

**CYNGOR CYMUNEDOL DRAETHEN, WATERLOO A RYHDRI**  
**DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL (DWR CC)**  
**MINUTES OF THE ANNUAL MEETING**

Due to the COVID-19 Pandemic, this meeting was held remotely and consequently because of these exceptional circumstances the meeting was open to the public and press via remote online video conference

**The meeting was held on Thursday, 19<sup>th</sup> May 2022 and commenced at 18:02 p.m** SO 5(a).

<b>Councillors Present:</b>	Sarah Parks-Jones (SPJ) Terry Hall (TH)	Mike Garland (MG)
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*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent. Meetings may be recorded by the official minute taker, using DWR CC owned digital recording equipment only, for the purpose of enabling the minute writer to check information while drafting minutes of the meeting.*

*Therefore, a declaration that the meeting is recorded for this purpose is made by the Chair at the beginning of the meeting. Every recording will be wiped as soon as the draft minutes have been prepared by the minute taker and agreed by the Chair of the relevant meeting. SO 3.1 SO 12.(e) Recording commenced at 18:04*

<b>Min Ref</b>		<b>Action</b>																		
<b>26/22</b>	<b>To note members' attendance and to receive apologies and reason for absence.</b> <i>A council cannot approve a reason for a councillor's absence from a meeting if no reason is given. To simply record in the minutes of a meeting that a councillor was absent does not amount to approval for absence. A councillor must give a reason for their absence from a meeting and the minutes of that meeting must document that approval for a councillor's absence was agreed by resolution and, where possible, the reason for absence.</i>																			
	Apologies: were received from Cllrs Kevin Stanworth his reason was for attending as Chair of the Machen Show and its arrangements. Rob Heaton-Jones sent apologies that he was unable to attend without providing reason. Marty Rich was absent and provided no apologies. There was one member of the public in attendance, no press attended the meeting. <b>RESOLVED</b> Cllr Stanworth's absence was approved.																			
<b>27/22</b>	<b>To Elect a Chair of the Council to May 2023</b>																			
	Members were asked to elect a Chair for the term of office for ensuing year. Councillor Sarah Parks Jones (SPJ) was re-elected as Chair up to the Annual Meeting of 2023. Chair signed and dated the Declaration of Acceptance of Office. The newly re-elected Chair welcomed everyone to the meeting and congratulated them on their re-election. Chair introduced the first item.																			
<b>28/22</b>	<b>To Elect a Vice-Chairperson of the Council</b>																			
	<b>RESOLVED:</b> Cllr Mike Garland would be Vice Chair for the ensuing year up to the next Annual Meeting, May 2023.																			
<b>29/22</b>	<b>Members Acceptance of Office &amp; Declarations &amp; Register of Interests</b>																			
	<table border="1"> <tr> <td>Rhydygwern</td> <td>S Parks-Jones</td> <td>M Rich</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Llanfedw</td> <td>M Garland</td> <td>R Heaton-Jones</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rudry</td> <td>T Hall</td> <td>K Stanworth</td> <td>v</td> <td>v</td> <td>v</td> </tr> </table>	Rhydygwern	S Parks-Jones	M Rich				Llanfedw	M Garland	R Heaton-Jones				Rudry	T Hall	K Stanworth	v	v	v	
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	Declarations and Register of Interests were received. Councillors and Officers were reminded of their personal responsibility to declare any personal and/or																			

	<p>prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for Councillors and Clerk.</p> <p>In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. Community and town councils are relevant authorities for the purpose of remuneration.</p>	
<b>30/22</b>	<b>Co-option of vacant position(s)</b>	
	<p>There were three vacancies after the election where positions were not filled. Written expressions of interest for those vacancies were received from Neil Patrick (NP) and Marc Hubbard (MH). It was <b>RESOLVED</b> to Co-opt Neil Patrick &amp; Marc Hubbard to the Council. TH abstained. NP had received the forms in anticipation of a successful outcome and confirmed his declaration acceptance of office (forms held by Clerk). Chair welcomed NP to the Council. Clerk will arrange signing of declaration of acceptance from Marc Hubbard and provide Code of Conduct and training dates to the newly elected Members.</p>	
<b>31/22</b>	<b>Retiring Chairpersons Comments</b>	
	<p>The Chair thanked Members for their support in her first year of office as Chair. Although originally daunted by the task ahead she admitted that she really enjoyed it. The Chair thanked Cllrs MG and NP for their tremendous work on the Publishing of the Local WWI &amp; WWII History project of the area. It was very favourably received particularly by residents and some further afield whose relatives were mentioned in the piece. The Chair also thanked Clerk, Jayne Garland for her contribution as a Cllr and Former Chair over these past years and although saddened when she stepped down so relieved when she agreed to take on the role of Clerk due to her wealth of knowledge in local government.</p> <p>The Chair went through the projects that came to fruition during the past year and was delighted that such a small council could make such a positive impact in the area. Some of those projects listed below.</p> <p>The drystone wall cleared by Members and volunteers and rebuild in Rudry Common Car Park. New signs have been arranged but yet to be installed. The long awaited Multi Play Slide has at last been procured for Draethen Park Phone box installation of the defibrillator in Waterloo Bench on Rudry Common Christmas Wreath Competition Defib in Rudry Primary School Step over Rudry Common to inhibit the antisocial behaviour of off-road bikes and to protect lawful users. Commemorative Mugs marking the Queens Platinum Jubilee for children within the community</p> <p>Everyone congratulated SPJ for her sterling work in difficult times. NP as former Chair of the Draethen Community Group wished also to add that DWR Community Council has been a valuable and successful friend to the Community Group contributing to some great successes over these past few years and thanked both Sarah and Jayne for their leadership.</p>	
<b>32/22</b>	<b>TO RESOLVE Minutes of the Annual Meeting held on 27th May 2021 as an accurate record at the Meeting Minute Ref: 91/21</b>	

	<b>RESOLVED:</b> Minutes of the Annual Meeting of the 27 <sup>th</sup> May 2021 by remote access were received and approved as an accurate record of the meeting and signed by the Chair. There were no matters arising.	
<b>33/22</b>	<b>It was RESOLVED to adopt the following policies and documents for 2022/23.</b> All policies and documents have been reviewed during 2020/21 and have been adopted or remain unchanged. Next revision date 2023/24	
i	<b>Insurance Cover</b>	<b>ICO Certificate</b>
ii	<b>Documents</b>	
	Standing Orders	Data Back-up Advice Note
	Financial Regulations	Retention & Disposal of Documents
	Grants	Standard Wording on Emails
	Code of Conduct	Information Data Protection
	Consent Form	Website Privacy
	Asset Register	Risk Management
	Complaints procedure	Review Expenditure under s.137 L Gov Act*
iii	<b>Policies</b>	
	Annual Leave Policy	Social Media
	Anti-harassment & Bullying Policy	Stress Management
	Disciplinary Procedure	Whistleblowing Policy
	General Privacy Policy	Welsh Language Scheme
	Health & Safety	Protocol Between Members &
	Lone Working Policy	Officers
	Privacy Notice for Councillors & Staff	Dealing with Unacceptable Actions
	Capability Policy	Policy (adopted 2021/22 min ref 122/21)
iv	*The Clerk, Jayne Garland was confirmed as the Community Council's Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972 and was authorised to give instructions, request information, and obtain answers to queries on the bank account on behalf of the Council.	
v	The Clerk was confirmed as the authorised officer for internet banking and debit card payments.	
vi	Current Bankers: Barclays Bank Caerphilly, Current Signatories: Clerk, Jayne Garland & Kevin Stanworth with any two of three to sign. <b>RESOLVED</b> SPJ be added to the authorised signatories. Bank Mandate form to be completed	
		JG SJP
<b>34/22</b>	<b>Appointment of Members to serve as DWRCC representatives on the following outside bodies:-</b>	
	It was agreed to defer this item to the next meeting when more members could attend to discuss and agree to appoint responsibility.	
<b>35/22</b>	<b>To RESOLVE Chair &amp; Members Allowance 2022/23</b>	
	Individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales (IRPW). It is the duty of the proper officer (Clerk) to arrange for correct payments to be made to all individuals entitled to receive them. All payments made to individual members are published on the DWRCC website in an annual Statement of Payments.	
	Any individual may decline to receive part or all of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must write to the Clerk to confirm their wishes.	

	<p>To note that Members are entitled to receive the mandatory payments for 2022-23 as determined by the Independent Remuneration Panel for Wales (IPRW) but may individually decline to receive part or all of the payment by notifying the Clerk in writing.</p> <p>To approve an annual payment of £250.00 to the Chair for 2022-23.</p> <p>It was agreed to continue in accordance with past practice not to adopt any of the optional determinations other than applying the HMRC mileage allowance of 45p per mile in respect of travel out of Caerphilly County Borough undertaking duties as an elected Member.</p>																			
<b>36/22</b>	<b>To resolve the cycle of meetings for 2022/23</b> To published on Website.																			
	<b>RESOLVED:</b> the cycle of meetings for the ensuing year of 2022/23, continuing to be held bi-monthly starting as follows.																			
	<table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Date</th> <th>Type</th> <th>Date</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>30.06.22</td> <td>Ordinary</td> <td>29.09.22</td> <td>Ordinary</td> <td>24.11.22</td> <td>Ordinary</td> </tr> <tr> <td>15.12.22</td> <td>Ex Ordinary</td> <td>26.01.23</td> <td>Ordinary</td> <td>30.03.23</td> <td>Ordinary</td> </tr> </tbody> </table>	Date	Type	Date	Type	Date	Type	30.06.22	Ordinary	29.09.22	Ordinary	24.11.22	Ordinary	15.12.22	Ex Ordinary	26.01.23	Ordinary	30.03.23	Ordinary	
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30.06.22	Ordinary	29.09.22	Ordinary	24.11.22	Ordinary															
15.12.22	Ex Ordinary	26.01.23	Ordinary	30.03.23	Ordinary															
	The meeting closed at 18:52																			

Minutes produced by: Clerk & RFO Jayne Garland

Signed by Chair of Council/Meeting:	
Dated:	Print Name:

**HOW WE WILL USE YOUR INFORMATION** Those individuals that attend Community Council meetings to speak/give evidence will be named in the minutes of that meeting. Sometimes this will include their place of employment or business and opinions expressed. Minutes of meetings including details of speakers will be publicly available to all via the Council web site at [www.dwrcouncil.co.uk](http://www.dwrcouncil.co.uk) except for discussions involving confidential or exempt items. You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed. For further information on how we process your information, and your rights please view the Council's Privacy Notice on our website <http://www.dwrcouncil.co.uk> or contact the Clerk to the Council by email at [clerk@dwrcouncil.co.uk](mailto:clerk@dwrcouncil.co.uk)