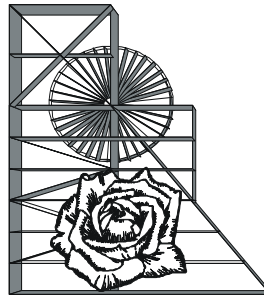


**CYNGOR
CYMUNED
TREDEGAR NEWYDD**

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



**NEW TREDEGAR
COMMUNITY
COUNCIL**

Telephone 01495 226809
07989411526

5/1/2021

Dear Councillor,

The Annual meeting of the Council for 2020 is to be held at 7.00 pm on Tuesday 12th January 2021 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 2019/20 Chairperson's report.
4. To elect the Chairperson of the Council for 2020/2021
5. To receive the Chairperson's Declaration of Acceptance of Office.
6. To elect the Vice-Chairperson for 2020/21
7. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2020/21
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 –12th January 2021

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
-------------	---------------------------	---

Business interests eg employers or in relation to suppliers of goods or services

Date	Nature of Interest	Signature/ Declared at Meeting
-------------	---------------------------	---

Members of other bodies (local authority, LHB, governing bodies charities etc)

Date	Nature of Interest	Signature/ Declared at Meeting
-------------	---------------------------	---

Gifts or hospitality

Date	Nature of Interest	Signature/ Declared at Meeting
-------------	---------------------------	---

AGENDA ITEM 11 – TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS

No subscriptions are currently in payment

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 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 eg summer trip, fire works, and pantomime and the situation with regards to 2021 is still unknown and will depend in large part on the pandemic.

As a result other community grant funding has been set up this year including the COVID assistance grant.

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.

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 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 attention is drawn to the fact that

- 1 all allowances are treated as income for tax purposes
- 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.

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

However in view of the pandemic and the affect on meetings and other business members are asked to consider whether allowances should be paid.

PUBLICITY

Member's allowances both specific and general paid in a year should be disclosed to the public and displayed on the website by 30th 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.



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 2021

In general meetings of the Council are held on the second Tuesday in each month. There are no bank holidays 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 not amended

Meeting dates are proposed as follows

January

12.1.21 AGM

February

9.2.21 Leisure and Finance

March

9.3.21 Finance and Leisure

April

13.4.21 Full Council

May

11.5.21 Annual Meeting

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.