

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

10th May 2023

To Members of the Council

You are summoned to attend a **HYBRID ANNUAL MEETING OF THE COUNCIL** to be held in the Council Chamber and remotely via **Microsoft TEAMS** on **TUESDAY, 16th MAY 2023 at 6:30pm.**

Please find attached Agenda for the meeting.

Yours sincerely

Siân Teisar
Clerk to the Council

- Please see below extract from Maesteg Town Council Standing Orders Item 5 e-g**
- 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.”

AGENDA - Annual Meeting of Council on TUESDAY, 16th MAY 2023 at 6:30pm.

1. To **confirm** appointment of **The Worship the Mayor for 2023-24 and to sign the declaration of acceptance:** Cllr R Martin
2. To **confirm** the appointment of the **Deputy Mayor for 2023-24:** Cllr C Davies
3. To **confirm** the minor authority representatives on the **Governing Bodies** of the following Primary Schools:

| | |
|---|---------------------------------------|
| Caerau Primary School | Cllr C Davies - |
| Nantyffyllon Primary School | Cllr A James – term ends 20 May 2026 |
| Plasnewydd Primary School | Cllr G Thomas – term ends 20 May 2026 |
| Garth Primary School | Cllr C Knight |
| St Mary’s & St Patrick’s Primary School | Cllr R Collins - terms ends June 2024 |
| Ysgol Gynradd Cynwyd Sant | Cllr AR Davies |

4. To **confirm** Membership of the **Finance Committee for 2023-24** to carry out Internal Audit Function in compliance with the Account & Audit Regulations: **(7 members)**
Cllrs: F Abedalkarim, P Davies, C Knight, A LeGeyt, R Martin, L Thomas and G Thomas

To Appoint a **2023-24 Finance Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|-----------------------------|-------------|---------------------------|
| F Abedalkarim | | |
| P Davies | | |
| C Knight | | |
| A LeGeyt | | |
| R Martin | | |
| L Thomas | | |
| G Thomas | | |

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

Cllrs: F Abedalkarim, C Davies, C Knight, R Martin and G Thomas
Clerk S Teisar & Deputy Clerk M Thomas

To **confirm** no changes to the bank mandate signatories.

5. To **confirm** Membership of the **Planning Committee for 2023-24 (5 members and includes the Mayor and 1 member from each ward)**

| | | | | |
|----------|------------|---------------|--------------|--------------|
| Mayor | Caerau | Maesteg East | Maesteg West | Nantyffyllon |
| R Martin | M Rowlands | F Abedalkarim | L Thomas | R Lewis |

To Appoint a **2023-24 Planning Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| F Abedalkarim | | |
| R Lewis | | |
| R Martin | | |
| M Rowlands | | |
| L Thomas | | |

6. To **confirm** Membership of the **Events Committee for 2023-24:**
(Meetings open to all Members of Council) (**5 members and includes the Mayor and 1 member from each ward**)

| | | | | |
|----------|----------|--------------|--------------|--------------|
| Mayor | Caerau | Maesteg East | Maesteg West | Nantyffyllon |
| R Martin | P Davies | C Knight | L Thomas | C Davies |

To Appoint a **2023-24 Events Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| C Davies | | |
| P Davies | | |
| C Knight | | |
| R Martin | | |
| L Thomas | | |

7. To **confirm** Membership of the **Rights of Way/Environment Committee for 2023-24: (5 members and includes the Mayor and 1 member from each ward)**

| | | | | |
|----------|----------|--------------|--------------|--------------|
| Mayor | Caerau | Maesteg East | Maesteg West | Nantyffyllon |
| R Martin | P Davies | I Williams | G Williams | C Davies |

To Appoint a **2023-24 ROW/Environment Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| C Davies | | |
| P Davies | | |
| R Martin | | |
| G Williams | | |
| I Williams | | |

Co-opted Member: Community Maintenance Officer D Passey

8. To **confirm** Membership of the **Property/Health & Safety Committee for 2023-24: (5 members)**

Cllrs: F Abedalkarim, P Jenkins, R Martin, R Penhale-Thomas and I Williams

To Appoint a **2023 - 24 Property, H&S Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| F Abedalkarim | | |
| P Jenkins | | |
| R Martin | | |
| R Penhale-Thomas | | |
| I Williams | | |

9. To **confirm** Membership of the **Personnel Committee for 2023 - 24: (5 members)**

Cllrs: C Knight, R Martin, G Thomas, L Thomas and G Williams

To Appoint a **2023 - 24 Personnel Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| C Knight | | |
| R Martin | | |
| G Thomas | | |
| L Thomas | | |
| G Williams | | |

10. To **confirm** Membership of the **Communications Committee for 2023 – 24**

11. **(5 members and includes the Mayor and 1 member from each ward)**

| | | | | |
|----------|----------|---------------|--------------|--------------|
| Mayor | Caerau | Maesteg East | Maesteg West | Nantyllyllon |
| R Martin | P Davies | F Abedalkarim | L Thomas | C Davies |

To Appoint a **2023 - 24 Communications Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| F Abedalkarim | | |
| C Davies | | |
| P Davies | | |
| R Martin | | |
| L Thomas | | |

12. To Appoint Membership of the **Policy Committee for 2023 - 24: (5 members)**

Cllrs: R Collins, C Knight, R Lewis, R Martin, R Penhale-Thomas

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

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| R Collins | | |
| C Knight | | |
| R Lewis | | |
| R Martin | | |
| R Penhale-Thomas | | |

13. To confirm Membership of the **Projects Committee for 2023 – 24:**
(5 members and includes the Mayor and 1 member from each ward)

| | | | | |
|----------|------------|--------------|--------------|--------------|
| Mayor | Caerau | Maesteg East | Maesteg West | Nantyffyllon |
| R Martin | M Rowlands | P Jenkins | R Collins | G Thomas |

To Appoint a **2023 - 24 Projects Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| R Collins | | |
| P Jenkins | | |
| R Martin | | |
| M Rowlands | | |
| G Thomas | | |

14. To confirm Membership of the **Standing Orders / Code of Conduct Committee for 2023 - 24: (5 members)**

Cllrs: R Collins, P Davies, C Knight, R Martin and I Williams

To Appoint a **2023 - 24 Standing Orders Committee Chair**

| Members of Committee | Vote | Appointed as Chair |
|----------------------|------|--------------------|
| R Collins | | |
| P Davies | | |
| C Knight | | |
| R Martin | | |
| I Williams | | |

15. To confirm the Delegate to serve on the **BCBC Town & Community Council Forum for 2023 – 2024 (cannot be a BCBC Cllr):** Cllr F Abedalkarim

16. To confirm Delegates to serve on the **AWEN Cultural Trust Group for 2023 - 24:**
(Delegates = 1 member from each ward)

| | | | |
|------------|--------------|--------------|--------------|
| Caerau | Maesteg East | Maesteg West | Nantyffyllon |
| M Rowlands | C Knight | R Collins | C Davies |

17. To confirm Delegate(s) to serve on the **Llynfi Valley River Care & Environment Group for 2023 – 24 (Delegates = minimum 1 up to 3 members)**

Cllrs: R Martin and R Penhale-Thomas

18. To confirm Delegates to serve on the **Natural Resources Wales “Spirit of the Llynfi Woodland” Group 2023 – 24 (Delegates = minimum 1 up to 3 members)**

Cllrs: P Davies and R Lewis

Co-opted: Community Maintenance Officer D Passey

19. To confirm the **Diversity Champion 2023 - 24:** Cllr R Lewis

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

Maesteg Town Council Asset Register was updated and agreed at the full council meeting on the 2nd May 2023.

21. 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 2023 for the financial year 2023-24
- Maesteg Town Council Staff are members of SLCC (Society of Local Council Clerks) and membership fees are paid by Maesteg Town Council.

22. 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 on 28/02/2023 and all adopted policies can be found on the Maesteg Town Council Website under Responsibilities.

23. 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.

24. **INDEPENDENT REMUNERATION PANEL (IRP) FOR WALES ANNUAL REPORT - FEBRUARY 2023**

Following the report that was received in February 2023 and forwarded to all members the implementation of the IRP determinations, whereby Determination 4 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 Determination 4 was provided to all members and the following determinations need to be discussed (n.b. MTC falls within Group 1):

Table 2 – Payments to Community and Town Councils

| Type of payment | Requirement |
|----------------------|---|
| Group 1 | See Table 2 of the 2023 report |
| Basic Payment | £156 Mandatory for all members |
| Senior Role Payment | Mandatory £500 for 1 member; optional for up to 7 |
| Mayor | Optional – up to maximum of £1,500 |
| Deputy Mayor | Optional – up to maximum of £500 |
| Attendance Allowance | Optional |
| Financial Loss | Optional |
| Travel & Subsistence | Optional |
| Costs of Care | Mandatory |

From the 2022 report the following determinations require discussion:

• **Table 12 (pg 54 & 55)**

| Determination Number | Is a decision required by council? | Council Decision |
|---|---|--|
| <p>44 Community and town councils must make available a payment to each of their members of £156 per year as a contribution to costs and expenses.</p> | <p>No - the payment of £156 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.</p> | <p>No decision required. Payment automatic unless a Cllr advises in writing they do not wish to receive the payment</p> |
| <p>45 The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11</p> | <p>Yes - a council must decide how many payments of £500 it will make – mandatory for 1 member and optional for up to 7 members.</p> <p>If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly</p> | <p>In 2022-23 £500 given to Chair of Finance</p> |
| <p>46 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.</p> | <p>Yes - the payment of travel costs is optional.</p> | <p>In 2022-23 Council agreed to pay travel costs</p> |
| <p>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.</p> | <p>Yes - the payment of overnight subsistence expenses is optional.</p> | <p>In 2022-23 Council agreed to pay overnight subsistence expenses</p> |
| <p>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.</p> | <p>Yes - the payment of financial loss compensation is optional if claimed.</p> | <p>In 2022-23 Council agreed to pay financial loss compensation</p> |
| <p>49 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim</p> | <p>Yes - the payment of attendance allowance is optional.</p> | <p>In 2022-23 Council agreed NOT to provide attendance allowance</p> |

| | | |
|---|---|--|
| attendance allowance for the same event. | | |
| 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 | In 2022-23 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 | In 2022-23 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 and subsistence expenses and contribution towards costs of care and personal assistance. | 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 towards costs of care and personal assistance; if they are eligible to claim, and wish to do so. | No decision required. |