



## **MINUTES OF THE ANNUAL AND MONTHLY MEETING**

**Held at The Waterfall Suite, Forge Fach Community Resource Centre  
On Tuesday 13th May 2025 at 6.00pm**

### **Present:**

Cllr J Nicholds (Chair), Cllr S Powell (Deputy Chair) (Remote Attendance), Cllr E Jackson, Cllr S Weller, Cllr K Davies, Cllr D Williams, Cllr J Hill, Cllr J Price (Remote Attendance), Cllr R Bevan, Cllr G Turner, Cllr Caiden Thomas, Cllr Siubhan Evans-Jones

### **Also in attendance:**

Clerk to the Council: C Kennedy

### **Apologies:**

None

## **ANNUAL MEETING**

### **1. Chairperson**

**RESOLVED:** That Cllr J Nicholds be appointed as Chairperson.

### **2. Vice Chairperson**

**RESOLVED:** That Cllr S Powell be appointed as Vice Chairperson.

### **3. Apologies for Absence**

None

### **4. Declarations of Interest**

None received

### **5. Code of Conduct**

**RESOLVED:** That the Members' Code of Conduct be adopted.

### **6. Committee Meetings Schedule and Membership– RESOLVED:**

Committee meetings will be held on the second Tuesday of each month, excluding August, when no meetings will take place. Each committee will consist of a minimum of five members, except for the Human Resources Committee, which will require a minimum of three members.



**6.1 Events & Projects Committee - 6 PM**

Cllr Eve Jackson, Cllr Dylan Williams, Cllr Caiden Thomas, Cllr John Hill, Cllr Katrina Davies, Cllr Siubhan Evans-Jones.

**6.2 Open Spaces & Building Management Committee - 6.45 PM**

Cllr Dylan Williams, Cllr Sue Powell, Cllr Caiden Thomas, Cllr John Hill, Cllr Siubhan Evans-Jones, Cllr Gareth Turner.

**6.3 Finance & Audit Committee - 7.30 PM**

Cllr Julian Nicholds, Cllr Sue Powell, Cllr Steve Weller, Cllr Jason Price, Cllr Katrina Davies, Cllr Richard Bevan.

**6.4 Human Resources Committee - as required**

Cllr Julian Nicholds, Cllr Eve Jackson, Cllr Jason Price, Cllr Richard Bevan.

**7. Council Meetings RESOLVED:**

Full Council meetings will be held on the third Tuesday of each month at 6:00 PM.

**8. External Bodies**

**RESOLVED:** That representatives be appointed to external bodies as follows:

- Cllr S Powell – One Voice Wales
- Cllr K Davies – One Voice Wales (Reserve)
- Cllr J Price – Gellionen Primary School
- Cllr J Nicholds – Clydach Primary School
- Cllr C Thomas – Craigfelen Primary School

**9. Governance – RESOLVED to approve:**

- Standing Orders
- Financial Regulations

**Risk Assessments for:**

- Forge Fach Resource Centre
- Vardre Community Hall
- Waverley Park
- Dramline Footpath



10. **Finance – RESOLVED** to approve:

- Barclays Bank signatories: Cllr S Powell, J Nicholds, J Price and R Bevan.
- Internal Auditor: KMG Associates
- Fixed Asset Register
- Financial Risk Assessment
- Annual direct debit and standing order schedule
- To write off the aged debtors list as presented: minus agreed transactions

11. **Member Allowances – RESOLVED** to approve:

- 11.1 Payment of mandatory allowance – March 2026.
- 11.2 Chairperson: £1,500 / Vice Chairperson: £500

12. **Date of Next Meeting**

Confirmed: Tuesday, 18th June 2025

## MONTHLY MEETING

1. **Apologies**

None received.

2. **Declarations of Interest**

None declared.

3. **Public Questions**

No members of the public were present.

4. **Minutes**

**RESOLVED:** That the minutes of the meeting held on 8th April 2025 be approved as a true and accurate record.

5. **Member Vacancies**

Following the resignation of Roger Smith, members' noted the resulting vacancy in Clydach Ward, which will be advertised for election from 15th May. The three existing vacancies; two in Vardre Ward and one in Clydach Ward will be re-advertised for co-option, as no expressions of interest have been received.

6. **Financial Report**

**RESOLVED:** That the finance report for April 2025 be approved.



**7. Year End 2024/25**

The Clerk provided an update on year-end closure. The Finance Committee will review and approve the Annual Return at the next Council meeting to ensure compliance before submission to the Wales Audit Office.

**8. Committee Reports**

**RESOLVED:** That all recommendations made by the Finance & Audit and Events & Projects Committees be approved.

**9. Planning**

Planning Applications were considered, and it was agreed to request further information regarding application: 2025/0679/FUL 16 Bryn Road.

**10. Welsh Books**

**RESOLVED:** That the Council supports in principle the request to fund Welsh-language books in support of the planned free lessons at Forge Fach Resource Centre. Members requested a detailed cost breakdown before final approval.

**11. Additional Co-opted Governor**

**RESOLVED:** That Cllr Caiden Thomas be appointed as the additional Co-opted Governor to represent the Council at Graigfelen Primary School.

**12. Member Reports**

The Chair provided a verbal report.

**13. Anti-Social Behaviour**

The Clerk reported that the local PCSO has been in contact and is actively monitoring the situation.

**14. Staffing**

The Chair of the HR Committee confirmed that interviews for the Caretaker/Maintenance role had been conducted, and Dominic Tidmarsh appointed as permanent Caretaker/Maintenance Person commencing the role on 1<sup>st</sup> May.

**15. Correspondence**

Members noted receipt of a letter of thanks for the grant provided by the Council in support of the Eisteddfod.



**16. Items to be Included in the Next Meeting**

- 16.1 Final approval of Welsh books funding
- 16.2 Approval of Annual Return

**17. Date of Next Meeting**

Confirmed: Tuesday, 17th June 2025 at 6.00 PM