



Draethen Waterloo Rudry

**community council**

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**CYNGOR CYMUNED RHYDRI  
DRAETHEN, WATERLOO & RUDRY  
COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL EXTRAORDINARY MEETING AT THE PARISH HALL  
ON WEDNESDAY, 9<sup>TH</sup> AUGUST 2017, AT 18:30**

Present:

Community Councillors:

Messrs; Terry Hall (Chair), Andrew Diplock, Joe Farace & Kevin Stanworth.  
Mesdames; Jayne Garland, Margaret Jones, Emma Lamb & Vassilia Williams.

Members of the Public: Messrs John Perrett, Huw Jackson & Brian Hancock.

37. Welcome and Apologies

The Chair welcomed all and no apologies were received. Then noted that the public was in attendance and made it to them.  
Furthermore, one was introduced as Mr Brian Hancock, whom will hopefully help the Council as the temporary Clerk had resigned.

38. Introduction

The Chair asked Brian to say a few words. As the One Voice Wales Area Committee Chair, for second year, a request was received for available Clerks to become temporary Clerk of this Council. Two Clerks were asked; unfortunately, one refused and the other was on family holidays until mid-September, the third name was himself. Furthermore, Mrs Helen Moran, CCBC Senior Officer, made the suggestion. Hence, the appearance.

BH said that as Councillor of Risca Town Council, in fact vice Chair and deputy Mayor, he had served temporarily as Clerk of RTC and for the Town & Community Councils Liaison Committee of Caerphilly County Borough Council CCBC. Also, he would help in the interim.

39. Declarations of Interest

None.

#### 40. Code of Conduct

As OVW Area Chair, he proposed a quick run through of the recent 'Ethics and Standards' presentation by CCBC Head of Legal Services & Monitoring Officer, Gail Williams, made for recently elected County Councillors. However, copies of the presentation were handed to Councillors.

However, a heated discussion ensued, as 50% of Councillors had already attended the course and felt it unnecessary which resulted with a greater number of Councillors wanting to know why the temporary Clerk had resigned.

#### 41. Following the Resignation of the Clerk.

The Chair initially was to read out the Temporary Clerk's letter of resignation.

However, the OVW Area Chair advised the Chair and Council that such information was not for the public arena as an HR issue, furthermore, that a motion should be proposed, agreed and passed a resolution 'to exclude the press and public'.

Council agreed totally to accept such a motion.

Consequently, all members of the Public left the room and closed the door.

The Council in private session until 20 + minutes later, and papally the door opened and the public allowed re-entering the Meeting.

#### 42. Local Resolution Protocol

This document, a modified OVW model, was accepted.

Proposed by Cllr EL and Seconded by Cllr VW.

It was Resolved to accept this Protocol.

Action: Publicise: Acting Clerk

#### 43. Progress for Clerk Appointment

The Chair with agreement of the Council, asked if OVW Area Chair would take on the role of temporary Clerk of DWR CC; he did for an interim period.

The Acting Clerk suggested use of the CCBC website via Mrs Helen Morgan, as CCBC officers thinking about retirement and maybe interested.

Also, making it known by informing T & C Liaison Committee, via the Clerk.

Another opportunity would be making known to OVW Area Committee.

Actions: Acting Clerk

A discussion was held about the hours of work, currently at 7 hours per week, which the Acting Clerk inputted that this was insufficient however consideration must be relevant to the Council's precept.

Considering another Community Council's recent advert for a Deputy Clerk, the Council would need to consider hours of work per week, spline point for salary range, pro rata,

It was agreed, by Council, that we advertise at 14 hour per week, but look at the salary scale, for a minimum period of 3 months.

Action: Acting Clerk

The Council felt it was unreasonable for an interviewee to be interviewed by a panel as large as the Council; however it was pointed out that local government officers (the likely source of interest) are regularly being in front of a panel greater than 8 (of Councillors). However, the need for the same Councillors' Panel and questions are essential.

The Appointment Panel (Task and Finish Group) due to unavailability Councillors would consist of: Councillors: Diplock, Williams, and Garland. Councillors requested that the Acting Clerk also be part of the Panel.

The advert and Job Spec, noting the Clerk would be an employee of the Council whose line manager would be the Chair, as the efficiency of the Council would be due to liaison of Chair and Clerk. No one Councillor can direct (tell) the Clerk to do any work; however, a Councillor can ask the Clerk to include on the Agenda. (Advice from OVW, then the Chair and Acting Clerk will devise a 'do-able' agenda.)

Action: Acting Clerk

#### 44. Responsive Financial Officer (RFO)

Councillors asked if the Acting Clerk would take on the role or RFO as well as Acting Clerk.

Initially, he disagreed, but then for consistency to accept the financial role on behalf of the Council.

#### 45. Standing Orders

If it is not recorded, the Acting Clerk suggested that Meetings of greater than 2 hours are unproductive ( eg the Meeting of 25 July 17, and ending 22:15!). Therefore, suggested a way forward to maximise at 2 hours like the majority of Town & Community Councils and to be part of the agreed Policy Document for this year. Furthermore, the Acting Clerk would endeavour to complete sooner.

#### 46. Payments and Taxation

A serious concern has arisen with respect to irregular payments and taxation. The Acting Clerk said that he had little or no knowledge about such matters and will investigate further.

Action: Acting Clerk

47. Date of Next Meeting

It was agreed that the next meeting of this Council would be on Tuesday, 26<sup>th</sup> Sept 17 at 19:30 in the Rudry Parish Hall.

The Meeting closed at 19:50.

Minutes produced by Acting Clerk/ RFO: B.J.Hancock

Signed by Chair of Council: \_\_\_\_\_ Date: 26 Sept 2017