



Cyngor Cymuned Blaenhonddan

Rowland Lanchbury
Clerc y Cyngor / Clerk to the Council
Canolfan Gymuned Llangatwg / Cadoxton Community Centre
Heol Cwmbach / Cwmbach Road
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CASTELL NEDD / NEATH
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13 May 2024

To all Members of the Public and Press, you are hereby invited to attend the

ANNUAL MEETING

and

MONTHLY MEETING OF THE COUNCIL

Annual Meeting commencing at 6.00 pm

Monthly Meeting commencing
as soon as possible thereafter

To be held at
Cadoxton Community Centre
and Online

on

Monday 20 May 2024

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members of the Public and Press who wish to attend the meeting online MUST
inform the Clerk in writing by 12 Noon on Friday 17 May 2024**

Agenda attached overleaf

AGENDA : ANNUAL MEETING

- 1 To receive apologies for absence.
 - 2 To receive declarations of interest from Members.
 - 3 To appoint a Chair for 2024/25, and receive the Chair's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
 - 4 To appoint a Vice-Chair for 2024/25 and receive the Vice-Chair's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
 - 5 To adopt the Members Code of Conduct.
 - 6 To consider the need for the following Committees and, where appropriate, to elect Members to Committees –
 - Resources Committee
 - Environment Committee
 - Festivals Committee
 - Staffing Committee
 - Appeals Committee
 - 7 To elect Members to represent the Council on external bodies –
 - Neath Port Talbot CBC/Community Councils Liaison Committee
 - One Voice Wales Neath Port Talbot Area Committee
 - School Governing Bodies
 - 8 To consider the Income and Expenditure Report and Bank Reconciliation for 2023/24 and any issues arising therefrom.
 - 9 To consider the Draft Annual Investment Strategy for 2024/25
 - 10 To consider adoption of the following –
 - Standing Orders
 - Financial Regulations
 - Health and Safety Policy
 - Freedom of Information Scheme
 - Risk Assessment Schedule
 - 11 To consider the Draft Annual Report 2024
 - 12 To agree meetings of Council that will consider applications for financial assistance, and discuss policy for awarding grants
 - 13 To consider financial management arrangements in 2024/25
 - 14 To receive the Clerk's Report on Member Remuneration in 2024/25
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AGENDA : MONTHLY MEETING OF COUNCIL

- 1 To receive 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 15 April 2024 as a correct record thereof.
 - 4 Matters arising from the Minutes.
 - 5 To receive the Clerk's Report and approve Payments to be made in May 2024.
 - 6 To receive the Clerk's Report on Planning Applications.
 - 7 To receive the Clerk's Report on Community Centre Management
 - 8 To receive any reports relating to Police Matters within the community
 - 9 To receive reports from Members in relation to Outside Bodies
 - 10 To consider the Internal Auditor's Report, the Annual Return and Annual Governance Statement in respect of the 2023-24 Accounts
 - 11 To consider a request from the Neath Port Talbot Standards Committee for Council to pass a resolution to sign up to the Civility and Respect Pledge
 - 12 To receive the Clerk's update on agreed Capital Programme Schemes and consider other possible schemes that Members may wish Council to explore in future
 - 13 To consider a consultation from Neath Port Talbot CBC Planning on the Key Issues, Vision and Objectives, Growth and Spatial Options for the Neath Port Talbot Replacement Local Development Plan
 - 14 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 three items by virtue of the nature of the business to be transacted.
 - 15 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
 - 16 To consider any reports relating to Health and Safety
 - 17 To receive the Clerk's report on Personnel Matters

 - 18 To receive the Clerk's Report on Correspondence.
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10 June 2024

**To Members of the Public and Press you are hereby invited to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 17 June 2024 at 6.30 pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members of the Public and Press who wish to attend the meeting online MUST
inform the Clerk in writing by 12 Noon on Friday 14 June 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive a Statement from the Chair
- 3 To receive any Declarations of Interest
- 4 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 5 To confirm the Minutes of the Annual Monthly Meeting of Council held on 20 May 2024
- 6 To confirm the Minutes of the Monthly Meeting of Council held on 20 May 2024
- 7 Matters Arising from the Minutes
- 8 To receive the Clerk's Report on Financial Transactions in June 2024
- 9 To receive the Clerk's Report on Planning Applications in June 2024

- 10 To receive the Clerk's Report on Community Centre Management
- 11 To receive any reports relating to Police Matters within the community
- 12 To receive reports from Members in relation to Outside Bodies
- 13 To receive the Clerk's Report on the 2024 Fun Day

- 14 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 three Items by virtue of the nature of the business to be transacted.

- 15 To discuss any Matters Arising from the Minutes (Items 5 and 6) of a confidential nature.
- 16 To consider any reports relating to Health and Safety
- 17 To receive the Clerk's Report on Tenders in respect of the Caewern CC Roofing Scheme

- 18 To receive the Clerk's Report on Correspondence.



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10 July 2024

**To Members of Council you are hereby summoned to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 15 July 2024 at 6.30 pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members who wish to attend the meeting online MUST inform the Clerk in writing
by
12 Noon on Friday 12 July 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive a Statement from the Chair
- 3 To receive any Declarations of Interest
- 4 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 5 To confirm the Minutes of the Monthly Meeting of Council held on 17 June 2024 (copy attached)
- 6 Matters Arising from the Minutes
- 7 To receive the Clerk's Report on Financial Transactions in July 2024 (copy attached)
- 8 To receive the Clerk's Report on Planning Applications in July 2024 (copy attached)

- 9 To receive the Clerk's Report on Community Centre Management
- 10 To receive any reports relating to Police Matters within the community
- 11 To receive reports from Members in relation to Outside Bodies
- 12 To receive the Clerk's Update Report on the Caewern CC Roofing Scheme
- 13 To receive the Clerk's Report on Playground Inspection Arrangements, Agreed Improvements and Reported Vandalism
- 14 To consider receiving the NPT CBC Monitoring Officer at the next meeting of Council
- 15 To consider additional training needs in respect of Council's Financial Software

- 16 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 three Items by virtue of the nature of the business to be transacted.

- 17 To discuss any Matters Arising from the Minutes (Item 5) of a confidential nature.
- 18 To consider any reports relating to Health and Safety

- 19 To receive the Clerk's Report on Correspondence (copy attached).



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10 September 2024

**To Members of the Public and Press you are hereby invited to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 16 September 2024 at 6.30pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members of the Public and Press who wish to attend the meeting online MUST
inform the Clerk in writing by 12 Noon on Friday 13 September 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To receive Mr Craig Griffiths, Monitoring Officer and Head of Legal Services at Neath Port Talbot CBC
- 4 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 5 To confirm the Minutes of the Monthly Meeting of Council held on 15 July 2024 as a correct record
- 6 Matters Arising from the Minutes

/overleaf

- 7 To receive the Clerk's Report and approve Financial Transactions in August and September 2024
- 8 To receive the Clerk's Report on Planning Applications in August and September 2024
- 9 To receive the Clerk's Report on Community Centre Management
- 10 To receive any reports relating to Police Matters within the community
- 11 To receive reports from Members in relation to Outside Bodies
- 12 To receive the Clerk's Report on the Casual Vacancy in the Aberdulais Ward
- 13 To receive the Clerk's Report on Playground Repairs
- 14 To receive the Clerk's Report on the Caewern Community Centre Roofing Scheme
- 15 To receive the Clerk's Report on management issues relating to the Church in Wales land in Cadoxton
- 16 To receive the Clerk's Report on Licences at Community Centres
- 17 To receive the Clerk's Report on correspondence relating to the Waunceirch District Park
- 18 To receive the Clerk's Report on the Annual Report of the NPT Standards Committee.
- 19 To establish how Members wish to be identified on the Council's Website
- 20 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 three Items by virtue of the nature of the business to be transacted.
- 21 To discuss any Matters Arising from the Minutes (Item 5) of a confidential nature.
- 22 To consider any reports relating to Health and Safety
- 23 To receive the Clerk's Report on Office Personnel Matters
- 24 To receive the Clerk's Report on Correspondence.



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15 October 2024

**To Members of the Public and Press you are hereby invited to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 21 October 2024 at 6.30pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members of the Public and Press who wish to attend the meeting online MUST
inform the Clerk in writing by 12 Noon on Friday 18 October 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 16 September 2024 as a correct record
- 5 Matters Arising from the Minutes
- 6 To receive the Clerk's Report and approve Financial Transactions in October 2024
- 7 To receive the Clerk's Report on Planning Applications in October 2024

/overleaf

- 8 To receive the Clerk's Report on Community Centre Management
- 9 To receive any reports relating to Police Matters within the community
- 10 To receive reports from Members in relation to Outside Bodies
- 11 To receive the Clerk's Report on the Casual Vacancy in the Aberdulais Ward
- 12 To consider requests to operate -
 - A Street Food Business at Cadoxton Community Centre Car Park
 - An Indoor Market and possibly an Outdoor Market at Bryncoch Community Centre
- 13 To consider a request to Increase the Number of Allotments in Blaenhonddan
- 14 To consider the Draft Annual Report for 2024

- 15 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 four Items by virtue of the nature of the business to be transacted.

- 16 To discuss any Matters Arising from the Minutes (Item 4) of a confidential nature.
- 17 To consider any reports relating to Health and Safety
- 18 To receive the Clerk's Report on Office Personnel Matters
- 19 To receive the Chair's Report on the Job Evaluation Exercise commissioned from One Voice Wales in respect of Office Personnel

- 20 To receive the Clerk's Report on Correspondence.



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04 November 2024

**To Members of the Public and Press you are hereby invited to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 11 November 2024 at 6.30pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members of the Public and Press who wish to attend the meeting online MUST
inform the Clerk in writing by 12 Noon on Friday 08 November 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 21 October 2024 as a correct record
- 5 Matters Arising from the Minutes
- 6 To receive the Clerk's Report and approve Financial Transactions in November 2024
- 7 To receive the Clerk's Report on Planning Applications in November 2024
- 8 To receive the Clerk's Report on Community Centre Management
- 9 To receive any reports relating to Police Matters within the community

- 10 To receive reports from Members in relation to Outside Bodies
- 11 To receive an update from the Clerk on the Casual Vacancy in the Aberdulais Ward
- 12 To consider Applications for Financial Assistance
- 13 To review the Council's appointment to the Governing Body of Cilffriw Primary School
- 14 To receive an update on a possible insurance claim relating to the Church in Wales Land at Cadoxton.

- 15 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 four Items by virtue of the nature of the business to be transacted.

- 16 To discuss any Matters Arising from the Minutes (Item 4) of a confidential nature.
- 17 To consider any reports relating to Health and Safety
- 18 To receive the Clerk's Report on the National Pay Award for 2024-25
- 19 To receive the Clerk's update on recruitment for the two vacant office posts

- 20 To receive the Clerk's Report on Correspondence.



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03 December 2024

**To Members of Council you are hereby summoned to attend the
MONTHLY MEETING of the Council**

**To be held at Cadoxton Community Centre
and as a VIRTUAL MEETING ONLINE
on Monday 09 December 2024 at 6.30pm**

Rowland Lanchbury

**ROWLAND LANCHBURY
CLERK TO THE COUNCIL**

**Members who wish to attend the meeting online MUST inform the Clerk in writing
by
12 Noon on Friday 06 December 2024**

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate, in accordance with Council's policy thereon
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 11 November 2024 as a correct record (copy attached)
- 5 Matters Arising from the Minutes
- 6 To receive the Clerk's Report and approve Financial Transactions in December 2024 (copy to follow)
- 7 To receive the Clerk's Report on Planning Applications in December 2024 (copy to

follow)

- 8 To receive the Clerk's Report on Community Centre Management
- 9 To receive any reports relating to Police Matters within the community
- 10 To receive reports from Members in relation to Outside Bodies
- 11 To receive the Clerk's Report on Potential Feasibility Costs for undertaking engineering works.
- 12 To review the Council's Hire Charges for Community Centres, Playing Fields and for the Use of Council Land (report attached).
- 13 To receive the Clerk's Report on the 2024-25 Budget and Estimated Outturn on 31 March 2025 (copy attached)
- 14 To consider Budget options for 2025/26 and determine a Precept arising therefrom (copy attached).

- 15 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 three Items by virtue of the nature of the business to be transacted.

- 16 To discuss any Matters Arising from the Minutes (Item 4) of a confidential nature.
- 17 To consider any reports relating to Health and Safety
- 18 To receive an update from the Chair and Clerk on recruitment for the two vacant office posts

- 19 To receive the Clerk's Report on Correspondence (copy to follow).

