Appoint Membership of the **Events Committee for 2022-23:**
 (Meetings open to all Members of Council)

Committee = 5 members and includes the Mayor and 1 member from each ward

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon

To Appoint a **2022-23 Personnel Committee Chair**

Members of Committee	Vote	Appointed as Chair

11. To Appoint Membership of the **Communications Committee for 2022-23:**
Committee = 5 members and includes the Mayor and 1 member from each ward

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon

12. To Appoint Membership of the **Policy Committee for 2022-23:**
Committee = 5 members

Nominations	Vote	Confirmed on Committee

To Appoint a **2022-23 Policy Committee Chair**

Members of Committee	Vote	Appointed as Chair

13. To Appoint Membership of the **Projects Committee for 2022-23:**
Committee = 5 members and includes the Mayor and 1 member from each ward

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon

14. To Appoint Membership of the **Standing Orders / Code of Conduct Committee for 2022-23:**
Committee = 5 members

Nominations	Vote	Confirmed on Committee

To Appoint a **2022-23 Standing Orders / Code of Conduct Committee Chair**

Members of Committee	Vote	Appointed as Chair

15. To Appoint a Delegate to serve on the **BCBC Town & Community Council Forum for 2022-23:**

16. To Appoint Delegates to serve on the **AWEN Cultural Trust Group for 2022-23:**
Delegates = 1 member from each ward

Caerau	Maesteg East	Maesteg West	Nantyffyllon

17. To Appoint Delegate(s) to serve on the **Llynfi Valley River Care & Environment Group for 2022-23:**

Delegates = minimum 1 up to 3 members

18. To Appoint Delegates to serve on the **Natural Resources Wales “Spirit of the Llynfi Woodland” Group 2022-23:**
Delegates = minimum 1 up to 3 members

Co-opted: Community Maintenance Officer D Passey

19. To Appoint a **Diversity Champion 2022-23:**

20. To Appoint Delegate to serve on the **One Voice Wales meetings for 2022-23:**

21. Review of inventory of land and other assets including buildings and office equipment;

Maesteg Town Council do not own any land only the Maesteg Town Council building.

22. Review of the Council’s and/or staff subscriptions to other bodies;

- Maesteg Town Council is a member of OVW (One Voice Wales) membership was renewed in March 2022 for the financial year 2022-23
- Maesteg Town Council Staff are members of SLCC (Society of Local Council Clerks) and membership fees are paid by Maesteg Town Council.

23. Review of the Council’s complaints procedure; policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21); policy for dealing with the press/media; employment policies and procedures;

Policies have been looked at by the Policy Committee in 2021-22 and all adopted policies can be found on the Maesteg Town Council Website under Responsibilities.

24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. i.e. 1st Tuesday of every month at 6:30pm.

25. **INDEPENDENT REMUNERATION PANEL (IRP) FOR WALES ANNUAL REPORT - FEBRUARY 2022**

It was agreed in Full Council on 1st March 2022 that the incumbent Council would agree to the requirements of Section 147 of the Local Government (Wales) Measure 2011, and the implementation of the IRP determinations, whereby Section 13 relates specifically to Community and Town Councils.

An electronic copy of the full report was emailed to all newly appointed members and a hard copy of Section 13 was provided to all members and the following determinations need to be discussed:

Implementation of the Panel’s Determinations

With effect from 9 May 2022, the determinations set out in the Report will apply to principal councils and community and town councils

Please note the following:

- **Table 9** – currently MTC falls within group A (pg 48)
- **Table 10** – current electorate is 13,322 and precept is over £200,000 therefore MTC falls within Group 1 (pg 48)
- **Table 11 (pg 53)**

Type of payment	Requirement
Group 1	See Table 10
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel & Subsistence	Optional
Costs of Care	Mandatory

- **Table 12 (pg 54 & 55)**

Determination Number	Is a decision required by council?	Council Decision
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.	No decision required.
45 The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11	Yes - a council must decide how many payments of £500 it will make – mandatory for 1 member	

	and optional for up to 7 members.	
46 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes - the payment of travel costs is optional.	
47 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes - the payment of overnight subsistence expenses is optional.	
48 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes - the payment of financial loss compensation is optional if claimed.	
49 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.	Yes - the payment of attendance allowance is optional.	
50 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes -the payment to a Civic Head is optional. If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly	
51 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes -the payment to a Deputy Civic Head is optional. If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly	
52 The application of the Remuneration Framework by relevant Group.	As set out in Table 11	
53 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and contribution	No decision required.

towards costs of care and personal assistance.	towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.	
--	--	--

26. COUNCILLOR TRAINING PLAN

All members have received a copy of The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils.

Section 67 of the 2021 Act requires town and community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

Members have been given a training schedule from One Voice Wales for the Basic induction for Councillors and the Code of Conduct. Please can Councillors forward any certificates they have received for Training in order that the training plan can be updated.

In addition to this the outgoing Council agreed that the new Council should also consider Planning Aid Wales training. Full access to the course can be provided to up to 20 members of a single community councils for £150/year.

Produced specifically for Town and Community Councils, this course is a perfect introduction to or refresher on all aspects of the planning system in Wales. The course will take around 2 hours to complete in one sitting or can be viewed in parts (the course is broken into 20+ short video sections).

This course provides an introduction to the following topics:

Overview how planning works & who's who in planning in Wales.
Planning Policy national policy, Local Development Plans and Place Plans
Planning Applications how planning applications are processed, how decisions are made and how to respond to planning applications.

The role of Community and Town Councils in all of the above.

It was agreed in Full Council on 1st March 2022 that the new Council would agree a Training Plan