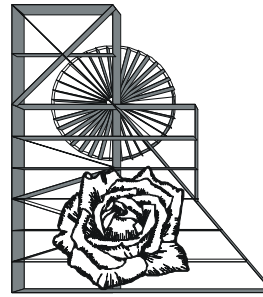


**CYNGOR
CYMUNED
TREDEGAR NEWYDD**

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



**NEW TREDEGAR
COMMUNITY
COUNCIL**

Deb.gronow@gmail.com

07545398809

4.5.2022

Dear Councillor,

The Annual meeting of the Council is to be held at 7.00 pm on Tuesday 10th May 2022 at White Rose Resource Centre and your attendance is hereby requested.

Deborah Gronow is inviting you to a scheduled Zoom meeting. Join Zoom Meeting
<https://us02web.zoom.us/j/85377528889?pwd=b3FhNkowKys3NlFIdHFYTmZyaGhGdz09>
Meeting ID: 853 7752 8889 Passcode: 451220

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 2021/22 Chairperson's report.
4. To elect the Chairperson of the Council for 2022/2023
5. To receive the Chairperson's Declaration of Acceptance of Office.
6. To elect the Vice-Chairperson for 2022/23
7. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2022/23
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 and the creation of a ward funds budget(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 –10th May 2022

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.

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

Members are asked to record any business, personal or other interests.

NEW TREDEGAR COMMUNITY COUNCIL

CODE OF CONDUCT – DECLARATION OF INTEREST.

Name -----

Details/ nature of interest

Personal eg relationships with other councillors, officers etc

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

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

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

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

No subscriptions are currently in payment

AGENDA ITEM 12 – TO CONSIDER POLICY IN RELATION TO PAYMENTS OF GRANTS AND DONATIONS AND THE CREATION OF WARD FUNDS BUDGETS

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 was reviewed and approved in 2019.

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 the COVID pandemic resulted in many of the usual events did not take place in 2020 or 2022 eg summer trip and pantomime. However the fire works, did take place in 2021. The situation with regards to 2022/23 is still unknown and will depend in large part on the pandemic and how the community and the country emerges into a post pandemic way of life.

A community grant funding was been set up in 2021 including donations to the local COVID assistance fund.

Members are asked to consider whether the policy on grant funding should be amended to permit more flexible use of funds particularly while the Pandemic continues to affect more usual community projects and activities.

In prior years a budget provision was set up for councillors to use in supporting community events activities or other provisions and it has been suggested that this is reinstated.

It would be intended that the events or provision supported would be based in the individual Councillor proposing the donation ward, be a voluntary, charitable or non profit organisation or individual and the event / project has the aim of benefitting groups within the community such as children or elderly the community in general such as environmental projects eg floral displays.

Previously the budget was set at a maximum value – there was no requirement to spend the entire budget and unspent amounts would be written back in to general balances at the end of the financial year.

Members are asked to consider this proposal and if so

- 1 A maximum value for the annual budget provision
- 2 Any maximum value for a single payment
- 3 Any other specific conditions to be applied to the scheme

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.

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 expenses or out of pocket costs incurred such as those in respect of telephone usage, information technology, consumables etc., 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 attention is drawn to the fact that

- 1 all allowances are treated as income for tax purposes and should be declared to relevant bodies.
- 2 No allowances are payable to any members who may also be senior members of a unitary or other authority and receive a senior members allowance payment from that authority.

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 last chairs allowance paid was in 2018/19 in the amount of £1370

As noted above no allowances are payable if any members receive a senior member allowance from another unitary authority.

As a result no chairs allowance has been payable due to the chair being a in receipt of a senior salary payment from the County Borough Council.

Members are asked to consider whether

- a) Vice chair allowances should be paid for 2022/23 and if so what value.
- b) Chairs allowances should be paid for 2022/23 and of so what value

PUBLICITY

Member's allowances both specific and general paid in a year should be disclosed 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 22/23

Do not wish to claim to annual allowance 22/23

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 clerk does not wish for any pay award to be considered.

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 2022/23

In general meetings of the Council are held on the second Tuesday in each month unless there is a bank holiday the Monday before
Meeting dates are proposed as follows

14 JUNE 2022 FULL COUNCIL (F/C)

12 JULY 2022 LEISURE / FINANCE (L/F)

13 SEPTEMBER 2022 F/C

11 OCTOBER 2022 L/F

8 NOVEMBER 2022 F/C

13 DECEMBER 2022 L/F

10 JANUARY 2023 F/C

14 FEBRUARY 2023 L/F

14 MARCH 2023 F/C

18 APRIL 2023 F/C

9 MAY 2023 AGM

As in previous years some flexibility may be required due to short notice of illness or inclement weather or lock down due to the pandemic any 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.