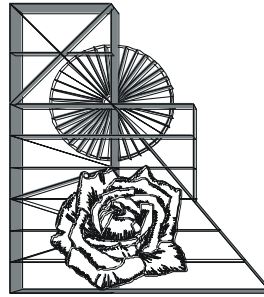


**CYNGOR  
CYMUNED  
TREDEGAR NEWYDD**

Clerk and Financial Officer, Mrs D Gronow  
7 Clyde Close  
Pontllanfraith  
Black wood NP12 2FY



**NEW TREDEGAR  
COMMUNITY  
COUNCIL**

Telephone 01495 226809  
Deb.gronow@gmail.com

07545398809

4.5.2019

Dear Councillor,

The Annual meeting of the Council is to be held at 7.00 pm on Tuesday 14<sup>th</sup> May 2019 at White Rose Resource Centre and your attendance is hereby requested.

Yours sincerely,

Deborah Gronow  
Clerk and Financial Officer

**AGENDA AND ORDER OF BUSINESS**

1. Declarations of interest  
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or 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 both Councillors and Officers.
2. To receive apologies for absence.
3. To receive 2018/19 Chairperson's report.
4. To elect the Chairperson of the Council for 2019/20
5. To receive the Chairperson's Declaration of Acceptance of Office.
6. To elect the Vice-Chairperson for 2019/20
7. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2019/20
8. To elect representatives to serve on the following bodies:-
  - a. Caerphilly C.B.C. Joint Liaison Committee
  - b. Tirphil Community Centre
  - c. Phillipstown Community Centre
  - d. New Tredegar Community Partnership Board.
9. To note Community Council representatives on School Governing Bodies if any.
10. To review the Council's code of conduct if necessary and consider any declarations of interest required to be recorded.
11. To consider the payment of annual subscriptions if any. (report attached 1)
12. To review and consider the policy in relation to the payment of grants and donations (report attached 2)
13. To consider the Clerk's report in relation to Members allowances, and Chair's allowance. (Report attached 3)
14. Clerks salary (Report attached 4)
15. To consider the meetings cycle of the Community Council and to agree the attached proposed calendar of meetings (report attached 5)
16. To receive urgent correspondence.
17. Any Other Urgent Business – with the prior agreement of the Chair

**NEW TREDEGAR COMMUNITY COUNCIL  
CYNGOR CYMUNED TREDEGAR NEWYDD**

**ANNUAL MEETING –14<sup>th</sup> May 2019**

**AGENDA ITEM 10**

**TO REVIEW AND ADOPT COUNCILS CODE OF CONDUCT**

The council adopted the Model Code of Conduct as adopted by CCBC in 2008.  
It is recommended that this is periodically reviewed by members to ensure that members continue to be aware of the guidance contained within.

A copy of the document has been circulated for information

Members are asked to confirm they have reviewed the document and adopt it for the forthcoming year.

# **CAERPHILLY COUNTY BOROUGH COUNCIL**

## **CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS**

**CODE ADOPTED BY  
CAERPHILLY COUNTY BOROUGH COUNCIL  
Adopted by New Tredegar  
Community Council**

**MAY 2008**

Reviewed May 2018

# CODE OF CONDUCT OF CAERPHILLY COUNTY BOROUGH COUNCIL

## PART 1 Interpretation

In this code:-

“co-opted member”, (“aelod cyfetholedig”), in relation to a relevant authority, means a person who is not a member of the authority but who:-

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represented the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” (“*cyfarfod*”) means any meeting:-

- (a) of the relevant authority;
- (b) of any executive or board of the authority;
- (c) of any committee, sub-committee, joint committee, joint sub-committee of the relevant authority or of any such committee, sub-committee or joint sub-committee of any executive or board of the authority; or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committee and Political groups) Regulations 1990.

And includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” (“*Aelod*”) includes, unless the context requires otherwise, a co-opted member;

“relevant authority” (“*awdurdod perthnasol*”) means –

- (a) a county council;
- (b) a county borough council;
- (c) a community council;
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
- (e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (“*chi*”) means you as a member or co-opted member of a relevant authority; and

“your authority” (“*eich awdurdod*”) means the relevant authority of which you are a member or co-opted member.

- 2. In relation to a community council, references to an authority’s monitoring officer and an authority’s standards committee are to be read, respectively, as references to the monitoring officer and the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(2) of the Local Government Act 2000.

## PART 2 General Provisions

- 2.(1) Save where paragraph 3(a) applies, you must observe this code of conduct –

- (a) whenever you conduct the business, or are present at a meeting of your authority;
  - (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
  - (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
  - (d) at all times and in any capacity, in respect of conduct identified in paragraph 6(1)(a) and 7.
- (2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.
3. Where you are elected, appointed or nominated by your authority to serve –
- (a) on another relevant authority, or any other body, which includes a police authority or Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
  - (b) On any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
4. You must –
- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
  - (b) show respect and consideration for others;
  - (c) not use bullying behaviour or harass any person; and
  - (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.
5. You must not –
- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
  - (b) prevent any person from gaining access to information to which that person is entitled by law.
- 6.(1) You must –
- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
  - (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
  - (c) report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
  - (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.
- (2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with

their respective statutory powers.

7. You must not –

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage.
- (b) use, or authorise others to use, the resources of your authority –
  - (i) Imprudently;
  - (ii) In breach of your authority's requirements;
  - (iii) Unlawfully
  - (iv) Other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
  - (v) Improperly for political purposes; or
  - (vi) Improperly for private purposes.

8. You must –

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by –
  - (i) the authority's head of paid service;
  - (ii) The authority's chief finance officer;
  - (iii) The authority's monitoring officer;
  - (iv) The authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority –

9. You must -

- (a) Observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) Avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

### **Part 3 Interests**

#### **Personal Interests**

10.(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if –

- (a) It relates to, or is likely to affect -
  - (i) any employment or business carried on by you;

- (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director.
  - (iii) any person, other than your authority who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member.
  - (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
  - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
  - (vi) any land in which you have a beneficial interest and which is in the area of your authority;
  - (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
  - (viii) any body to which you have been elected, appointed or nominated by your authority;
  - (ix) any –
    - (aa) public authority or body exercising functions of a public nature;
    - (bb) company, industrial and provident society, charity, or body directed to charitable purposes;
    - (cc) body whose principal purposes include the influence of public opinion or policy;
    - (dd) trade union or professional association; or
    - (ee) private club, society or association operating within your authority's area in which you have membership or hold a position of general control or management.
  - (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer.
- (b) a member of the public might reasonably perceive a conflict between your role in taking a decision, upon that business, on behalf of your authority as a whole and your role in representing the interests of constituents in your ward or electoral division; or
- (c) a decision upon it might reasonably be regarded as affecting –
- (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
  - (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
  - (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
  - (iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
  - (v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)
    - (i) hold a position of general control or management,

to a greater extent than the majority of

- (aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
- (bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

#### **Disclosure Of Personal Interests**

- 11.(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority and you make –
- (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
  - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- (3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
- (4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer from time to time but, as a minimum containing –
- (a) details of the personal interest;
  - (b) details of the business to which the personal interest relates; and
  - (c) your signature.
- (5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.
- (6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.
- (7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

#### **Prejudicial Interests**

- 12.(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.



- (2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business –
- (a) relates to –
    - (i) another relevant authority of which you are also a member;
    - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
    - (iii) a body to which you have been elected, appointed or nominated by your authority;
    - (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
    - (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;
  - (b) relates to –
    - (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
    - (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
    - (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
    - (iv) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or any allowance or payment under section 100 of the Local Government Act 2000.
  - (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.
- (3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

#### **Overview & Scrutiny Committees**

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or a sub-committee of such a committee) where –
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees and
  - (b) at the time the decision was made or action was taken, you were a member of the executive board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

#### **Participation In Relation To Disclosed Interests**

- 14.(1) Subject to sub-paragraphs (2), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from our authority's standards committee -
- (a) withdraw from the room, chamber or place where a meeting considering the business is being held –
    - (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
    - (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
  - (b) not exercise executive or board functions in relation to that business;
  - (c) not seek to influence a decision about that business;
  - (d) not make any written representations (whether by letter, facsimile or some form of electronic communication) in relation to that business; and
  - (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.
- (2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if -
- (a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
  - (b) you have the benefit of a dispensation provided that you –
    - (i) state at the meeting that you are relying on the dispensation; and
    - (ii) before or immediately after the close of the meeting give written notification to your authority containing -
      - (aa) details of the prejudicial interest;
      - (bb) details of the business to which the prejudicial interest relates;
      - (cc) details of and the date on which the dispensation was granted; and
      - (dd) your signature
- (4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

#### **PART 4**

#### **THE REGISTER OF MEMBERS' INTERESTS**

#### **Registration Of Financial And Other Interests And Memberships And Management Positions**

- 15(1) Subject to sub-paragraph (3), you must within 28 days of –

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later);

register your financial interests and other interests, where they fall within a category mentioned in paragraph 10(2)(a) in your authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to your authority's monitoring officer.

- (2) You must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under sub-paragraph (1), register that new personal interest or change by providing written notification to your authority's monitoring officer.
- (3) Sub-paragraph (1) and (2) do not apply to sensitive information determined in accordance with paragraph 16(1).
- (4) Sub-paragraph (1) will not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

#### **Sensitive Information**

- 16.(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.
- (4) You must, within 28 days of becoming aware of any change of circumstances, which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- (5) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

#### **Registration Of Gifts And Hospitality**

17. You must within twenty eight days of the date of receipt notify the monitoring officer of the existence and nature of any gifts, hospitality, material benefits or advantage received or offered to you and declined where the value of the item or benefit exceeds £25.00 or such other value as the Authority may from time to time determine. This rule applies equally to any gift accepted by the member on behalf of the authority.

**The Welsh version of the Code will be found on the Council's website or can be obtained from the Council's Monitoring Officer.**

**NEW TREDEGAR COMMUNITY COUNCIL**

**CODE OF CONDUCT – DECLARATION OF INTEREST.**

Name -----

Details/ nature of interest

Personal eg relationships with other councillors, officers etc

<b>Date</b>	<b>Nature of Interest</b>	<b>Signature/ Declared at Meeting</b>
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Business interests eg employers or in relation to suppliers of goods or services

<b>Date</b>	<b>Nature of Interest</b>	<b>Signature/ Declared at Meeting</b>
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Members of other bodies (local authority, LHB, governing bodies charities etc)

<b>Date</b>	<b>Nature of Interest</b>	<b>Signature/ Declared at Meeting</b>
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Gifts or hospitality

<b>Date</b>	<b>Nature of Interest</b>	<b>Signature/ Declared at Meeting</b>
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## **AGENDA ITEM 11 – TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS**

No subscriptions are currently in payment although the council has recently re-joined the Town and Community liaison committee and backdated subscription is due for 2018/19. Members are asked to consider continued participation in this group and payment for 2019/20

Other annual payments relate to public liability insurance and audit fees. These are both legal requirements and the continued provision of these should be noted.

## **AGENDA ITEM 12 – TO CONSIDER POLICY IN RELATION TO PAYMENTS OF GRANTS AND DONATIONS**

The community council has a long standing policy of welcoming requests for financial assistance - it is a standing agenda item on the Finance Committee. A general policy applies to the nature and types of requests that are taken forward for consideration and the value of assistance given,

It is considered appropriate to review that the policy is reviewed and updated if necessary.

The existing policy is that requests are taken forward for consideration is a number of conditions are met. These are

- Types of request considered are those from voluntary bodies, charities, community groups sporting clubs or individuals representing Wales or the UK in a team or individual capacity.
- The group, body, charity, team or individual should be located in, be resident in or provide services to the New Tredegar wards or be of local relevance or interest.
- All requests must be in writing and supported by some financial information, balance sheets or other accounts which should be relevant and up to date.
- Requests should provide information about the reason for the requests and what they intend to spend any grants or donations on,
- Applications can be deferred pending supply of financial or other supporting information.
- Any grants or donations awarded are at member's discretion subject to the above conditions.
- Requests are not taken forward for consideration in consecutive years unless there is significant compelling reasons.
- In general an upper limit is applied \* but this can be waived if there are significant compelling reasons that can be demonstrated,
- Recipients are requested to confirm receipt in writing for audit purposes.

\*The current upper limit for general donations and grants was increased to £100 in 2018/19, with larger amounts allowable if exceptional circumstances arise, however it should be noted that Council reserves are healthy and the external auditors generally frown upon the build-up of large reserves in the absence of any planned expenditure and will enquire into this as part of the year and review and audit process.

Members are asked to consider this policy and review the conditions that are in place and whether these should be amended or varied.

Possible variations could be to

- Increase upper limits, this could mean that larger grants could be issued if it is deemed beneficial for the community, however without a minimum value small grants could still be issued if necessary. This could mean that larger one off projects or events could be funded without creating an expectation of receipt, increased flexibility over the amount granted may allow better targeting of resources to needs. This may help to counter any negative comments from external auditors over the building up of reserves that are not being used to the community's benefit. Care would need to be taken that high value items are purchased with then require specialist (expensive) storage, maintenance or that have a short life cycle and repeated demands may be made which are unsustainable in the longer term.
- Removing any upper limit with each application to be considered on its merits taking into account the needs and resources of each case individually
- Consider removing limit on annual requests – this may have the negative effect of creating a cycle of dependence on such funds, and stifle other fundraising activities, as above.
- Increasing publicity for the scheme and soliciting requests – the website has been updated with this information but other methods could also be used such as social media posters, contacting / canvassing youth, elderly or similar groups and asking if they need certain equipment or facilities. This may open up the council to requests from organisations that were not aware of the facility.
- Removing condition for financial accounts to be supplied. It is not considered good practise to do this as there is no way of determining whether organisations have a true need for the funds requested. It may also reduce the level of probity and governance over the process.
- It may actually be beneficial to require better or more extensive financial information or business plans etc. for larger value requests so consideration could be given to requesting additional further information in certain cases.

This list is not exhaustive

### **AGENDA ITEM 13 MEMBERS ALLOWANCES AND CHAIR PERSONS ALLOWANCE**

It is customary for the Clerk & financial Officer to place proposals before the Council, at its annual meeting, in respect of the Chairperson' allowance. The Independent Remuneration Panel Wales publishes recommended allowances for all levels of Councils based on size and finances.

In 2018/19 the Panel recommended that all Town and Community Council members could be granted an annual allowance of £150 per annum, this was to cover phone, travel and other consumables incurred in performance of their duties. This was not adopted by New Tredegar as the only annual allowance currently payable is the Chairs allowance.

These proposals have been amended slightly and now the Panel states that Community and town councils in Group with income / expenditure less than £30,000 per year should make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc., and other out of pocket expenses incurred may be reclaimed at standard rates or upon submission of receipts. This payment must be rejected individually by members and this must be recorded

Members are asked to note this information and individual members consider whether they require to submit individual claims for cost incurred up to the permitted maximum, or if they wish to refuse the allowance and record this formally.

## **CHAIRS AND VICE ALLOWANCE/S**

The Independent Remuneration Panel Wales publishes recommended allowances for all levels of Councils based on size and finances, the current suggested maximum of a Council in band C for Deputy Mayor or Vice Chair persons allowances is £500. Currently New Tredegar does not pay any vice chair or deputy allowances

The Independent Remuneration Panel Wales publishes recommended allowances for all levels of Councils based on size and finances, the current suggested maximum of a Council in band C for Mayor or Chair persons allowances is £1500.

The Chairs allowance is presently set at £1290, in 2009/10 the allowance was frozen at its present level. It can be seen that the allowance is £210 less than the recommended maximum, so there is capacity to increase the allowance to take account of 8 years of inflation and other increases and for it to still remain within or lower than recommended values.

1 Members are asked to consider whether any deputy or vice chairs allowance should be paid and if so the value

2 Members are asked to consider whether a Chairs allowance should be paid and if so the value taking into account the current allowance and the permitted maximum together with any other allowances that may have been approved in relation to standard members allowances and vice chair or deputy mayors allowances

## **PUBLICITY**

Member's allowances both specific and general paid in a year should be disclosed to the public and displayed on the website by 30<sup>th</sup> September each year and such allowances are considered taxable income so all members will be required to make appropriate returns to Inland Revenue and any other relevant bodies if claims for this allowance are made.

**Members allowances claim / rejection form**

I .....(name) member of New Tredegar Community Council

Please delete

Wish to claim the annual allowance for 19/20

Do not wish to claim to annual allowance 19/20

**Signed**

.....

**Date**.....



## **Not for public meeting**

**The report below is not considered to be available for the public.**

### **AGENDA ITEM 14. CLERK & FINANCIAL OFFICER'S SALARY & ALLOWANCES.**

The current salary is £ 2929 per annum, a 1% increase was applied in 2018/19 after a long period of no increases from 2012.

A payment of £100 per quarter is also made to cover telephone, broadband and office accommodation. This amount has not increased for several years

The Local Government employers paid an increase to Local Government officers in 2019 of 2% payable from April 2019.

The clerk is an employee of the Council whose members must be aware that all relevant employment law conditions are complied with. The Council can pay the Clerk and Responsible officer any wage it determines fit provided that it is above the National Minimum Wage in relation to working hours and paid holidays.

It should be noted that increasing regulatory requirements have crept in over the years such as RTI income tax and PAYE, the website requires updating as external auditors check and verify this as part of their audit.

Members are asked to consider what level of pay award is to be applied to the salary .

### **AGENDA ITEM 15 –MEETINGS CYCLE.**

#### **1. INTRODUCTION**

It is customary for the Clerk & financial Officer to place proposals before the Council, at its annual meeting, in respect of the meeting cycle for the next year.

#### **2. Bank Holidays 2020**

In general meetings of the Council are held on the second Tuesday in each month. In 2019/20 bank holidays are as follows:-

New Year's day 1.1.20 (Wednesday), Good Friday 10.4.20, Easter Monday 13.4.20 May day 4.5.20 (Monday) Spring bank holiday 25.5.20, (Monday), Summer Bank holiday 31.8.20 (Monday) Christmas day 25.12.20 (Friday) Boxing Day substitute 28.12.20 (Monday)

There are meetings due to fall on the Tuesday following a bank holiday Monday in April and May so it is proposed that the cycle of second Tuesday is amended and the meetings put back by one week.

Meeting dates are proposed as follows

#### **January**

**1.1.20 New Years Day**

14.1.20 Finance and Leisure

## **February**

11.2.20 Full Council

## **March**

10.2.20 Finance and Leisure

## **April**

10.4.20 Good Friday

13.4.20 Easter Monday

21.4.20 Full Council

## **May**

4.5.20 Early May Bank Holiday (May day)

12.5.20 Annual Meeting

25.5.20 May Spring Bank Holiday (Whitsun)

## **June**

9.6.20 Finance and Leisure

## **July**

14.7.20 Full Council

## **August**

31.8.20 Summer Bank Holiday

## **September**

8.9.20 Finance and leisure

## **October**

13.10.20 Full council

## **November**

10.11.20 Finance and leisure

## **December**

8.12.20 Full council

25.12.20 Christmas Day (Sunday)

28.12.20 Boxing Day

As in previous years some flexibility may be required due to short notice of illness or inclement weather but in those cases meetings will be rearranged at the most suitable date either in advance of or following the proposed dates as shown on the calendar and any changes will not be made without approval of the chair.

A calendar of meetings will be provided and up loaded onto the website and members are recommended to access this and review the website as necessary .