

**MAESTEG TOWN COUNCIL
ANNUAL GENERAL MEETING**

Minutes of the **Annual General Meeting** of the Council held remotely via Microsoft TEAMS and at the Council Chamber, Council Offices, Talbot Street, Maesteg, on TUESDAY, 19th May 2022 at 6:00pm.

PRESENT:

COUNCILLORS:

AR Davies (Mayor)

F Abedalkarim, C Davies, P Davies, D K Edwards,
A James, P Jenkins, C Knight, R Martin, R Lewis,
R Penhale-Thomas, M Rowlands, G Thomas, L Thomas
and I Williams

An apology for absence was received from Cllrs R Collins

There were no declarations of interest received from Members present.

1. Confirm appointment of **His Worship the Mayor for 2022-23 and to sign the declaration of acceptance**

RESOLVED: That Councillor A James be appointed Mayor of the Council for 2022-23.

2. To receive the declarations of acceptance of newly appointed Councillors.

RESOLVED: That all members have signed their declarations of acceptance of office.

3. To Appoint a **Deputy Mayor for 2022-23**

RESOLVED: That Councillor R Martin be appointed Deputy Mayor of the Council for 2022-23

4. To confirm the minor authority representatives on the **Governing Bodies** of the following Primary Schools:

Caerau Primary School	Cllr AR Davies - term ends 2 September 2024
Nantyffyllon Primary School	Cllr A James – term ends 7 April 2022
Plasnewydd Primary School	Cllr G Thomas – term ends 7 December 2022
Garth Primary School	Cllr W May – term ends 2 May 2023
St Mary's & St Patrick's Primary School	Cllr R Collins - terms ends June 2024
Ysgol Gynradd Cynwyd Sant	Cllr AR Davies – term ends 29 May 2023

Please note that the appointment terms for School Governors is set by BCBC and whether a Councillor is re-elected or not the terms stand unless the Councillor resigns as a governor.

Nominations for Nantyffyllon Primary School

Nominations	Votes	Appointed
A James	9	A JAMES
C Davies	4	

Nominations for Plasnewydd Primary School

Nominations	Appointed
G Thomas	G THOMAS

RESOLVED: That the above appointments be confirmed.

5. To Appoint Membership of the **Finance Committee for 2022-23** to carry out Internal Audit Function in compliance with the Account & Audit Regulations:
Committee = (7 members)

RESOLVED:

- 5.1 Councillors: G Thomas (Chair), F Abedalkarim, P Davies, K Edwards, C Knight, R Martin, L Thomas
- 5.2 To keep 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

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

RESOLVED: Councillors: A James (Chair),
F Abedalkarim, R Lewis, M Rowlands & L Thomas

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**

RESOLVED: Councillors: A James (Chair),
C Davies, P Davies, C Knight & L Thomas

8. To Appoint Membership of the **Rights of Way/Environment Committee for 2022-23: Committee = 5 members and includes the Mayor and 1 member from each ward**

RESOLVED: Councillors: A James (Chair),
C Davies, P Davies, K Edwards & R Martin

Co-opted Member: Community Maintenance Officer D Passey

9. To Appoint Membership of the **Property/Health & Safety Committee for 2022-23: Committee = 5 members**

RESOLVED: Councillors: R Penhale-Thomas (Chair),
F Abedalkarim, P Jenkins, R Martin & I Williams

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

RESOLVED: Councillors: R Collins (Chair),
A R Davies, A James. C Knight & L Thomas

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

RESOLVED: Councillors: A James (Chair),
F Abedalkarim, AR Davies, C Davies & L Thomas

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

RESOLVED: Councillors: R Martin (Chair),
R Collins, C Knight, R Lewis & R Penhale-Thomas

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

RESOLVED: Councillors: A James (Chair),
K Edwards, R Penhale-Thomas, M Rowlands & G Thomas

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

RESOLVED: Councillors: I Williams (Chair),
P Davies, A James, C Knight & R Martin

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

RESOLVED: Councillor K Edwards

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

RESOLVED: Councillors: R Collins, C Davies, C Knight & M Rowlands

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**

RESOLVED: Councillors: R Martin & R Penhale-Thomas

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**

RESOLVED: Councillors A James & R Lewis

Co-opted: Community Maintenance Officer D Passey

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

RESOLVED: Councillor R Lewis

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

RESOLVED: Councillor L Thomas

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.

RESOLVED: To Note the Information

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.

RESOLVED: To Note the Information

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;

Polices 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.

RESOLVED: To Note the Information

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.

RESOLVED: To Note the Information

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

RESOLVED: the following Council Decisions be applied:

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.	1 senior salary = Chair of Finance
46 Community and town councils can make payments to each of their members in respect of travel	Yes - the payment of travel costs is optional.	Council agreed to pay travel costs

costs for attending approved duties.		
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.	Council agreed to pay overnight subsistence expenses
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.	Council agreed to pay financial loss compensation
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.	Council agreed NOT to provide attendance allowance
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	Council agreed to pay the mayor £1,500 in quarterly payments
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	Council agreed to pay the deputy mayor £500 in quarterly payments
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	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.

and subsistence expenses and contribution 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.	
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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.

Members agreed to the training plan and any member wishing to attend One Voice Wales Training to contact the Clerk to arrange. Additionally, members agreed to the Planning Aid Wales training.

RESOLVED:

To Create a training plan for all members to include:

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

Minutes emailed to all Councillors to Read on 19th May 2022

**Read and accepted at a remote meeting
of the Council held on 7th June 2022**

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Mayor