

**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, 16th May 2023 at 6:30pm.

PRESENT:

COUNCILLORS:

A James (Mayor)
F Abedalkarim, C Davies, P Davies, A James, P Jenkins,
C Knight, R Lewis, A LeGeyt, R Martin,
R Penhale-Thomas, G Thomas, L Thomas, G Williams and
I Williams

Apologies for absence were received from Cllrs R Collins and M Rowlands

There were no declarations of interest received from Members present.

1. To **confirm** appointment of **The Worship the Mayor for 2023-24 and to sign the declaration of acceptance:** Cllr R Martin

RESOLVED: That Councillor R Martin is appointed as Mayor for 2023-24

2. To **confirm** the appointment of the **Deputy Mayor for 2023-24:** Cllr C Davies

RESOLVED: That Councillor C Davies is appointed as Deputy Mayor for 2023-24

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

RESOLVED: That the above appointments be confirmed.

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, 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

RESOLVED: That the above appointments be confirmed. Cllr G Thomas appointed Chair and no changes on 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

RESOLVED: That the above appointments be confirmed. Cllr R Martin appointed as Chair

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

RESOLVED: That the above appointments be confirmed. Cllr R Martin appointed Chair

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

Co-opted Member: Community Maintenance Officer D Passey

RESOLVED: That the above appointments be confirmed. Cllr I Williams appointed Chair

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

RESOLVED: That the above appointments be confirmed. Cllr I Williams appointed Chair

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
RESOLVED: That the above appointments be confirmed. Cllr G Thomas appointed Chair

10. To **confirm** Membership of the **Communications 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	F Abedalkarim	L Thomas	C Davies

RESOLVED: That the above appointments be confirmed. Cllr L Thomas appointed Chair

Cllr L Thomas resigned from the Communications Committee in October 2023. During Full Council on 7th November 2023, Cllr G Williams was appointed as the Maesteg West member for the committee.

RESOLVED:

The new communications committee members are;

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon
R Martin	P Davies	F Abedalkarim	G Williams	C Davies

Cllr F Abedalkarim appointed chair during full council on the 7th November 2023

11. To Appoint Membership of the **Policy Committee for 2023 - 24: (5 members)**
 Cllrs: R Collins, C Knight, R Lewis, R Martin, R Penhale-Thomas

RESOLVED: That the above appointments be confirmed. Cllr R Martin appointed Chair

12. 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

RESOLVED: That the above appointments be confirmed. Cllr P Jenkins appointed Chair

13. 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

RESOLVED: That the above appointments be confirmed. Cllr P Davies appointed Chair

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

RESOLVED: That the above appointment be confirmed.

15. 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

RESOLVED: That the above appointments be confirmed.

16. 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

RESOLVED: That the above appointments be confirmed.

17. 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

RESOLVED: That the above appointments be confirmed.

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

RESOLVED: That the above appointment be confirmed.

19. 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.

RESOLVED: To note the information.

20. 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.

RESOLVED: To note the information.

21. 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.

RESOLVED: To note the information.

22. 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.

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

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 £156 per year as a contribution to costs and expenses.	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.	No decision required. Payment automatic unless a Cllr advises in writing they do not wish to receive the payment
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. If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly	Council agreed to pay the Chair of Finance £500 in quarterly payments
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.	See below
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	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	No decision required.

payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	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.	
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For item 49 – payment of attendance allowance.

Cllr F Abedalkarim **proposed**, seconded by Cllr C Knight that attendance allowance of £30 should be given to those attending Full Council meetings. A vote was asked for the proposal.

Councillor	For/Against	Councillor	For/Against
F Abedalkarim	For	R Lewis	Against
AR Davies	Against	R Martin	Against
C Davies	Against	R Penhale-Thomas	Against
P Davies	Against	G Thomas	Against
A James	Against	L Thomas	Against
P Jenkins	Against	G Williams	Against
C Knight	For	I Williams	Against
A LeGeyt	Against		

13 Against the proposal

2 for the proposal

Following the above results, the proposal failed and Council agreed not to give attendance allowance.

The Chair of Finance asked that the £52 a year reimbursement of consumables is also made available for all members and that the Finance Committee produce a policy for this type of payment.

RESOLVED: The above decisions noted

24. The Mayor Cllr R Martin thanked members for attending this evening’s Annual Meeting of Council and presented the Mayors Consort with his Mayors consort chain.

The Mayor thanked the outgoing Mayor for his role as Mayor in 2020-21 and 2022-23.

Cllr P Davies thanked the outgoing Mayor and congratulated the incoming Mayor.

Cllr I Williams congratulated the incoming Mayor.

Cllr P Jenkins thanked the outgoing Mayor on behalf of Maesteg East Ward.

RESOLVED: To note the information

Minutes emailed to all Councillors to Read on 16th May 2023

**Read and accepted at a remote meeting
of the Council held on 6th June 2023**

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Mayor