

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Annual Council Meeting held on Wednesday 9 September 2020 at Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans  
Cllr Philip Lewis, Cllr Janice Evans,  
Cllr Lisa Hawkes, Cllr Robert Jenkins,  
Cllr Malcolm Jones, Cllr Tim Bowen,  
Cllr Desmond Sparkes, Cllr David Hole.
- In attendance: The Clerk:** David S Mackerras,  
**Prospective co-option candidate:** Mr  
Desmond Jacob
- Apologies:** Cllr Christopher Jones
- .....

The Chair, Cllr Diane Evans welcomed everyone back to the first face to face meeting following the Covid lockdown and asked the Clerk to explain the Risk assessment process and meeting protocol which has been developed to enable the Community Council to meet for the first time today.

- 2 2020/055 Declarations of Interest**  
Nothing declared.
- 3 2020/056 To approve the minutes of the previous Annual meeting held on 15th May 2019**  
Proposed by Cllr Philip Lewis, seconded by Cllr Malcolm Jones with all Members in favour that the minutes are recorded accurately
- 4 2020/057 Item 22 on the Agenda has been brought forward to deal with the co-option of a candidate to fill the vacancy for a member in the Pontrhydyfen ward**  
It was proposed by Cllr Robert Jenkins, seconded by Cllr Malcolm Jones with all members in agreement that Mr Desmond Jacob be appointed to fill the member vacancy for Pontrhydyfen ward. Cllr Desmond Jacob accepted the

appointment and signed the declaration of acceptance of office.

**5 2020/058 Election of Chairperson 2020/21**

As Vice Chair of Council, Cllr Malcolm Jones said that, for personal reasons, he wished to stand aside from being considered for the position of Chair for the year 2020/21. Proposed by Cllr Janice Evans, seconded by Cllr Lisa Hawkes with all in favour that Cllr. Diane Evans should continue in office as Chairperson for the year 2020/21. Cllr Evans signed the declaration of acceptance of office for the year 2020/21.

**6 2020/059 Election of Vice Chairperson 2020/21**

Proposed by Cllr Robert Jenkins, seconded by Cllr Janice Evans with all in favour that Cllr. Malcolm Jones should continue as Vice Chairperson for the year 2020/21. Cllr Jones signed the declaration of acceptance of office for 2020/21.

**7 2020/060 One Voice Wales representation**

Proposed by Cllr Diane Evans, seconded by Cllr. Tim Bowen with all in favour that Cllr Malcolm Jones and Cllr Philip Lewis be re-elected as representatives to OVW

**8 2020/061 NPTCBC/Community Council liaison group representation**

Proposed by Cllr Lisa Hawkes, seconded by Cllr Robert Jenkins with all in favour that Cllr Desmond Sparkes and Cllr David Hole be re-elected as representatives for 2020/21.

**9 2020/062 Pontrhydyfen Community Centre committee representation**

Proposed by Cllr Robert Jenkins, seconded by Cllr Lisa Hawkes with all in favour that Cllr. Philip Lewis be re-elected as the Community Council representative for 2020/21.

**9 2020/063 Finance committee membership**

a. Proposed by Cllr Philip Lewis, seconded by Cllr Tim Bowen with all in favour that Members of the Finance committee for 2020/21 shall be Cllr Desmond Sparkes, Cllr Philip Lewis, Cllr Robert Jenkins, Cllr Diane Evans and Cllr Malcolm Jones.

b. Proposed by Cllr Philip Lewis, seconded by Cllr Tim Bowen

with all in favour that the Chair of Finance for 2020/21 shall be Cllr Diane Evans.

- c. Proposed by Cllr Philip Lewis, seconded by Cllr Tim Bowen with all in favour that The Terms of Reference already defined for the Finance committee should continue in its present form.

**10 2020/064 Parks & Open Spaces committee membership**

- a. Proposed by Cllr Robert Jenkins, seconded by Cllr Malcolm Jones with all in favour that members of the Parks and Open Spaces committee for 2020/21 shall be Cllr Tim Bowen, Cllr Philip Lewis, Cllr Robert Jenkins, Cllr Lisa Hawkes, Cllr Desmond Jacob
- b. Proposed by Cllr Robert Jenkins, seconded by Cllr Malcolm Jones with all in favour that the Chair of Parks and Open Spaces for 2020/21 shall be Cllr Philip Lewis.
- c. Proposed by Cllr Robert Jenkins, seconded by Cllr Malcolm Jones with all in favour that the Terms of Reference already defined for the Parks & Open Spaces committee should continue in its present form.

**11 2020/065 Health & Safety committee membership**

- a. Proposed by Cllr Robert Jenkins, seconded by Cllr Tim Bowen with all in favour that members of the Health and Safety committee for 2020/21 shall be Cllr Janice Evans, Cllr Lisa Hawkes, Cllr Desmond Sparkes, Cllr Malcolm Jones and Cllr Desmond Jacob.
- b. Proposed by Cllr Robert Jenkins, seconded by Cllr Tim Bowen with all in favour that the Chair of the Health and Safety committee for 2020/21 shall be Cllr Janice Evans.
- c. Proposed by Cllr Robert Jenkins, seconded by Cllr Tim Bowen with all in favour that the Terms of Reference already defined for the Health and Safety Committee should continue in its present form.

**12 2020/066 Planning committee membership**

- a. Proposed by Cllr Malcolm Jones, seconded by Cllr Janice Evans with all in favour that All Council members should be members of the Planning committee for 2020/21.

- b. Proposed by Cllr Malcolm Jones, seconded by Cllr Janice Evans with all in favour that the Chair of the Planning committee shall be Cllr Diane Evans.
- c. Proposed by Cllr Malcolm Jones, seconded by Cllr Janice Evans with all in favour that the Terms of Reference already defined for the planning Committee should continue in its present form.

**13 2020/067 Personnel committee membership**

- a. Proposed by Cllr Robert Jenkins, seconded by Cllr Lisa Hawkes with all in favour that members of the Personnel Committee for 2020/21 shall be Cllr Philip Lewis, Cllr Janice Evans, Cllr Diane Evans, Cllr Demond Sparkes and Cllr Christopher Jones.
- b. Proposed by Cllr Robert Jenkins, seconded by Cllr Lisa Hawkes with all in favour that the Chair of the Personnel Committee for 2020/21 shall be Cllr Philip Lewis .
- c. Proposed by Cllr Robert Jenkins, seconded by Cllr Lisa Hawkes with all in favour that the Terms of Reference already defined for the Personnel Committee shall continue in its present form.

**14 2020/068 Cemetery committee membership**

- a. Proposed by Cllr David Hole, seconded by Cllr Lisa Hawkes with all in favour that the members of the Cemetery committee for 2020/21 shall be Cllr Diane Evans, Cllr Robert Jenkins, Cllr Philip Lewis, Cllr Christopher Jones and Cllr David Hole.
- b. Proposed by Cllr David Hole, seconded by Cllr Lisa Hawkes with all in favour that the Chair of the Cemetery Committee for 2020/21 shall be Cllr Diane Evans.
- c. Proposed by Cllr David Hole, seconded by Cllr Lisa Hawkes with all in favour that the Terms of Reference already defined for the Cemetery Committee shall continue in its present form.

**15 2020/069 Media Engagement committee membership**

- a. Proposed by Cllr Diane Evans, seconded by Cllr David Hole with all in favour that membership of the Media Engagement committee for 2020/21 shall be Cllr

Christopher Jones, Cllr Desmond Sparkes, Cllr Lisa Hawkes, Cllr Janice Evans and Mr Pat Davis as a community member.

- b. Proposed by Cllr Diane Evans, seconded by Cllr David Hole with all in favour that the Chair of the Media Engagement committee for 2020/21 shall be Cllr Christopher Jones.
- c. Proposed by Cllr Diane Evans, seconded by Cllr David Hole with all in favour that the Terms of Reference already defined for the Media Engagement committee shall continue in its present form.

**16 2020/070 Events committee membership**

- a. Proposed by Cllr Tim Bowen, seconded by Cllr Robert Jenkins with all in favour that membership of the Events committee for 2020/21 shall be Cllr Janice Evans, Cllr Christopher Jones, Cllr Lisa Hawkes, Cllr Tim Bowen, Cllr Diane Evans, Cllr Desmond Jacob; and Pat Davis and Amanda Doyle as community members.
- b. Proposed by Cllr Tim Bowen, seconded by Cllr Robert Jenkins with all in favour that the Chair of the Events committee for 2020/21 shall be Cllr Janice Evans.
- c. It was agreed that the Terms of reference for the Events committee will be reviewed by Cllr Janice Evans and the Clerk, who will present their recommendation for any changes at the October Full Council meeting. Until then the present Terms of Reference will define the activities of the committee.

**17 2020/071 To accept the Annual Accounts 2020/21**

The Accounts for 2019/20 were presented to the meeting both in the format as presented at Full Council meetings, and also in Annual Return format, with a reconciliation to clarify the reconciliation, one to another. Proposed by Cllr David Hole, seconded by Cllr Malcolm Jones with all in favour that the accounts were provisionally approved subject to a satisfactory internal audit report. It was noted that the usual accounts timetable has not been adhered to as a result of no meetings being held during the Covid pandemic lockdown.

Proposed by Cllr Malcolm Jones, seconded by Cllr Lisa Hawkes with all in agreement that because of Covid restrictions, the accounts may be internally audited and reported on this year, remotely with accounts information electronically transferred to the internal auditor as required.

- 18 2020/072 To confirm the salary of the Clerk and Community Maintenance Officer retrospectively from 1<sup>ST</sup> April 2020.**  
Proposed by Cllr Lisa Hawkes, seconded by Cllr Janice Evans with all in favour that the Clerk and the Community maintenance officer shall be awarded a two percent increase in rate of pay with effect from 1<sup>st</sup> April 2020 as provided for in the budget.
- 19 2020/073 To confirm Travel expenses rate per mile from 1<sup>st</sup> April 2020.**  
Proposed by Cllre Lisa Hawkes, seconded by Cllr Janice Evans with all in favour that the rate per mile for reimbursement of travel costs from 1<sup>st</sup> April 2020 will remain at 45 pence per mile.
- 20 2020/074 To update Current Account signatures**  
Proposed by Cllr Robert Jenkins, seconded by Cllr Tim Bowen with all members of Council in favour that the Lloyds Bank current account signatories will change to include Cllr Janice Evans, Cllr Malcolm Jones, Cllr Philip Lewis and the Clerk to the Council, Mr David Mackerras.
- 21 2020/075 Events planning**  
It was agreed that a meeting of the Events committee will take place at 6:00pm. on Tuesday 15<sup>th</sup> September to discuss arrangements for Remembrance day and Christmas. The meeting will last no more than one hour at Tonmawr Community Centre.
- 22 2020/076 Date of next meeting**  
Tuesday 15<sup>th</sup> September 2020. The meeting will take place at 7:00pm. At Tonmawr Community Centre and will follow the Event committee meeting.

Members confirmed they still have no wish to hold remote Council meetings via the telephone or tele-conferencing.

Chair .....

Meeting closed 8:45pm