

Ogmore Valley Community Council

Cyngor Cymuned Cwm Ogwr



STATUTORY ANNUAL MEETING

CYFARFOD BLYNYDDOL STATUDOL

Tuesday 31 May 2022, 6.30 pm at Zoom
Dydd Mawrth 31 Mai 2022, 6.30 pm yng Zoom

MINUTES OF THE STATUTORY ANNUAL MEETING

COFNODION Y CYFARFOD BLYNYDDOL STATUDOL

Attendance

Cllr Dhanisha Patel (Chair)
Cllr Margaret Lloyd
Cllr Andrew McKay
Cllr Angela Jones
Cllr David Newman
Cllr Hywel Williams

Scott Allin - Clerk of the Council
Ashleigh Davies - Warden

1 Election of Chairperson 2022/23

It was discussed at previous Annual Meetings that the Council would rotate the Chair and that the Vice-Chair would then become Chair. However, the previous Vice Chair did not stand for election this time round.

Resolved: Cllr Hywel Williams nominated, seconded by Cllr Margaret Lloyd that Cllr Dhanisha Patel would continue as Chair for 2022/23.

2 Outgoing address of the Chairperson 2021/22

Cllr Dhanisha Patel continued as Chair and therefore there is no need for an outgoing address.

3 Confirmation of Allowance for the Chairperson

It was noted that the Chair had not received an allowance previously as she was a member of the BCBC Cabinet. However, this is no longer the case and she is now eligible for the £1,000 Chair's allowance.

Resolved: £1,000 proposed by Cllr Hywel Williams, seconded by Cllr Margaret Lloyd. Unanimously agreed

4 Election of Vice Chairperson 2022/23

Resolved: Cllr Dhanisha Patel nominated, seconded by Cllr Margaret Lloyd that Cllr David Newman would be Vice Chair for 2022/23.

5 Minutes of last Annual Meeting – 18 May 2021

The minutes were presented to the Full Council meeting on 25 May 2021.

Resolved: To approve the minutes dated 18 May 2021.

6 Apologies for Absence

Cllr Rhys Goode – leave commitments

Resolved: Members unanimously accepted the apologies for absence

7 To Appoint Committee Members and confirm delegated powers of authority to the Committees including Terms of Reference

Committee Members	Policy & Strategy
Finance & General	Appeals
Personnel	Disciplinary

The attached list confirms the appointment of Committee members. The Terms of Reference would be amended as follows:-

- Finance & General Committee – to reduce members to six and make quorate of three
- Personnel Committee – to reduce members to four and make quorate of three
- Policy & Strategy Committee – to reduce members to five and make quorate of three
- Appeals Committee – members appointed when the specific appeal is known
- Complaints Committee – no change
- Disciplinary Committee – no change

It was also noted that as there are likely to be new members co-opted onto the Council during 2022/23 then the representation on committees would be reviewed later in the year.

Resolved – to approve the changes noted above and outlined in the appendix.

- 8 To confirm the frequency of Full Council, Finance & General and Policy & Strategy Committee Meetings.**

Resolved: that Full Council would take place on the last Tuesday of each month with the exception of August and December. Personnel, Policy & Strategy and Finance & General Committees would meet at least twice per annum and as and when required above that. Time for all meetings would usually be 6.30 pm

- 9 Appointment of Representatives - Town & Community Council Forum/One Voice Wales/School Governors/Blackmill Youth and Community Centre**

The attached list at Appendix confirms the appointment of representatives. It was noted that some were still 'To Be Confirmed'.

Resolved – To approve appoint of representatives in the appendix.

- 10 To approve Standing Orders - see OVCC website link www.ogmorevalecommunitycouncil.co.uk/standing-information**

Resolved – To approve Standing Orders

- 11 To confirm approval of Financial Regulations and other policies – see OVCC website link www.ogmorevalecommunitycouncil.co.uk/standing-information**

Resolved – To approve Financial Regulations and other policies.

- 12 Any Other Business**

No other business

The meeting closed at 7.10pm

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Signature of the Chair, Cllr Dhanisha Patel

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Date

Scott Allin

**Clerk of the Council
Dro Clerc y Cyngor**

OGMORE VALLEY COMMUNITY COUNCIL COMMITTEES & REPRESENTATIVES 2022/23

Policy & Strategy Committee	Chair - Cllr Dhanisha Patel
At least twice per annum	Vice Chair - Cllr David Newman
	Cllr Angela Jones
	Cllr Margaret Lloyd
	Cllr Andrew McKay
Finance & General Committee	Chair - Cllr Dhanisha Patel
At least twice per annum	Vice Chair – Cllr David Newman
	Cllr Margaret Lloyd
	Cllr Angela Jones
	Cllr Andy McKay
	Cllr Hywel Williams
Personnel Committee	Chair - Cllr Dhanisha Patel
At least twice per annum	Vice Chair – Cllr David Newman
	Cllr Angela Jones
	Cllr Margaret Lloyd
Disciplinary & General Committee	Cllr Andrew McKay
When required	Cllr Rhys Goode
	Cllr Hywel Williams
Appeals Committee	Members to be agreed by Full Council depending on nature of complaint
When required	

Complaints Committee	Members to be agreed by Full Council depending on nature of complaint
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When required

REPRESENTATIVES

Town & Community Council Forum	Cllr Margaret Lloyd
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One Voice Wales	Clerk
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Ogmore Vale Primary School	TBC
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Abercerdin Primary School	TBC
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Nantymoel Primary School	Cllr Angela Jones
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Ysgol Gynradd Gymraeg Calon y Cymoedd	TBC
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Blackmill Youth and Community Centre	Cllr Hywel Williams & Cllr Andy McKay
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The above appointments were confirmed at the Annual Meeting on 31 May 2022

OGMORE VALLEY COMMUNITY COUNCIL

COMMITTEE TERMS OF REFERENCE 2022/23

FINANCE & GENERAL COMMITTEE

MEMBERSHIP & TERMS OF REFERENCE

Adopted: 31 MAY 2022

- *The Committee shall be appointed at the Annual General Meeting of the Community Council.*
- *The Chairperson and Vice Chairperson of the Council shall hold the same positions on the Committee.*
- *There will be six members of the Committee (a quorum of three).*
- *Meetings will be held at least twice per year and thereafter, as and when required.*
- *The aim of the Committee is to oversee and advise the Council on financial matters and other risk management which require more detailed review than can be undertaken by full Council*
- *No delegated powers*

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- 1 To consider aspects of management of resources including the consideration of budget monitoring reports and the draft annual budget prepared by the RFO.
 - 2 To monitor income and expenditure and inform Full Council at regular intervals. Examine the Cash Book, cheque books and bank statements.
 - 3 To examine the Annual Internal Auditor's Report, identify actions to comply with any recommendations/issues.
 - 4 To examine the External Auditor's Report, identify actions to comply with any recommendations/issues.
 - 5 To consider the Financial Risk Assessment prepared by the RFO and undertake an annual Risk Assessment. Inform Full Council.

- 6 To review Financial Regulations and undertake an annual risk assessment.
- 7 To annually review Council's Insurance cover, liaising with the RFO.

Ogmore Valley Community Council

PERSONNEL COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

Adopted: 31 MAY 2022

- *The Committee shall be appointed at the Annual General Meeting of the Community Council together with confirmation of delegated powers of authority*
- *The Chairperson and Vice Chairperson of the Council shall hold the same positions on the Committee*
- *There will be four members of the Committee (a quorum of three)*
- *Meetings will be held at least twice a year and thereafter, as and when required*

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- 1 To establish and keep under review the staffing structure of the Community Council and to make recommendations for any changes to the Community Council.
 2. To draft, implement and review, monitor and revise policies for staff.
 - 3 To establish and review salary pay scales and to be responsible for their administration and review.
 - 4 To oversee the recruitment and appointment of staff.
 - 5 To arrange the execution of new employment contracts and changes to contracts.
 - 6 To establish and review performance management (including annual appraisals) and staff training programmes up to the value of £1,500.
 - 7 To oversee any process leading to dismissal of staff (including redundancy).
 - 8 To keep under review working conditions and health and safety matters.
 - 9 To review and address regular or sustained staff absence and ensuring sufficient staffing levels are in place.

- 10 To make recommendations on staffing related expenditure to the Community Council in relation to equipment and expenses.
- 11 To consider any appeal against a decision in relation to pay.
- 12 To consider a grievance or disciplinary matter, if necessary, using the Disciplinary Committee (but not appeal stages which will be dealt with by the Appeals Committee).
- 13 To review the supervision and performance manage the staff, to administer leave requests, record and manage absences.
- 14 The Council must appoint a Line Manager for staff, to monitor staff and provide information to the Personnel Committee for review.

Ogmore Valley Community Council

POLICY & STRATEGY COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE

Adopted: 31 MAY 2022

- *The Committee shall be appointed at the Annual General Meeting of the Community Council.*
- *The Chairperson will be appointed at the meeting and will hold that position for the year (this would give all members an opportunity to gain experience at chairing meetings).*
- *The membership will be five councillors (quorum of three).*
- *Meetings will be held as and when required.*
- *No delegated powers.*

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- 1 To consider issues affecting policies of the Community Council.
 - 2 To review existing Council policies, procedures and Standing Orders and devise new as and when required.
 - 3 To present policies to Full Council for formal adoption together with recommendations.
 - 4 To produce Membership and Terms of Reference for all Committees and present to Full Council for formal adoption.
 - 5 To formulate a community plan (consultations/community engagement).
 - 6 To present the community plan to Full Council together with recommendations.
 - 7 To regularly review the community plan and consider actions required to include improvements.

Ogmore Valley Community Council

APPEALS COMMITTEE

MEMBERSHIP & TERMS OF REFERENCE

Adopted: 31 May 2022

- *The Panel shall be appointed at the Annual General Meeting of the Community Council together with confirmation of delegated powers of authority*
- *There will be three members of the Panel who will be appointed as necessary*
- *Meetings will be held as and when required*

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- 1 To consider whether there are grounds for appeal in accordance with the Disciplinary or Grievance Procedures.
 - 2 To ensure procedures have been followed at Appeal Panel Hearings and decide, on the basis of that information, whether an appeal should be upheld or rejected.
 - 3 To determine whether any appeal made by a member of staff, under any of the Council's Personnel Policies is valid.
 - 4 To hold Appeal Hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment processes with a view to:
 - (a) determine the appeal under the appropriate procedure. (NB any Councillor previously involved in the process, prior to the appeal, may not sit on the Appeal Panel);
 - (b) only the Council may endorse a decision to dismiss staff
 - 5 To determine any appeals under the Council's Complaints Procedure, which is delegated to it.
 - (a) The Appeals Panel to determine the appeal under the procedure. (NB any Councillor previously involved in the process prior to the appeal may not sit on the Appeal Panel)

Ogmore Valley Community Council

COMPLAINTS COMMITTEE

**MEMBERSHIP & TERMS OF REFERENCE TO BE DECIDED
DEPENDING ON THE SPECIFIC DETAILS OF EACH CASE**

Adopted: 31 MAY 2022

Ogmore Valley Community Council

DISCIPLINARY COMMITTEE

MEMBERSHIP & TERMS OF REFERENCE

Adopted: 31 MAY 2022

- *The Panel shall be appointed at the Annual General Meeting of the Community Council together with confirmation of delegated powers of authority*
- *There will be three members of the Panel (quorum of two).*
- *Meetings will be held as and when required*
- *The press and public will be excluded from the meetings of the Disciplinary Committee.*

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- 1 To consider allegations against the Clerk and RFO which may ultimately lead to their dismissal.
 - 2 To consider whether an allegation made against an officer requires further investigation or other appropriate action.
 - 3 To give informal, unrecorded oral warnings in appropriate cases where no further formal action is required.
 - 4 To appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods.
 - 5 To take decisions on the suspension of officers while investigations are undertaken.
 - 6 To consider the recommendations of the Independent Investigator
 - 7 To determine whether action(s) short of dismissal should be imposed.
 - 8 To recommend dismissal to Personnel Committee and Full Council.

