



DYFFRYN CLYDACH COMMUNITY COUNCIL
CYNGOR CYMUNED DYFFRYN CLYDACH

Michaela Chaplin

Clerc y Cyngor / Clerk to the Council

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MINUTES OF FULL COUNCIL MEETING TUESDAY 5TH SEPTEMBER 2023 AT 6.30PM

PRESENT:

Cllr. J Henton (Chair)	Cllr. N Evans (Vice Chair)
Cllr. G Davies	Cllr. T Marvin
Cllr. J Griffiths	Cllr. K Davies
Cllr. K Gilmore	Cllr. J Baugh

IN ATTENDANCE: Mrs M Chaplin (Clerk).

1. To Receive Apologies for Absence

Apologies were received from Cllr. T Kristel and Cllr. S Morgan

2. To Receive any Declarations of Interest

There were none.

3. Members of Public in Attendance

One member of the public was in attendance.

4. To Approve and Sign the Minutes of:

a. Full Council Monthly Meeting held on 4th July 2023.

b. The Extraordinary Meeting held on 10th August 2023.

It was proposed, seconded, and RESOLVED to accept the Minutes as true and correct.

5. To Discuss matters arising from minutes dates 4th July 2023 and 10th August 2023.

The Clerk updated the Council regarding Full Council meeting 4th July 2023 point 7. The Grant had been applied for and we had been successful. We are now just awaiting delivery of the items. It was NOTED that volunteers would be needed to install the items once delivered.

6. Councillor Resignations

Noted. The Chair read out resignation letters. The Clerk updated the Council on the process that will now follow and notified them that the Notice of Vacancy has been placed at various places.

Cllr. N Evans suggested a lunch as a thank you for the councillors that have recently left the Council along with the previous Clerk. Proposed and seconded and RESOLVED for this to go ahead. Cllr. N Evans will investigate locations for the lunch.

7. To consider the Clerks report including

- a. Payments to be made. RESOLVED
- b. Correspondence. NOTED

Two items of correspondence were regarding Grants from the Council. Due to no Grant application form or policy currently in place these were. The Clerk would create the required Policy and application form to be adopted at the October meeting and then send these to the groups.

ACTION – Clerk to create Grant Policy and Application form for Adoption at the October meeting. Clerk to update both groups that is what will occur and that they will receive the relevant information in due course.

8. Reports from County Borough Members and Representatives from Outside Bodies

No Reports were received.

9. To receive Reports from Committees:

- a. **Personal & Standards Committee**

To be discussed in Confidential session.

- b. **Finance Committee**

Cllr. J Henton to become Chair. A meeting would be held in September. More Councillors are required on the bank account.

- c. **Halls Committee**

Minutes of Meeting held on 8th August 2023 were DISCUSSED and APPROVED. The Clerk has been asked to write again to the Caretaker regarding not meeting groups at the end of the session to lock the hall. This is to ensure that the hall is never left open and unattended.

Cigarette ends are a problem outside the hall, the caretaker has been asked to sweep these up, however a cigarette ends bin may be an option.

NOTED key distribution had been completed. All hall users have a key, and the Clerk has spares. A few Hirer agreements were still to be returned.

Cllr. N Evans stated she was still waiting confirmation from CADW regarding the Carol Service by Candlelight which was expected to happen on the 13th of December. It was decided that other options would be discussed at the next Halls meeting.

16th December is the date for the Community Councils Christmas Party.

The Clerk mentioned that they had received a request for a bench outside the main entrance on the concrete. It was RESOLVED that currently this was not possible.

ACTION – Clerk to write to Caretaker regarding locking the hall. Clerk to investigate the cost of a cigarette ends bin.

d. Open Spaces Committee

Two spaces have become available, Cllr. J Griffiths and Cllr. J Henton offered to come onto the committee, but both are willing to allow new members to take their spaces if wished. It was proposed, seconded, and AGREED that Cllr. G Davies would become the Chair of the Open Spaces Committee.

Discussed the Best Garden Competition. RESOLVED not to hold it this year due to changes in the committee.

10. To review and adopt Policy and Procedures

- a. Standing orders (including Protocol on Member/Officer Relations)– ADOPTED
- b. Training Policy and Plan – ADOPTED
- c. Co-Option Policy – ADOPTED
- d. Terms of Reference for Committees – ADOPTED
- e. Social Media Policy – ADOPTED
- f. Financial Regulations – ADOPTED

11. To Discuss and resolve meeting schedule

Meeting schedule RESOLVED as below -

Full Council – First Tuesday of the month.

Finance Committee – on a quarterly basis with extra meetings if required.

Halls Committee – Last Monday of the month.

Personal and Standards Committee – As and when required to.

Open Spaces Committee – As and when required.

Communications Committee – As and when required.

12. To consider planning applications.

Cllr. J Henton declared an interest and left the room.

Application No. P2023/0507 – No comments

Application No. P2023/0540 – Comment regarding the drainage in the front garden if it is being turned into parking.

13. To Consider issues raised by members.

NOTED Cllr. T Marvin did express their disappointment that other councillors did not offer to help when events were being held and that they would like more councillors to attend and help as these events are organised by the Community Council.

14. RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.

The Chair thanked the member of public for attending.

15. To discuss staffing matters

RESOLVED that with guidance from OVW that matters discussed in the Confidential Personal and Standards meeting on the 18th of August 2023 be acted on.

Cllr. S Morgans email to the Clerk was read out discussed and it was RESOLVED that the Clerk was to email a response back to Cllr. S Morgan.

All Councillors were also reminded that Confidential matters are NOT to be discussed with any other councillors not present during the confidential element of the meeting, with members of the public or members of staff unless it is agreed at the meeting.

The Clerk informed members that they had received confirmation that the current relief caretaker will not be continuing and that a new relief caretaker will be required. It was RESOLVED that the relief caretaker would be for 12.5 hours a week and would be required to open and close as well as the weekly cleaning. RESOLVED that the Clerk can advertise. ACTION – Clerk to inform staff of decisions and to accept OVW offer of the evaluation.

The Clerk is to advertise for a Relief Caretaker.

16. To Consider matters relating to Health and Safety

The Clerk verbally reported to the council. A OVW Health and Safety Auditor had attended the premises, a report has been received and a full report will be sent to Council in due course.

17. Next meeting Confirmed – Tuesday 3rd October 2023. All Agenda items to the Clerk by Thursday 28th September 2023.

Meeting closed 8.20pm

Signed _____

Dated _____