

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Annual Meeting of Council held on Tuesday 01 May 2018 at 7.00pm in the Rhos Community Centre

Presiding Councillor D Atkins

Present Councillors A Melen R Lewis Y James C Jones S Williams H David I Jones D Jones A Thomas S Atkins

Apologies A Threlfall M Spooner E Hastings L Rees

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 APPOINTMENT OF CHAIRPERSON

RESOLVED that Councillor Y James be appointed Chairperson for 2018/19, and Councillor James duly signed the Declaration of Acceptance of the Office of Chairperson.

(Councillor Y James in the Chair)

The Chair expressed the Council's appreciation to the immediate past Chairperson, Councillor D Atkins, for the professional and efficient manner in which he had presided during his year of office.

3 STANDING ORDERS

RESOLVED that the Council's Standing Orders be adopted without amendment.

4 FINANCIAL REGULATIONS

RESOLVED that the Council's Financial Regulations be adopted.

5 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor H David be appointed Vice-Chairperson for 2018/19, and Councillor David duly signed the Declaration of Acceptance of the Office of Vice Chairperson.

6 MEMBERS CODE OF CONDUCT

RESOLVED that the Members Code of Conduct previously circulated be adopted by Council.

7 FINANCE AND DEVELOPMENT COMMITTEE

RESOLVED that the Chairperson, Vice-Chairperson, Councillors A Threlfall, A Melen, C Jones, M Spooner, I Jones and D Atkins be appointed to the Finance and Development Committee for 2018/19, subject to the Clerk confirming that Councillors Threlfall and Spooner were prepared to accept.

8 REQUESTS FOR FINANCIAL ASSISTANCE

RESOLVED that all requests for financial assistance be considered at the October and April meetings of Council, and that Council's policy be reaffirmed as per Minute 9 of Council on 04 May 2010.

9 OPEN FORUMS

RESOLVED that Council continues to convene two Open Forum meetings during the year, in October and March.

10 AREA COMMITTEE OF ONE VOICE WALES

RESOLVED that Council be represented by the Chairperson and the Vice Chairperson.

11 LIAISON COMMITTEE BETWEEN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL AND COMMUNITY COUNCILS

RESOLVED that the Chairperson and Councillor A Threlfall represent Council, and that the Clerk confirm Councillor Threlfall's acceptance. In the event of his declining, the Vice Chairperson be nominated to attend.

12 SCHOOL GOVERNING BODIES

RESOLVED that Councillors A Melen and M Spooner continue during their term of office as Governors at Alltwen Primary School and Rhos Primary School respectively.

13 MEMBERSHIP OF ORGANISATIONS

RESOLVED that the Council's membership of the Campaign for the Protection of Rural Wales and Neath Port Talbot Council for Voluntary Services be renewed.

14 FINANCIAL STATEMENT 2017/18

The Clerk presented the Council's Financial Statement for the year ending 31 March 2018. RESOLVED that the statement be approved subject to audit.

15 ANNUAL INVESTMENT STRATEGY 2018/19

The Clerk tabled a draft Strategy. RESOLVED that the Strategy be adopted.

16 RISK ASSESSMENT

The Clerk tabled the Risk Assessment as amended and previously adopted by Council (Minute 37.1, Council 07 June 2011 refers) for Members' consideration. RESOLVED adopted, subject to an increased risk with regard to loss of key staff being recorded to reflect the need to appoint a new Clerk.

17 MEMBER REMUNERATION

The Clerk tabled a report for Members to consider, following publication of the Report of the Independent Remuneration Panel for Wales. RESOLVED that –

- The Clerk prepare an “opt out” form regarding Member Payments and liaise with all Members on their personal decisions accordingly
- No specific responsibility payments be made
- Travelling expenses and subsistence payments be paid to Members for relevant duties as per current practice, on receipt of a claim form by the Clerk
- No financial loss payment be made
- The Clerk prepare a claim form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chairperson's allowance in the sum of £400.00 be paid in 2018/19 in accordance with current practice
- No Vice-Chairperson's allowance be paid in 2018/19
- Requirements with regard to publication be adhered to and relevant payments be made as soon as practicable in the financial year.

18 FINANCIAL MANAGEMENT ARRANGEMENTS

RESOLVED that –

- current arrangements be endorsed, and that three signatories from Councillor A Threlfall, D Atkins, M Spooner and/or the Clerk be authorised to sign cheques
- the Clerk and Councillors A Threlfall, M Spooner and D Atkins be designated to authorise online banking transactions
- non domestic rates and utility accounts be paid by direct debit
- Mr L Llewellyn be appointed as the Council's Internal Auditor for 2018/19.

The meeting ended at 7.47 pm.

Signed

Dated 12 June 2018

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 01 May 2018 at 7.48pm
in the Rhos Community Centre

Presiding Councillor Y James

Present Councillors A Melen R Lewis C Jones S Williams H David I Jones D
Jones A Thomas S Atkins D Atkins

Apologies A Threlfall M Spooner E Hastings L Rees

19 DECLARATIONS OF INTEREST

Councillors C Jones and A Thomas declared an interest at the start of the meeting
in respect of Item 6 - Planning Applications.

20 MINUTES OF THE MONTHLY MEETING OF COUNCIL

RESOLVED that the Minutes of the Monthly Meeting of Council held on 03 April
2018 be confirmed as a correct record.

21 MATTERS ARISING

There were no matters arising.

22 FINANCIAL TRANSACTIONS

RESOLVED that the following accounts be approved for payment –

11B-15B)	Staff	Wages, Expenses)	
16B)	City & County of Swansea	Pension Contributions)	3120.24
17B)	Prudential	Pension Contributions)	
18B	HMRC	Income Tax and NI	441.24
19D	Neath Port Talbot CBC	Non Domestic Rates Alltwen CC	329.00
20D	Neath Port Talbot CBC	Non Domestic Rates Rhos CC	365.00
21B	Corona Energy	Gas Alltwen CC	260.23
22D	British Gas	Electricity Rhos CC	270.14
23B	Eric Collier & Son	Heating Repairs & Service Rhos CC	1606.80
24B	Neath Port Talbot CBC	Trade Waste Charges Alltwen CC	316.55
25B	Neath Port Talbot CBC	Trade Waste Charges Rhos CC	316.55
26D	Dwr Cymru Welsh Water	Water Charges Alltwen CC	182.44
27D	Dwr Cymru Welsh Water	Water Charges Rhos CC	150.89
28B	Lliw Building Supplies	Building Materials	130.94
29C	Knowhow	Cloud Storage Fee	40.00
30C	Vidahost	Domain Renewal	11.99

31C	Alltwen Heels WI Craft Club	S137 Donation	50.00
32C	Alltwen Bowls Club	S137 Donation	400.00
33C	Cylch Cwmtawe Urdd Gobaith Cymru	S137 Donation	100.00
34C	Wales Air Ambulance	S137 Donation	300.00
35C	Argos	Fridge Rhos CC	94.99
36B	Digitrol	IT Support	72.00
37C	Sinclair & Rush	Chair Leg Inserts Alltwen CC	90.54
38C	McAfee	Software Renewal	64.99

RESOLVED that the following receipts be noted –

1	Alltwen CC	April Income	280.00
2	Rhos CC	April Income	764.00
3	Rhos FC	March Income PF	108.00
4	Rhos FC	April Income PF	268.00

RESOLVED that the sum of £9,000.00 be transferred from the Council's Business Banking Account to its Current Account.

23 PLANNING APPLICATIONS

(Councillors C Jones and A Thomas declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

18/0092	Amended plans – Dwelling & Access	Land r/o 27 Derwen Road Alltwen
18/0237	Extension	17 Primrose Lane Rhos
18/0246	Reserved Matters	Alltwen Industrial Estate Alltwen

24 MAINTENANCE

The Clerk advised Members that a refuse store had been constructed at Rhos Community Centre to avoid storage within the building. RESOLVED noted.

25 COMMUNITY CENTRE MANAGEMENT

The Clerk advised Members that the defibrillator at Rhos Community Centre had been deployed, and that following protracted attempts to restore it for use through Welsh Ambulance Service Trust, arrangements were finally in hand. RESOLVED noted.

26 POLICE AND PACT MATTERS

Councillor C Jones reported his attendance at the last PACT meeting, and the Clerk reported notification of a new Neighbourhood Sergeant who would be responsible for the Cilybebyll area. RESOLVED noted.

27 GENERAL DATA PROTECTION REGULATIONS

The Clerk advised Members of the circumstances relating to the implementation of the General Data Protection Regulations and of his discussions with clerks to a number of neighbouring councils. Given the confused situation within the sector the councils had agreed in principle to “cluster” to seek advice, with an ultimate objective of jointly engaging a Data Protection Officer should this be necessary. With the past Chairperson’s agreement, the Clerk had indicated the Council’s willingness to participate in such a cluster. A joint grant application for funding had been submitted to Welsh Government. Advice from One Voice Wales was summarised, particularly with regard to the compliance date and possible changes to legislation, and Members were asked to note that Council was progressing towards a deliverable solution that inevitably involved a significant amount of work. RESOLVED that the Clerk’s actions to date be endorsed and that he be given authority to sign any relevant clustering agreement and agree next steps with partner councils.

28 COMMUNITY CEMETERIES

The Clerk reported on Council’s previous practice to support the maintenance of community cemeteries and memorial sites, based on the size of the site, and reminded Members of the budgetary commitment made by Council thereto. RESOLVED that Council make the following contributions towards the maintenance of community cemeteries –

Alltwen Chapel	£350
St John’s Cilybebyll	£200
Ebeneser Rhos	£200
St John’s Alltwen	£100

29 LON TANYRALLT PLAYGROUNDS

The Clerk advised that an order for the playground had been placed and that a contract start date was awaited. He also outlined intentions for publicity that would involve local schoolchildren. RESOLVED noted.

30 WELSH GOVERNMENT CONSULTATION – STRENGTHENING LOCAL GOVERNMENT: DELIVERING FOR PEOPLE

The Chairperson introduced the consultation paper which had been circulated to Members. Councillor A Thomas drew attention to the future role of community councils in the new arrangements and the lack of total coverage across Wales. RESOLVED that Councillor Thomas formulate a response to be circulated to Members before submission to Welsh Government.

31 APPOINTMENT OF CLERK TO THE COUNCIL

The Clerk summarised a draft programme for the appointment of a new Clerk who would take office as of the 01 November 2018. He highlighted discussions that were necessary and decisions that Members need to take at this time. RESOLVED that –

- an ad-hoc Personnel Committee be set up to oversee the process leading to interview of shortlisted candidates
- the Committee comprise the Chairperson, Councillors A Threlfall, I Jones, D Jones and S Williams, with Councillors A Thomas and H David as deputies if nominated Members were unable to accept
- shortlisted candidates be interviewed by Council in view of the significance of the role
- the Clerk's retirement be effective from 31 October 2018 but that the new Clerk be engaged as from 01 October 2018 so that a transition period occurs to maintain business continuity.

32 DEMENTIA FRIENDLY COMMUNITY

Councillor A Melen referred to the Council's decision to become a dementia friendly community and indicated that she had attended the Pontardawe Steering Group on Council's behalf. She referred to the forthcoming launch event and the Clerk confirmed that all Members were invited to attend. He also indicated that the community coordinator had requested that she attend a future meeting of Council to formalise the Council's affiliation and brief Members on the actions that Council would be asked to undertake. RESOLVED that the Coordinator be invited to attend the July meeting of Council.

33 CORRESPONDENCE

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|----------------------|---|
| 1 | Powys County Council | Notice of Adoption of LDP |
| 2 | Rhos FC | Notification of Intentions regarding access to adjacent land from Rhos Park as agreed |
| 3 | Persimmon Homes | Neighbour Information re programme for Bryn Brych Development Site, Rhos |

34 DATE OF NEXT MEETING

RESOLVED that the next meeting of Council be held on 12 June 2018.

The meeting ended at 9.15 pm

Signed

Dated 12 June 2018

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Personnel Committee of Council held on Tuesday 17 May 2018 at 6.00pm in the Alltwen Community Centre

Presiding Councillor --

Present Councillors Y James S Williams I Jones D Jones A Thomas

Apologies None

(The Clerk requested permission to oversee the first item minutes below)

35 APPOINTMENT OF CHAIRPERSON

The Clerk invited nominations for the position of Chairperson. RESOLVED that Councillor Y James be appointed Chairperson.

(Councillor Y James in the Chair)

36 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED that Councillor S Williams be appointed Vice-Chairperson.

37 DECLARATIONS OF INTEREST

There were no declarations of interest.

38 ADVERTISEMENT STAGE – APPOINTMENT OF CLERK TO THE COUNCIL

The Clerk summarised the four stages that would lead to the appointment of a new Clerk to the Council – advertisement, shortlisting, interview and appointment – and indicated that Member endorsement would be sought at each stage of the overall process. Documents relating to the Advertisement Stage were tabled for discussion – Advert, Job Description/Person Specification, Application Form and Equalities Monitoring Form. Members offered comments and amendments where appropriate. RESOLVED that the revised Advert, Job Description/Person Specification and Application Form be approved, but that Council maintain its position on equality and diversity but dispense with the Equalities Monitoring Form as this would not be appropriate given the size of the Council.

39 CLERK'S TERMS AND CONDITIONS OF EMPLOYMENT

The Clerk summarised the contractual terms and conditions of employment and any amendments that had occurred since his original appointment. RESOLVED that the Terms and Conditions be generally accepted, that the Clerk update them to reflect current circumstances and that they be referred to One Voice Wales for guidance on relevance and compliance with current legislation.

40 ASSETS FOR THE OFFICE OF CLERK

The Clerk summarised the Council's assets that were at his disposal to facilitate his role. RESOLVED that the report be noted and that any changes be considered on appointment of the new Clerk.

The meeting ended at 7.10 pm

Signed

Dated 12 June 2018

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 12 June 2018 at 7.00pm in the Alltwen Community Centre

Presiding Councillor

Present Councillors A Melen C Jones S Williams D Jones S Atkins A Threlfall M Spooner E Hastings

Apologies Y James H David I Jones L Rees D Atkins A Thomas

41 CHAIRPERSON FOR THE MEETING

In the absence of the Chairperson and Vice-Chairperson, RESOLVED that Councillor M Spooner be elected Chairperson for the duration of the meeting.

42 DECLARATIONS OF INTEREST

Councillor C Jones declared an interest at the start of the meeting in respect of Item 7 - Planning Applications and Item 15 – Alltwen RFC.

43 MINUTES OF THE ANNUAL MEETING OF COUNCIL

RESOLVED that the Minutes of the Annual Meeting of Council held on 01 May 2018 be confirmed as a correct record.

44 MINUTES OF THE MONTHLY MEETING OF COUNCIL

RESOLVED that the Minutes of the Monthly Meeting of Council held on 1 May 2018 be confirmed as a correct record.

45 MATTERS ARISING

1. Further to Minute 7 relating to Finance and Development Committee, RESOLVED noted that Councillors A Threlfall and M Spooner both accepted their nominations.
2. Further to Minute 11 relating to the Neath Port Talbot CBC Liaison Committee, RESOLVED noted that Councillor A Threlfall accepted his nomination.
3. Further to Minute 22, receipt 3, RESOLVED noted that the correct amount was £132.00.
4. Further to Minute 29 regarding the Lon Tanyrallt Playground, the Clerk reported that work was due to start on 25 June 2018. He also advised that the contractor had suggested a minor design amendment to replace small areas of grass with safety surfacing at a further cost of £1,560.00 plus VAT. RESOLVED that the design change and additional cost be agreed.

5. Further to Minute 31 regarding the ad-hoc Personnel Committee, the Clerk advised that Councillor A Threlfall had declined the nomination, and that as a result the first deputy, Councillor A Thomas, had been duly appointed.

46 FINANCIAL TRANSACTIONS

RESOLVED that the following accounts be approved for payment –

39B-43B)	Staff	Wages, Expenses)	
44B)	City & County of Swansea	Pension Contributions)	3183.69
45B)	Prudential	Pension Contributions)	
46B	HMRC	Income Tax and NI	514.84
47D	Neath Port Talbot CBC	Non Domestic Rates Alltwen CC	329.00
48D	Neath Port Talbot CBC	Non Domestic Rates Rhos CC	365.00
49B	Corona Energy	Gas Alltwen CC	260.23
50B	Lliw Building Supplies	Building Materials	225.68
51B	Platinum Gas	Boiler Service Alltwen CC	78.00
52B	NALC	Local Council Review Subs	17.00
53B	Cotton & Sons	Cleaning Materials	186.43
54C	Capel yr Alltwen	Comm Cemetery Maint Contn	350.00
55C	St John's Cilybebyll	Comm Cemetery Maint Contn	200.00
56C	Ebeneser Rhos	Comm Cemetery Maint Contn	200.00
57C	St John's Alltwen	Comm Cemetery Maint Contn	100.00
58B	Lyn Llewellyn Int Audit	Internal Audit 2017/18	360.00
59D	SSE	Electricity Alltwen CC	574.88
60B	Digitrol Ltd	Laptop Repair	86.40
61B	Wayne Duggan FTM	Grounds Maintenance 1	702.00
62B	Lliw Building Supplies	Building Materials	86.07
63B	R Lanchbury	Quarterly Admin Expenses	145.86
64D	SSE	Gas Rhos CC	218.32

RESOLVED that the following receipts be noted –

1	Alltwen CC	May Income	280.00
2	Rhos CC	May Income	773.00
3	Rhos FC	May Income PF	64.00

RESOLVED that the sums of £7,500.00 and £1,000.00 be transferred from the Council's Business Banking Account to its Current Account.

47 PLANNING APPLICATIONS

(Councillor C Jones declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

18/0333	Extension & front Elevation Change	12 Primrose Lane Rhos
18/0372	Details to Discharge Conditions	Land n/o Neath Road Rhos

48 MAINTENANCE

There were no reports on Maintenance.

49 COMMUNITY CENTRE MANAGEMENT

There were no reports on Community Centre Management.

50 POLICE AND PACT MATTERS

There were no reports on Police or PACT matters.

51 MINUTES OF THE PERSONNEL COMMITTEE MEETING OF COUNCIL

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17 May 2018 be adopted.

52 CAPITAL SCHEMES

The Clerk provided an update for Members on the following capital schemes –

- Sand Banding Rhos Park Playing Field – Completed
- Lon Tanyrallt Playground – Start on site on 25 June 2018
- Internal Roller Shutters – Contractor to review
- Alltwen Community Centre Unders – Planning permission not required
- Rhos Community Centre Car Park Elevation - Planning permission not required

RESOLVED that the update be noted and that the Clerk be authorised to instruct the Council's consultant architect to draw up a specification for tender in respect of the Unders and the Car Park Elevation schemes.

53 INTERNAL AUDITOR'S REPORT AND ANNUAL RETURN FOR 2017/18

The Clerk advised Members of the report received from the Internal Auditor on the 2017/18 Accounts which indicated that there were no matters that needed to be drawn to the Council's attention. He indicated that the Annual Return had been duly completed and summarised its content for Council. RESOLVED that the report be noted and that the Chairperson and Clerk be authorised to sign the Annual Return for submission to the external auditor.

54 2018-20 NATIONAL SALARY AWARD

The Clerk presented a factual report on the joint recommendations of the National Association of Local Councils and the Society of Local Council Clerks, and confirmed the position of One Voice Wales, with regard to the nationally negotiated 2 year pay award effective from 01 April 2018. He outlined the basis of the recommendations and the implications for wages and salaries of the Council's employees, and for the Council's budget, explaining that information

for 2019-20 had not been published for the time being. The Clerk also clarified current arrangements for payment and reimbursement of expenses.

(The Clerk withdrew from the Chamber after offering his factual report, and took no further part in the discussions or decisions in respect of this item)

Following discussion, RESOLVED that –

- the recommendations received in respect of the nationally negotiated pay award for 2018-19 be accepted and implemented immediately
- expenses paid to the Clerk for use of his home as an office be increased at a percentage in line with the salary award
- a further report be submitted on the 2019-20 details in due course.

55 ALLTWEN RFC

(Councillor C Jones declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

The Clerk summarised a request from Alltwen RFC towards a capital project that they were delivering and in respect of which a shortfall of funding had occurred following the award of a WRU grant. Documents indicating the financial commitment of the club and the WRU along with the technical assessment and specification of the work had been made available and were referred to Council. Council noted the contribution made by the Club to the wider community in Cilybebyll and the importance of the facilities which were being improved. RESOLVED that Council make a capital contribution of £1,875.00 to the improvements on receipt of the appropriate copy invoices.

56 CHRISTMAS EVENT ALLTWEN TRIANGLE

The Clerk referred to the recent review of the 2017 Christmas Event at Alltwen Triangle and the actions arising therefrom. He indicated that discussions regarding traffic management with NPT CBC Highways had not resulted in support for any options other than the current arrangements. He also reported on discussions with four companies regarding the purchase of new lights. RESOLVED that –

- the discussions on traffic management be noted but that the Clerk seek advice from the Police
- the quotation for new lights from Festive Lighting be accepted in principle in the sum of £893.90 plus VAT, subject to the Clerk confirming details with the company and with the Council's lighting contractor.

57 NPT CBC CONSULTATION ON WELSH LANGUAGE PROMOTION STRATEGY

The Clerk referred to the previously circulated document and Members briefly discussed elements of the strategy. RESOLVED that Council –

- generally welcome the strategy as moving in the right direction although the absence of details on timescales is not helpful
- note the relative absence of comments on Planning Policy and the overall emphasis on Education
- note that the impact of the Council's 21st century schools programme had not been considered in the Strategy, particularly the implications of emerging plans for a "superschool" in Pontardawe with its likely impact on local primary and secondary schools which make a significant contribution to the promotion of the Welsh language.

58 CORRESPONDENCE

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|---------------------|--------------------------|
| 1 | GT Writing Services | Offer of Services |
| 2 | One Voice Wales | Notice of Area Committee |

RESOLVED that the Clerk action the following item as indicated –

- | | | |
|---|------|-------------------------------------|
| 3 | ABMU | Consultation on Changes to Services |
|---|------|-------------------------------------|
- Circulate the link for Members to respond if they wish.

The meeting ended at 9.12 pm

Signed

Dated 03 July 2018

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 03 July 2018 at 7.00pm in the Rhos Community Centre

Presiding Councillor Y James

Present Councillors A Melen C Jones S Williams D Jones S Atkins A Threlfall E Hastings I Jones L Rees D Atkins A Thomas R Lewis

Apologies H David M Spooner

59 DECLARATIONS OF INTEREST

There were no declarations of interest at the start of the meeting.

60 DEMENTIA FRIENDLY COMMUNITY

The Chairperson welcomed Ms M Vale, Dementia Friendly Communities Coordinator for Alzheimer's Society Cymru. Ms Vale was attending following Council's resolution to become a dementia friendly community, and provided Council with an overview of what was required in this role. She highlighted the significance of dementia in society, the various manifestations of dementia, and an indication as to how Council might respond in meeting the needs of people living with dementia. Following questions, Ms Vale concluded with a summary of three pledges that Council can make in becoming a dementia friendly community. RESOLVED that Council note the address and the pledges and that the Clerk engage with Ms Vale to address its buildings and facilities.

61 MINUTES OF THE MONTHLY MEETING OF COUNCIL

RESOLVED that the Minutes of the Monthly Meeting of Council held on 12 June 2018 be confirmed as a correct record.

62 MATTERS ARISING

1. Further to Minute 52 regarding the Lon Tanyrallt Playground, the Clerk reported that work had started on site and that he had ordered a new sign consistent with the Council's corporate design. RESOLVED noted.
2. Further to Minute 55 relating to Alltwen RFC, the Clerk reported that copy invoices had been received to facilitate payment of a capital contribution. RESOLVED noted.
3. Further to Minute 56 regarding the Christmas Event at Alltwen Triangle, the Clerk indicated that a draft legal agreement had been received from NPT CBC. RESOLVED that the agreement be completed.

63 FINANCIAL TRANSACTIONS

RESOLVED that the following accounts be approved for payment –

65B-69B)	Staff	Wages, Expenses)	
70B)	City & County of Swansea	Pension Contributions)	3488.65
71B)	Prudential	Pension Contributions)	
72B	HMRC	Income Tax and NI	556.88
73D	Neath Port Talbot CBC	Non Domestic Rates Alltwen CC	329.00
74D	Neath Port Talbot CBC	Non Domestic Rates Rhos CC	365.00
75B	Corona Energy	Gas Alltwen CC	142.21
76B	Alltwen RFC	Capital Project Contribution	1875.00
77B	Ecosolve Ltd	Grounds Maintenance 2	7406.96
78B	Community Mag	Advert	85.00
79B	Lliw Building Supplies	Building Materials	100.44

RESOLVED that the following receipts be noted –

1	Alltwen CC	June Income	244.00
2	Rhos CC	June Income	691.00
3	HMRC	VAT Refund	9250.37

RESOLVED that the sum of £14,000.00 be transferred from the Council's Business Banking Account to its Current Account.

64 PLANNING APPLICATIONS

There were no Planning Applications to consider.

65 MAINTENANCE

There were no reports on Maintenance.

66 COMMUNITY CENTRE MANAGEMENT

RESOLVED that a new fridge be purchased for Alltwen Community Centre.

67 POLICE AND PACT MATTERS

RESOLVED that the incident at Rhos Park be noted and that Members also note the likely appointment of a new PCSO.

68 GENERAL DATA PROTECTION REGULATIONS 2018

Following the previous report to Council, the Clerk indicated that the Welsh Government had now agreed to fund a cluster appointment to allow local community and town councils to jointly progress a facilitating role in relation to the General Data Protection Regulations 2018. He confirmed that all local councils in Neath Port Talbot had been approached and that a brief for an appropriate appointment had been drafted. RESOLVED noted.

69 CLERK TO THE COUNCIL APPOINTMENT

The Clerk indicated the number of enquiries and applications received, that One Voice Wales were advising on the terms and conditions of engagement, and that Personnel Committee would meet to shortlist candidates once the closing date had passed. He also advised that Council would be advised of progress and future arrangements during the recess. RESOLVED noted.

70 CORRESPONDENCE

(Councillor C Jones declared an interest in Item 6 below and took no part in the discussions or voting thereon)

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|------------------|--|
| 3 | Welsh Government | Consultation Info re “Our Valleys, Our Future” |
| 5 | One Voice Wales | Invitation to Conference |
| 6 | NPT CBC Planning | Notification of Appeal |

RESOLVED that the Clerk action the following items as indicated –

- | | | |
|---|---|---|
| 1 | Ms GJ Alltwn | Correspondence re Footpaths, Penyralltwn |
| Clerk to enquire as to further details from the relevant bodies | | |
| 2 | Cilybebyll Community Growers | Request for assistance with water supply |
| Council to assist by filling two containers, subject to water pressure, and CCG to approach Dwr Cymru Welsh Water | | |
| 4 | Local Democracy and Boundary Commission for Wales | Info re Review of Electoral Arrangements in Neath Port Talbot |

Link to be forwarded to Members for information.

71 ANY OTHER URGENT BUSINESS

RESOLVED that the Clerk follow up his enquiry regarding a damaged PROW footbridge and investigate issues with a tree overhanging a property on Plas Road.

The meeting ended at 8.55 pm

Signed

Dated 04 September 2018

Cyngor Cymuned Cilybebyll

Cilybebyll Community Council

Minutes of the Personnel Committee of Council held on Thursday 19 May 2018 at 5.15pm in the Alltwen Chapel Vestry

Presiding Councillor Y James

Present Councillors S Williams I Jones D Jones A Thomas

Apologies None

72 DECLARATIONS OF INTEREST

There were no declarations of interest.

73 SHORTLIST STAGE – APPOINTMENT OF CLERK TO THE COUNCIL

The Clerk referred to the previously circulated shortlisting criteria prepared in draft and based on the person specification for the post of Clerk to the Council. Members considered the draft and RESOLVED that it be agreed as the basis for considering applications received.

74 PUBLIC AND PRESS

RESOLVED 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.

75 SHORTLISTING OF APPLICATIONS RECEIVED

The Clerk indicated that over 60 individuals enquired about the post and received application forms and job descriptions. A total of 19 applications were received and these were tabled for scrutiny by the Committee. Each of the 19 applications were discussed and scored in accordance with the shortlisting criteria. RESOLVED that 5 individuals selected by the Committee be invited for interview.

76 STATEMENT OF PARTICULARS OF EMPLOYMENT - CLERK TO THE COUNCIL

The Clerk confirmed that One Voice Wales had offered comments on the draft Statement of Particulars of Employment for the Clerk to the Council. These were summarised for Members along with the draft amendments to the Statement that would follow. RESOLVED that the amended Statement of Particulars of Employment be endorsed.

77 INTERVIEW DATE AND FORMAT

Members received a brief report from the Clerk regarding options for the interview process, given Council's previous agreement that all Members be invited to attend, and in view of potential holiday arrangements for both Members and candidates during August. Members considered date and venue, timing and logistics, a semi-structured format, the role of members, subject areas for questions and a possible practical exercise. They agreed a way forward in respect of each. RESOLVED that the Clerk formulate a briefing for Council at the next meeting in September, based on the decisions of the Committee, and that an interview date of 11 September 2018 be provisionally agreed.

The meeting ended at 7.50 pm

Signed

Dated 04 September 2018
