

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, 21st May 2023 at 6:00pm.**

PRESENT: Clerk & Deputy Clerk

COUNCILLORS:

IN PERSON:

R Martin (Mayor)

F Abedalkarim, AR Davies, C Davies, P Davies, P Jenkins, C Knight, R Lewis, R Penhale-Thomas, M Rowlands, G Thomas, L Thomas, G Williams and I Williams

ONLINE:

R Collins and A LeGeyt,

NO APOLOGIES: A James

DECLARATION OF INTEREST: There were no declarations of interest received from Members present.

The Mayor Cllr Rosemary Martin welcomed everyone to the meeting and gave a summary of her year as Mayor.

The following Councillors thanked the Mayor on behalf of their wards for her commitment throughout her year:

- Cllr G Thomas on behalf of Nantyffyllon Ward.
- Cllrs R Penhale-Thomas & R Collins on behalf of Maesteg West Ward.
- Cllrs P Jenkins and C Knight on behalf of Maesteg East Ward .
- Cllr AR Davies thanked the Mayor on behalf of Caerau Ward.

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

The outgoing Mayor, Cllr R Martin presented the newly elected Mayor, Cllr C Davies and consort with their chains of Office.

The newly elected Mayor thanked Cllr R Martin for her commitment throughout the year.

RESOLVED: That Councillor C Davies is appointed as Mayor for 2024-25

2. To **confirm** the appointment of the **Deputy Mayor for 2024-25**: Cllr G Thomas

The Mayor, Cllr C Davies presented Cllr G Thomas with his chain of office.

RESOLVED: That Councillor G Thomas is appointed as Deputy Mayor for 2024-25

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

It was agreed in May Full Council that 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. Cllr L Thomas advised during the meeting that he is unable to be MTC representative on St Mary's & St Patrick's Primary School Governing body due to personal circumstances. Cllr R Collins was asked if he wanted to continue as school governor of St Mary's & St Patrick's Primary School, of which he accepted.

RESOLVED: That the above appointments be confirmed, Cllr R Collins remains the MTC representative on St Mary's & St Patrick's Primary School.

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 LeGeyst, L Thomas and 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

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

****** During the full council meeting that took place on the 4th of June 2024, Cllr F Abedalkarim wished to withdraw from being a cheque signatory and a member of the finance committee.

Cllr L Thomas was appointed as a cheque signatory within the same meeting following this announcement.

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

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

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

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

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

Co-opted Member: Community Maintenance Officer D Passey

It was agreed to nominate a Chair at the 1st meeting of the committee.

RESOLVED: That the above appointments be confirmed, to nominate a Chair at the 1st meeting of the committee.

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

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

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

RESOLVED: That the above appointments be confirmed. Cllr C Knight appointed as Chair.

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	R Lewis

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

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

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

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

RESOLVED: That the above appointments be confirmed. Cllr M Rowlands appointed as Chair.

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

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

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

RESOLVED: That the above appointment be confirmed.

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

RESOLVED: That the above appointments be confirmed.

16. To confirm Delegate(s) to serve on the **Llyfni Valley River Care & Environment Group for 2024-25 (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 Llyfni Woodland” Group 2024-25 (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 2024-25:** Cllr R Lewis

RESOLVED: That the above appointment be confirmed.

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

RESOLVED: That the above appointment be confirmed.

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

RESOLVED: That the above appointment be confirmed.

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

Cllrs: C Davies, R Martin and G Thomas

RESOLVED: That the above appointments be confirmed.

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

As per Minute 599 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.

Suggested Committees for delegated powers:

- Communications
- Events
- Property & H&S
- Ward Specific Funds

The Chair of Finance explained the proposal of delegating spend to committees and reiterated that final decisions would be made by Council, however the committees would be given the task of scrutinising tenders and bringing the recommended tender to Full Council to agree.

A discussion ensued with some members having reservations on the proposed scheme of delegation, as some felt that committees only needed 3 members to be quorate this did not allow for full scrutiny of tenders. It was **agreed** that the Ward Specific Funds be used as a trial to the delegated powers to spend their budgets.

RESOLVED: That the Ward Specific Funds are used as a trial to the delegated powers to spend their budgets.

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.

RESOLVED: To note the information.

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.

RESOLVED: To note the information.

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/>

RESOLVED: To note the information.

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. Full Council 1st Tuesday of every month at 6:30pm, Annual Meeting at 6pm as advised within the Standing Orders.

RESOLVED: To note the information.

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	No - the payment of £156 is mandated for every member	No decision required. Payment automatic

<p>each of their members of £156 per year as a contribution to costs and expenses.</p>	<p>unless they advise the appropriate officer that they do not want to take it in writing.</p>	<p>unless a Cllr advises in writing they do not wish to receive the payment</p>
<p>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.</p> <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>Yes</p>	<p>It was agreed members could be reimbursed £52 per year is applied for and receipts are provided.</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>It was agreed that £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>It was agreed that Council 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>It was agreed that Council to pay overnight subsistence expenses</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.	Yes - the payment of financial loss compensation is optional if claimed.	It was agreed that Council pay financial loss compensation
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	It was agreed that Council pay the mayor £1,500 in quarterly payments
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	It was agreed that Council pay the deputy mayor £500 in quarterly payments
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.

The Clerk had shared the new OVW Member Allowances 2024/24 forms prior to the meeting, those not in attendance the forms will be sent with the June Full Council meeting papers. It is requested that members complete the forms and return them to the Clerk at their earliest convenience.

RESOLVED: The above decisions noted and completed member allowance forms returned.

**Minutes emailed to all Councillors to Read on 22nd May 2024
Read and accepted at a remote meeting of the Council held on 4th June 2024**

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Mayor