

Cyngor Cymuned Cilybebyll Cilybebyll Community Council

Rowland Lanchbury - Clerc y Cyngor / Clerk to the Council

13 Heol y Parc Alltwn Pontardawe Abertawe SA8 3BN

Ffôn / Phone - 01792 864061

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www.cilybebyll.net

Our Ref: RL/bal/1/1

24 April 2018

THE ANNUAL MEETING OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD ON TUESDAY, 01 MAY 2018 AT 7.00PM IN THE RHOS COMMUNITY CENTRE. THE MONTHLY MEETING OF COUNCIL WILL IMMEDIATELY FOLLOW.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA : ANNUAL MEETING

- 1 To receive apologies for absence.
- 2 To receive declarations of interest from Members.
- 3 To appoint a Chairperson for 2018/19, and receive the Chairperson's Declaration of Acceptance of Office.
- 4 To consider the adoption of Standing Orders - copy available on www.cilybebyll.net
- 5 To consider the adoption of Financial Regulations - copy available on www.cilybebyll.net
- 6 To appoint a Vice-Chairperson for 2018/19 and receive the Vice-Chairperson's Declaration of Acceptance of Office.
- 7 To adopt the Members Code of Conduct (previously circulated).
- 8 To appoint a Finance and Development Committee for 2018/19.
- 9 To agree meetings of Council that will consider applications for financial assistance, and discuss policy for awarding grants.
- 10 To agree months when Council will convene an "Open Forum" when members of the public will be able to address Council.
- 11 To nominate representatives to –
 - a) Neath Port Talbot Area Committee of One Voice Wales.
 - b) Neath Port Talbot County Borough Council/Community Councils Liaison Committee.
 - c) School Governing Bodies at Alltwn and Rhos Primary Schools, where an end to their term of office is scheduled during 2018/19

/continued overleaf

- 12 To consider renewing Council's membership of outside organisations:
 - a) Neath Port Talbot Council for Voluntary Service
 - b) Campaign for the Protection of Rural Wales
 - 13 To receive a Financial Statement for the financial year ending 31 March 2018 (copy attached).
 - 14 To consider the Annual Investment Strategy for 2018/19 (copy attached).
 - 15 To review the Council's Risk Assessment (copy available on www.cilybebyll.net) for 2018/19 and agree any actions arising therefrom.
 - 16 To receive the Clerk's Report on Member Remuneration in 2018/19 and consider any actions arising therefrom (copy attached)
 - 17 To consider financial management arrangements in 2018/19.
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AGENDA : MONTHLY MEETING OF COUNCIL

- 1 Apologies for absence
- 2 To receive declarations of interest from Members.
- 3 To confirm the Minutes of the Monthly Meeting of Council held on the 03 April 2018 as a correct record thereof (copy attached).
- 4 Matters arising.
- 5 To receive the Clerk's report on Financial Transactions (copy attached).
- 6 To receive the Clerk's report on Planning Applications (copy attached).
- 7 To receive the Clerk's report on Maintenance (copy attached).
- 8 To receive reports relating to Community Centre Management.
- 9 To receive reports from the latest PACT meetings and raise issues for discussion with the Police.
- 10 To receive the Clerk's Report on the General Data Protection Regulations and agree any actions arising therefrom.
- 11 To consider making contributions to the maintenance of Community Cemeteries
- 12 To receive a progress report in respect of the Lon Tanyrallt Playground.
- 13 To consider the Welsh Government Consultation Document on "Strengthening Local Government: Delivering for People (see <https://beta.gov.wales/strengthening-local-government-delivering-people>)
- 14 To receive a draft programme for the appointment of a Clerk to the Council.
- 15 To receive and update on a meeting of the Dementia Friendly Pontardawe Steering Group.
- 16 Correspondence.
- 17 Any other urgent business previously notified to the Chairperson.
- 18 Date of Next Meeting.

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10 May 2018

A MEETING OF THE PERSONNEL COMMITTEE OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD ON THURSDAY, 17 MAY 2018 AT 6.00PM IN THE ALLTWEN COMMUNITY CENTRE.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA

- 1 Apologies for absence
- 2 To appoint a Chairperson
- 3 To appoint a Vice Chairperson
- 4 To receive declarations of interest.
- 5 To receive the Clerk's report on the advertisement stage of the appointments process for a Clerk to the Council, and consider documents appertaining thereto
- 6 To receive the Clerk's report on the present Terms and Conditions of Employment of the Clerk to the Council
- 7 To receive the Clerk's report on assets owned by the Council to facilitate the office of the Clerk to the Council.

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05 June 2018

THE MONTHLY MEETING OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD ON
TUESDAY, 12 JUNE 2018 AT 7.00PM IN THE ALLTWEN COMMUNITY CENTRE.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA

- 1 Apologies for absence
- 2 To receive declarations of interest.
- 3 To confirm the Minutes of the Annual Meeting of Council held on 01 May 2018 as a correct record thereof (copy attached).
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 01 May 2018 as a correct record thereof (copy attached).
- 5 Matters arising.
- 6 To receive the Clerk's report on Financial Transactions (copy attached).
- 7 To receive the Clerk's report on Planning Applications (copy attached).
- 8 To receive the Clerk's report on Maintenance (copy attached).
- 9 To receive reports relating to Community Centre Management.
- 10 To receive reports from the latest PACT meeting and raise issues for discussion with the Police.
- 11 To consider and if thought fit adopt the Minutes of the Personnel Committee of the Council on the 17 May 2018 or pass such resolutions thereon as may be deemed expedient (copy attached).
- 12 To receive the Clerk's report on capital schemes and consider actions arising therefrom.
- 13 To receive the Internal Auditor's Report on the 2017-18 Accounts and approve the accounts for submission to the External Auditor.
- 14 To receive the Clerk's report on the National Salary Award for 2018-20
- 15 To consider a request for capital funding from Alltwen RFC
- 16 To review the Christmas Event held at Alltwen Triangle and consider any amendments for 2018.
- 17 To consider the consultation from Neath Port Talbot CBC on its Welsh Language Promotion Strategy (copy available on <http://www.npt.gov.uk/welshstrategy>)
- 18 Correspondence.
- 19 Any other urgent business for information previously notified to the Chairperson.

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26 June 2018

THE MONTHLY MEETING OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD
ON TUESDAY, 03 JULY 2018 AT 7.00PM IN THE RHOS COMMUNITY CENTRE.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA

- 1 Apologies for absence
- 2 To receive declarations of interest.
- 3 To receive Ms M Vale, Dementia Friendly Communities Coordinator for Alzheimer's Society Cymru
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 12 June 2018 as a correct record thereof (copy attached)
- 5 Matters arising.
- 6 To receive the Clerk's report on Financial Transactions (copy attached).
- 7 To receive the Clerk's report on Planning Applications (copy attached).
- 8 To receive the Clerk's report on Maintenance (copy attached).
- 9 To receive reports relating to Community Centre Management.
- 10 To receive reports from the latest PACT meeting and raise issues for discussion with the Police.
- 11 To receive the Clerk's report on discussions relating to the General Data Protection Regulations 2018
- 12 To receive the Clerk's update on the recruitment process for a Clerk to the Council
- 13 Correspondence.
- 14 Any other urgent business for information previously notified to the Chairperson.

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12 July 2018

A MEETING OF THE PERSONNEL COMMITTEE OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD ON THURSDAY, 19 JULY 2018 AT 5.15PM IN THE ALLTWEN CHAPEL VESTRY.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

Note – please note venue as Alltwen and Rhos Community Centres are both unavailable

AGENDA

- 1 Apologies for absence
- 2 To receive declarations of interest.
- 3 To agree shortlist criteria for assessment of applications received for the post of Clerk to the Council (draft copy previously circulated)
- 4 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.
- 5 To scrutinise applications received for the post of Clerk to the Council and agree a shortlist of candidates.
- 6 To receive the Clerk's report on the proposed Statement of Particulars of Employment of the Clerk to the Council
- 7 To discuss an interview date and format for the interview process leading to the appointment of a Clerk to the Council.

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28 August 2018

THE MONTHLY MEETING OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD
ON TUESDAY, 04 SEPTEMBER 2018 AT 7.00PM IN THE ALLTWEN COMMUNITY
CENTRE.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA

- 1 Apologies for absence
- 2 To receive declarations of interest.
- 3 To receive representations from Ms Michelle Patterson regarding the establishment of a "Friends of Harry's Park" group
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 03 July 2018 as a correct record thereof (copy attached)
- 5 Matters arising.
- 6 To receive the Clerk's report on Financial Transactions (copy attached).
- 7 To receive the Clerk's report on Planning Applications (copy attached).
- 8 To receive the Clerk's report on Maintenance (copy attached).
- 9 To receive reports relating to Community Centre Management.
- 10 To receive reports from the latest PACT meeting and raise issues for discussion with the Police.
- 11 To consider and if thought fit adopt the Minutes of the Personnel Committee held on the 19 May 2018 or pass such resolutions thereon as may be deemed expedient (copy attached).
- 12 To discuss arrangements for interviewing candidates for the post of Clerk to the Council.
- 13 To receive the Clerk's report on the Lon Tanyrallt Playground.
- 14 To receive the Clerk's report on future capital programme projects.
- 15 To receive the Clerk's report on discussions relating to the General Data Protection Regulations 2018

- 16 To receive the Clerk's Report on changes to procedures and to Policy Documents arising from recent Data Protection legislation changes
 - Data Protection Fees
 - Standing Orders (draft document attached)
 - Publication Scheme (draft document attached)
 - Records Management Policy (draft document attached)
 - Data Protection Policy/Privacy Notice (draft document attached)
- 17 To receive a report relating to the former BMX Track at Rhos Park
- 18 To receive the Clerk's Report on the STRI Inspection at Rhos Park Playing Fields
- 19 Correspondence.
- 20 Any other urgent business for information previously notified to the Chairperson.

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04 September 2018

**A SPECIAL MEETING OF CILYBEBYLL COMMUNITY COUNCIL WILL BE HELD ON
TUESDAY, 11 SEPTEMBER 2018 AT 5.30PM IN THE ALLTWEN COMMUNITY
CENTRE.**

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA

- 7 Apologies for absence
- 8 To receive declarations of interest.
- 9 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.
- 4 To interview candidates for the post of Clerk to the Council / Responsible Financial Officer and if appropriate to make an appointment.

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25 September 2018

AN **OPEN FORUM** WILL BE HELD ON TUESDAY, 02 OCTOBER 2018 AT 6.45PM IN THE RHOS COMMUNITY CENTRE. THIS WILL BE IMMEDIATELY FOLLOWED BY THE **MONTHLY MEETING OF CILYBEBYLL COMMUNITY COUNCIL** AS SOON AS POSSIBLE THEREAFTER.

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

AGENDA – OPEN FORUM

- 1 Apologies for absence.
- 2 To receive declarations of interest.
- 3 To receive representations from Members of the Public regarding local government and policing services within the community.

AGENDA – COUNCIL

- 10 Apologies for absence
- 11 To receive declarations of interest.
- 12 To confirm the Minutes of the Monthly Meeting of Council held on 04 September 2018 as a correct record thereof (copy attached).
- 13 To confirm the Minutes of a Special Meeting of Council held on 11 September 2018 as a correct record thereof (copy attached).
- 5 Matters arising.
- 6 To receive the Clerk's report on Financial Transactions (copy attached).
- 7 To receive the Clerk's report on Planning Applications (copy attached).
- 8 To receive the Clerk's report on Maintenance (copy attached).
- 9 To receive reports relating to Community Centre Management.
- 10 To receive reports from the latest PACT meeting and raise issues for discussion with the Police.
- 11 To consider Applications for Financial Assistance (copy attached).

/ continued overleaf

- 12 To consider the ROSPA Inspection Report on the Council's Playgrounds.
- 13 To consider reports on electrical installations at the Council's community centres.
- 14 To receive the Clerk's report on the External Audit of the Council's 2017/18 Accounts.
- 15 To receive a report from the Neath Port Talbot CBC Rhos Ward Member on the Persimmon development at Rhos.
- 16 To receive a progress report on the General Data Protection Regulations.
- 17 Correspondence (copy attached)
- 18 Any other urgent business for information previously notified to the Chairperson.