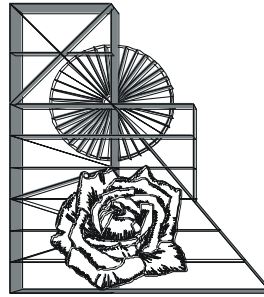


**CYNGOR
CYMUNED
TREDEGAR NEWYDD**

Clerk and Financial Officer, Mrs D Gronow
7 Clyde Close
Pontllanfraith
Black wood NP12 2FY



**NEW TREDEGAR
COMMUNITY
COUNCIL**

Telephone 01495 226809
Deb.gronow@gmail.com

07545398809

4.5.2016

Dear Councillor,

The Annual meeting of the Council is to be held at 7.00 pm on Tuesday 10th May 2016 at White Rose Resource Centre and your attendance is hereby requested.

Yours sincerely,

Deborah Gronow
Clerk and Financial Officer

ORDER OF BUSINESS

1. To receive apologies for absence.
2. To receive 2015/16 Chairperson's report.
3. To elect the Chairperson of the Council for 2016/17
4. To receive the Chairperson's Declaration of Acceptance of Office.
5. To elect the Vice-Chairperson for 2016/17
6. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2016/17
7. To elect representatives to serve on the following bodies:-
 - a. Caerphilly C.B.C. Joint Liaison Committee
 - b. Tirphil Community Centre
 - c. Phillipstown Community Centre
 - d. New Tredegar Community Partnership Board.
8. To note Community Council representatives on School Governing Bodies.
9. To consider the payment of annual subscriptions if any.
10. To consider the Clerk's report. (Report attached)10.
11. To consider the meetings cycle of the Community Council and to agree the list of proposed meetings. (report attached)
12. To agree code of conduct for coming year
13. To receive urgent correspondence.

**NEW TREDEGAR COMMUNITY COUNCIL
CYNGOR CYMUNED TREDEGAR NEWYDD**

ANNUAL MEETING –10th May 2016

AGENDA ITEM 9 – CLERK & FINANCIAL OFFICER’S REPORT.

1.INTRODUCTION

It is customary for the Clerk & financial Officer to place proposals before the Council, at its annual meeting, in respect of the Chairperson’ allowance and telephone allowance; the Clerk & Financial Officer’s salary and telephone allowance.

2. CHAIRPERSON’S ALLOWANCES

The allowance is presently set at £1290, (This comprises a basic allowance of £620 and a telephone allowance of £670) in 2009/10 the allowance was frozen at its present level. Members are asked to consider what changes if any should be applied to the Chairman’s allowance.

Members should note that the Independent Remuneration Panel of Wales has considered Town and Community Councils in its Annual Report published in February 2016 and this covers payment to all members and Chairs. As members are aware as no general allowances are paid by New Tredegar Community Council, therefore members need only be mindful of the payments made to Chair. The provisions of the Independent Remuneration Panel allows that Town and Community Councils can pay a civic allowance to chairs of any amount that is deemed appropriate to allow them to undertake their duties.

Therefore the current arrangement is considered acceptable under these provisions.

Members are asked to consider whether to apply any amendments to the current allowance paid.

3. CLERK & FINANCIAL OFFICER’S SALARY & ALLOWANCES.

The current salary is £ 2900 per annum. A payment of £100 per quarter is also made to cover telephone, broadband and office accommodation.

It should be noted that no cost of living inflationary increases have been applied to this payment for several years. The Local Government employers paid an increase to Local Government officers in 2013, 2014, 2015 and 2016 but no increase has been approved.

The pay award agreed by Unison in 2016 is 1%.

Members are asked to consider what level of pay award is to be applied to the salary.

NEW TREDEGAR COMMUNITY COUNCIL

CYNGOR CYMUNED TREDEGAR NEWYD ANNUAL MEETING –10th May 2016

AGENDA ITEM 10 –MEETINGS CYCLE.

1.INTRODUCTION

It is customary for the Clerk & financial Officer to place proposals before the Council, at its annual meeting, in respect of the meeting cycle for the next year.

2. Bank Holidays 2017

In general meetings of the Council are held on the second Tuesday in each month. In 2016/17 bank holidays are as follows :-

New Years day 2.1.17 (Monday), Good Friday 14.4.17 , Easter Monday 17.4.17 May day 1.5.17 (Monday) Spring bank holiday 29.5.17, (Monday), Summer Bank holiday 28.8.17 (Monday) Christmas day 25.12.17 (Monday) Boxing Day 26.12.17 (Tuesday).

As there are no planned meetings that fall on the Tuesday following a Bank holiday Monday it is considered that no alternative dates are required to accommodate the standard meetings cycle.

MEETINGS CYCLE

Members are requested to consider the proposed dates together with alternatives and agree a meeting cycle for 2016/17.

2015/16 and 16/17 meetings list			
Date		Meeting	Venue
10.5.16		Annual Meeting	White Rose resource centre
14.6.16		Leisure and finance	White Rose resource centre
12.7.16		Full Council	White Rose resource centre
13.9.16		Leisure and finance	White Rose resource centre
11.10.16		Full Council	White Rose resource centre
8.11.16		Leisure and finance	White Rose resource centre
13.12.16		Full Council	White Rose resource centre
10.1.17		Leisure and finance	White Rose resource centre
14.2.17		Full Council	White Rose resource centre
14.3.17		Leisure and finance	White Rose resource centre
11.4.17		Full Council	White Rose resource centre
9.5.17		Annual Meeting	White Rose resource centre
13.6.17		Leisure and finance	White Rose resource centre
11.7.17		Full Council	White Rose resource centre
12.9.17		Leisure and finance	White Rose resource centre
10.10.17		Full Council	White Rose resource centre
14.11.17		Leisure and finance	White Rose resource centre
12.12.17		Full Council	White Rose resource centre

NEW TREDEGAR COMMUNITY COUNCIL

DECLARATION OF ACCEPTANCE OF OFFICE WHERE COMMUNITY COUNCIL HAS AT THE TIME OF DECLARATION ADOPTED A CODE OF CONDUCT UNDER SECTION 51 OF THE LOCAL GOVERNMENT ACT 2000

I,.....(full name)

having been elected to the office of
declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe this council's code of conduct for the time being adopted under section 51 of the Local Government Act 2000 in the performance of my functions in that office.

Date

(Signed)

This declaration was made and signed before me,

(Signed)

Member/proper officer of the council