

BRACKLA COMMUNITY COUNCIL



STATUTORY ANNUAL GENERAL MEETING

**Thursday 16 May 2019 at 6.30 pm
The Boardroom Oak Tree Surgery**

Members Present

Cllr J Spanswick – Chairperson

Cllr J Brett
Cllr T Giffard
Cllr I Hibble
Cllr K Hughes
Cllr C Jackson
Cllr A Pucella
Cllr K Rowlands
Cllr T Walsh

Mr P Ley – Acting Clerk/ Responsible Financial Officer
Miss H May – Temporary Clerk of the Council

1 Apologies for Absence

Cllr D Aston – Holiday
Cllr C Jones - Holiday

2 Outgoing Address of the Chairperson

3 Election of Chairperson 2019/20

Resolved: that Cllr C Jackson nominated Cllr J Spanswick for the appointment of Chairperson, seconded by Cllr I Hibble and unanimously carried.

4 Declaration of Acceptance of Office of the new Chairperson 2019/20

Resolved: that Cllr John Spanswick, Chairperson and Mr, Clerk of the Council signed and dated the Acceptance of Office Declaration

5 Confirmation of Allowance for the Chairperson

Resolved: that the allowance will remain at £750

6 Election of Vice Chairperson 2019/20

Resolved: that Cllr T Walsh nominated Cllr T Giffard for the appointment of Vice Chairperson, seconded by Cllr A Pucella and unanimously carried.

**7 Appointments of Committees and members:
Planning/Finance/Disciplinary & Grievance/Appeals/Health & Safety/
Complaints/Human Resources/ Community Centre and to confirm
delegation powers of authority to these Committees**

See attached document

**8 Appointment of Representatives:
Town & Community Council Forum, One Voice Wales & School Governors**

See attached document

Meeting Closed at 6:55pm

Signed by the Chairperson 2019/20

Cllr John Spanswick

Dated:

Brackla Community Council Committees & Representatives 2019/20

Member

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| Appeals | Cllr Tom Giffard Cllr Craig Jones Cllr Aniel Pucella Cllr John Spanswick |
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| Complaints | Cllr David Aston Cllr Keith Hughes Cllr Ciaron Jackson Cllr Kay Rowlands Cllr John Spanswick |
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| Disciplinary/Grievance | Cllr June Brett Cllr Ian Hibble Cllr Keith Hughes Cllr Tyler Walsh |
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| Finance (quarterly) | Cllr David Aston Cllr Craig Jones Cllr Aniel Pucella Cllr Kay Rowlands Cllr John Spanswick Cllr Tyler Walsh |
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| Health & Safety | Cllr K Hughes Cllr Craig Jones Cllr John Spanswick Cllr Tyler Walsh |
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| Human Resources/Personnel | Cllr David Aston Cllr Craig Jones Cllr Tom Giffard Cllr Kay Rowlands Cllr John Spanswick Cllr Tyler Walsh |
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| Planning | Cllr David Aston Cllr June Brett Cllr Ian Hibble Cllr Keith Hughes |
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| | Cllr Ciaron Jackson Cllr Craig Jones Cllr Kay Rowlands Cllr Aniel Pucella Cllr Tyler Walsh Cllr Tom Giffard |
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| Youth | Cllr June Brett Cllr Tom Giffard Cllr Craig Jones Cllr John Spanswick Cllr Kay Rowlands |
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COMMUNITY COUNCILLOR REPRESENTATIVES

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| One Voice Wales | Cllr June Brett |
| Town & Community Council Forum | Cllr Ciaron Jackson |
| Brackla Primary School | Cllr June Brett |
| Tremains Primary School | Cllr Ciaron Jackson |
| Archdeacon John Lewis | Cllr Tyler Walsh |

(Borough Councillors are not able to be a representative)

LEA Governors

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| Archdeacon John Lewis | |
| Brackla Primary School | Cllr Craig Jones Cllr John Spanswick |
| Tremains Primary School | Cllr Tom Giffard |

Updated 17 May 2019

BRACKLA COMMUNITY COUNCIL



MEMBERSHIP AND TERMS OF REFERENCE

APPEALS COMMITTEE

The committee shall be appointed at the Annual General Meeting of the Community Council.

Quorum – Will be 3 members of the committee

Meetings – Will be held on an ad hoc basis as and when it is required.

Terms of Reference

- a) Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- b) To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

COMPLAINTS COMMITTEE

The committee shall be appointed at the Annual General Meeting of the Community Council

Quorum – Will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when it is required

Terms of Reference

- a) To promote the maintenance of high standards of conduct by Members, whether elected or co-opted, to prevent, or minimise, complaints being made
- b) Whilst maintaining confidentiality at all times, the Committee will make known its findings at the next appropriate Council meeting.

DISCIPLINARY/GRIEVANCE COMMITTEE

The committee shall be appointed at the Annual General Meeting of the Community Council.

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when it is required.

Terms of Reference

- a) Where the Complaint is upheld, to decide on the appropriate disciplinary sanction(s) against a Respondent.
- b) To consider any other matters delegated to the Committee by the Council

FINANCE COMMITTEE

The Committee shall be appointed at the Annual General Meeting of the Community Council.

Quorum – will be 3 members of the committee

Meetings – Will be held on 4 occasions each year unless otherwise agreed by the Council/Committee

Terms of Reference

- a) To monitor and update the Financial Regulations and ensure that they are observed by the Council.
- b) To monitor the financial administration of the Council
- c) To prepare the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
- d) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
- e) To review both General and Ear Marked Reserves and recommend any changes to the full Council.

HEALTH AND SAFETY COMMITTEE

The committee shall be appointed at the Annual General Meeting of the Community Council.

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when required

Terms of Reference

- a) To review annually and, where necessary, revise the Community Council's Health & Safety Polices for approval by the Council.
- b) Provide support and advice to the Clerk on health and safety issues.
- c) Consider any reports of accidents and other health and safety incidents and agree with the Clerk any lessons to be learned and actions to be taken.

HUMAN RESOURCES/PERSONNEL

The Committee shall be appointed at the Annual General Meeting of the Community Council

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when required.

Terms of Reference

- a) To annually review the Clerk and RFO's salary level, contract of employment, job description and make recommendations to Full Council
- b) To ensure the Council's compliance with legislation relating to the employment of staff

PLANNING COMMITTEE

The Committee shall be appointed at the Annual General Meeting of the Community Council

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when required

Terms of Reference

- a) To review and respond on behalf of the Council to planning applications received for comment from Bridgend County Borough Council.
- b) The agreed response to the planning application will be despatched to the planning authority by the Clerk

YOUTH COMMITTEE

The Committee shall be appointed at the Annual General Meeting of the Community Council.

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when required

Terms of Reference

a) To represent the young people of Brackla as a section of society on any issue of concern to them. (The term “young people” means those aged between 11 and 18 years inclusive).

b) To represent and communicate the views and needs of all young people including comments on the improvement of facilities for young people within Brackla