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MAESTEG TOWN COUNCIL
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15th May 2024

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, 21st MAY 2024 at 6:00pm.**

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, 21st MAY 2024 at 6:00pm.

- 1. To confirm appointment of The Worship the Mayor for 2024-25 and to sign the declaration of acceptance: Cllr C Davies**
- 2. To confirm the appointment of the Deputy Mayor for 2024-25: Cllr G Thomas**

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

Caerau Primary School	Cllr C Davies – term ends 06/05/2027
Nantyffyllon Primary School	Cllr R Lewis – newly appointed
Plasnewydd Primary School	Cllr G Thomas – term ends 20/05/2026
Garth Primary School	Cllr C Knight - term ends 04/05/2027
St Mary's & St Patrick's Primary School	Cllr R Collins - terms ends 05/06/2024
Ysgol Gynradd Cynwyd Sant	Cllr AR Davies – term ends 04/05/2027

N.B Following the term end for St Mary's & St Patrick's Primary School in June 2024, Cllr L Thomas will be the new MTC representative.

4. To **confirm** Membership of the **Finance Committee for 2024-25** to carry out Internal Audit Function in compliance with the Account & Audit Regulations: **(7 members)**
 Cllrs: F Abedalkarim, C Davies, P Davies, C Knight, A LeGeyt, L Thomas and G Thomas

To Appoint a **2024-25 Finance Committee Chair**

Members of Committee	Vote	Appointed as Chair
F Abedalkarim		
P Davies		
C Davies		
C Knight		
A LeGeyt		
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

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

5. To **confirm** Membership of the **Planning Committee for 2024-25 (5 members and includes the Mayor and 1 member from each ward)**

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon
C Davies	M Rowlands	F Abedalkarim	L Thomas	R Lewis

To Appoint a **2024-25 Planning Committee Chair**

Members of Committee	Vote	Appointed as Chair
F Abedalkarim		
C Davies		
R Lewis		
M Rowlands		
L Thomas		

6. To **confirm** Membership of the **Events Committee for 2024-25:**
(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
C Davies	M Rowlands	C Knight	L Thomas	G Thomas

To Appoint a **2024-25 Events Committee Chair**

Members of Committee	Vote	Appointed as Chair
C Davies		
C Knight		
M Rowlands		
G Thomas		
L Thomas		

7. To **confirm** Membership of the **Rights of Way/Environment Committee for 2024-25: (5 members and includes the Mayor and 1 member from each ward)**

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon
C Davies	P Davies	I Williams	G Williams	R Lewis

To Appoint a **2024-25 ROW/Environment Committee Chair**

Members of Committee	Vote	Appointed as Chair
C Davies		
P Davies		
R Lewis		
G Williams		
I Williams		

Co-opted Member: Community Maintenance Officer D Passey

8. To **confirm** Membership of the **Property/Health & Safety Committee for 2024-25: (5 members)**

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

To Appoint a **2024-25 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 2024-25: (5 members)**

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

To Appoint a **2024-25 Personnel Committee Chair**

Members of Committee	Vote	Appointed as Chair
C Davies		
C Davies		
R Martin		
L Thomas		
G Williams		

10. To **confirm** Membership of the **Communications Committee for 2024-25 (5 members and includes the Mayor and 1 member from each ward)**

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

To Appoint a **2024-25 Communications Committee Chair**

Members of Committee	Vote	Appointed as Chair
F Abedalkarim		
C Davies		
P Davies		
R Martin		

11. To Appoint Membership of the **Policy Committee for 2024-25: (5 members)**
 Cllrs: R Collins, C Knight, R Lewis, R Martin, R Penhale-Thomas

To Appoint a **2024-25 Policy Committee Chair**

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

12. To **confirm** Membership of the **Projects Committee for 2024-25: (5 members and includes the Mayor and 1 member from each ward)**

Mayor	Caerau	Maesteg East	Maesteg West	Nantyffyllon
C Davies	M Rowlands	F Abedalkarim	R Martin	G Thomas

To Appoint a **2024-25 Projects Committee Chair**

Members of Committee	Vote	Appointed as Chair
F Abedalkarim		
C Davies		
R Martin		
M Rowlands		
G Thomas		

13. To **confirm** Membership of the **Standing Orders / Code of Conduct Committee for 2024-25: (5 members)**

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

To Appoint a **2024-25 Standing Orders Committee Chair**

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

14. To confirm the Delegate to serve on the **BCBC Town & Community Council Forum for 2024-25 (cannot be a BCBC Cllr):** Cllr A LeGeyt

15. To **confirm** Delegates to serve on the **AWEN Cultural Trust Group for 2024-25: (Delegates = 1 member from each ward)**

Caerau	Maesteg East	Maesteg West	Nantyffyllon
M Rowlands	I Williams	R Martin	C Davies

16. To **confirm** Delegate(s) to serve on the **Llynfi Valley River Care & Environment Group for 2024-25 (Delegates = minimum 1 up to 3 members)**

Cllrs: R Martin and R Penhale-Thomas

17. To **confirm** Delegates to serve on the **Natural Resources Wales “Spirit of the Llynfi Woodland” Group 2024-25 (Delegates = minimum 1 up to 3 members)**

Cllrs: P Davies and R Lewis

Co-opted: Community Maintenance Officer D Passey

18. To **confirm** the **Diversity Champion 2024-25:** Cllr R Lewis

19. To **confirm** a delegate for **OVW 2024-25:** Cllr G Thomas

20. To **confirm** a delegate for **Armed Forces Forum 2024-25:** Cllr P Davies

21. To **appoint** a delegate/s to attend the 1826 MAESTEG 2026 Bicentennial Celebrations Group meetings.

Nominations	Votes	Appointed

22. To agree delegated powers for committees to spend to budgets.

As per Minute XX from the Finance Committee meeting minutes, it was agreed that at the AGM Committees are given delegated powers to spend their budgets and all requests would go through Council.

Committees with delegated powers to be determined at the AGM.

Suggested Committees for delegated powers:

Committee Name	Budget header	2024-25 Budget	AGM Agreed delegated budget
Communications	Upgrade Office IT Systems	3,000.00	
Events	Maesteg Festival – Keepers Run	15,000.00	
	Maesteg Festival – Summer Festival	20,000.00	
	Maesteg Festival – Christmas grotto & parade	35,000.00	
Property & H&S	Premises running costs (this includes utilities, hire costs)	22,000.00	
Caerau Ward	Ward Specific - Caerau	8,346.91	
Maesteg East Ward	Ward Specific - Maesteg East	6,795.18	
Maesteg West Ward	Ward Specific - Maesteg West	9,235.86	
Nantyffyllon Ward	Ward Specific - Nantyffyllon	10,000.00	

Commitments / quotes already agreed:

Budget Header	Company	Budget	Quotes agreed	Budget remaining
Maesteg Festival Keepers Run & Family Fun Day	EPM	£15,000.00	£14,865.00	-£55.00
	What's on Advertising		£190.00	
Maesteg Festival – Christmas grotto & parade	EPM (Parade)	£35,000.00	£16,715.00	£777.39
	Production 78 (Grotto)		£10,456.10	
Selection boxes for schools & grotto have yet to be ordered – in 2023 cost = £3,001.01				
Gifts for residential homes have yet to be ordered – in 2023 cost £543.54				
Performances in Market square have yet to be agreed – in 2023 cost £300.00				
Portaloos hire on Christmas parade day have yet to be agreed – in 2023 cost £265.00				
Mince pies & hot drink during performances in market square have yet to be agreed – unknown cost – in 2022 cost £1,183.05				
Property & H&S	Spend in 2023/24	£22,000.00	£19,662.53	£2,337.47

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

Maesteg Town Council Asset Register was updated and agreed at the Finance Committee Meeting on the 23rd January 2024 and ratified at the full council meeting on the 6th February 2024.

24. 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 on 3rd April 2024 for the financial year 2024-25
 - Maesteg Town Council Staff are members of SLCC (Society of Local Council Clerks) and membership fees are paid by Maesteg Town Council.
25. 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;

All adopted Policies can be found on the Maesteg Town Council Website under Responsibilities. <https://maestegcouncil.org/policies/>

26. 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.

27. **INDEPENDENT REMUNERATION PANEL (IRP) FOR WALES ANNUAL REPORT - FEBRUARY 2024**

Following the report that was received in February 2024 and forwarded to all members the implementation of the IRP determinations.

The 2024 report Determination 6: Community and Town Councils mandatory payments

Payment for extra costs of working from home and Set payment for consumables
Two Community Councils requested that the proposal to make the £156 payment to Councillors mandatory be changed to allow Councillors to opt out of the payment as in previous years.

Two Community councils fully supports inclusivity and appreciates that the payment may assist elected members but feels very strongly that it should not be mandatory.

The Panel reaffirms individuals are able to opt out of receiving mandatory payments. Any opt outs should be declared in writing.

Community and Town Councils

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. **There is no change to the determinations made last year.**

Mandatory Payments: determination 6

Payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Type of payment	Requirement
Group 1	See Table 2 of the 2023 report & IRP Report February 2024
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
Financial Loss	Optional
Travel & Subsistence	Optional
Costs of Care	Mandatory

From the 2023 & 2024 report the following determinations require discussion:

	Is a decision required by council?	Council Decision
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
Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.	Yes	In 2023-24 it was agreed members could be reimbursed £52 per year is applied for and receipts are provided.

<p>It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.</p>		
<p>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 2023-24 £500 given to Chair of Finance in quarterly payments</p>
<p>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 2023-24 Council agreed to pay travel costs</p>
<p>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 2023-24 Council agreed to pay overnight subsistence expenses</p>
<p>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 2023-24 Council agreed to pay financial loss compensation</p>
<p>Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes -the payment to a Civic Head is optional.</p> <p>If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly</p>	<p>In 2023-24 Council agreed to pay the mayor £1,500 in quarterly payments</p>
<p>Community and town councils can provide a payment to the</p>	<p>Yes -the payment to a Deputy Civic Head is optional.</p>	<p>In 2023-24 Council agreed to pay the deputy</p>

<p>deputy mayor or deputy chair of the council up to a maximum amount of £500.</p>	<p>If agreed need to agree how many payments the payment is subject to i.e. quarterly / biannually / monthly</p>	<p>mayor £500 in quarterly payments</p>
<p>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.</p>	<p>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.</p>	<p>No decision required.</p>