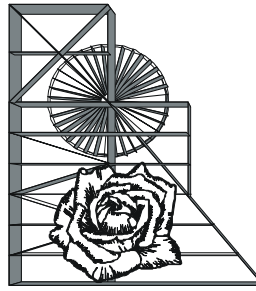


**CYNGOR  
CYMUNED  
TREDEGAR NEWYDD**

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

4.5.2014

Dear Councillor,

The Annual meeting of the Council is to be held at 7.00 pm on Tuesday 13<sup>th</sup> May 2014 at White Rose Resource Centre and your attendance is hereby requested.

Please note that under the Account and Audit Regulations draft financial accounts have to be approved by the 30.6.14 and the Annual return (first stage) completed and sent to external audit. Therefore for expediency it is requested that members also consider the draft accounts for 31.3.14 in order to meet this deadline.

Yours sincerely,

Deborah Gronow  
Clerk and Financial Officer

**ORDER OF BUSINESS**

1. To receive apologies for absence.
2. To receive 2012 Chairperson's report.
3. To elect the Chairperson of the Council for 2014/154
4. To receive the Chairperson's Declaration of Acceptance of Office.
5. To elect the Vice-Chairperson for 2014/15
6. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2014/15
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 consider the payment of annual subscriptions. (Joint liaison committee)
9. To consider the Clerk's report. (Report attached)
10. To consider the meetings cycle of the Community Council and to agree the list of proposed meetings. (report attached)
11. To receive urgent correspondence.
12. AOB to consider first draft financial statements 2014

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

**ANNUAL MEETING –13<sup>th</sup> May 2014**

**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, (Basic allowance - £620, telephone allowance £670) in 2009/10, the allowance was frozen at its present level. A reduction was applied to the allowance from £1910 to the current level in 2008/9. For the prior five years or so before that the allowances have been increased by 3% per annum.

Members are asked to consider whether to freeze the Chairman’s allowance at its current level or whether to apply an inflationary increase to the payment

Members should be aware that inflationary increases have applied to the costs this allowance is intended to cover and that the Members allowances payable by Caerphilly County Borough will be affected by the increases recommended by the Members remuneration panel.

- An inflationary increase of 1% would increase the allowance as follows :- Basic allowance - £626 (rounded to the nearest £10 would be 630), telephone allowance £670.
- An inflationary increase of 2% would increase the allowance as follows :- Basic allowance - £632 (rounded to the nearest £10 would also be £630), telephone allowance £670. It can therefore be seen that the effect of rounding means there is no differential to the application of an increase of less than 2%
- An inflationary increase of 3% would increase the allowance as follows :- Basic allowance - £639 (rounded to the nearest £10 would be £640), telephone allowance £670.

Members are asked to consider whether to freeze the Chairman’s allowance at its current level or whether to apply an inflationary increase to the payment, or whether to consider any other increase as proposed.

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

As agreed in the AGM in 2003, it was agreed to amalgamate the payment of the clerk’s salary and the typing honorarium, which were previously payable separately into a single salary payment.

The current salary is £ 2900 per annum.

An allowance has been previously paid to cover telephone costs which, compensates for the provision of a room (with the associated costs) for an office for Council business in addition to the use of the telephone and other costs on Council business in lieu of office costs. This has been amended to a flat rate of £100 per quarter in 2013 due to changes in telephone provision.

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 a 1% increase to Local Government officers in 2013 but no increase was made.

The 2014/15 pay award is still under negotiation.

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

Members are asked to consider whether to freeze the salary at its current level or whether to apply an inflationary increase to the payment, or whether to consider any other increase as proposed.

It is also recommended that the members consider approval of the continued payment of £100 telephone allowance in lieu of office accommodation.

## **NEW TREDEGAR COMMUNITY COUNCIL**

### **CYNGOR CYMUNED TREDEGAR NEWYD ANNUAL MEETING –13<sup>th</sup> May 2014**

#### **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 2014**

In general meetings of the Council are held on the second Tuesday in each month. In 2014/15 bank holidays are as follows :-

New years day 1.1.15 (Thursday), Good Friday 3.4.15 , Easter Monday 6.4.15 May day 4.5.15 (Monday) Spring bank holiday 25.5.15, (Monday), Summer bank holiday 31.8.15 (Monday) Christmas day 25.12.15 (Friday) New Years day 1.1.16 (Friday) and there are no planned meetings that fall on the Tuesday following a bank holiday Monday and therefore no alternative dates are required to accommodate the standard meetings cycle.

##### **3. Venue**

Due to difficulties with premises it was decided to permanently move the meeting venue to White Rose Resource Centre. This decision should be approved for a further year.

## MEETINGS CYCLE

Members are requested to consider the proposed dates together with alternatives and agree a meeting cycle for 2013/14.

<b>2012/13 meetings list</b>			
<b>Date</b>		<b>Meeting</b>	<b>Venue</b>
13.5.14		Annual meeting	White Rose resource centre
10.6.14		Leisure and finance	White Rose resource centre
8.7.14		Full Council	White Rose resource centre
9.9.14		Leisure and finance	White Rose resource centre
14.10.14		Full Council	White Rose resource centre
11.11.14		Leisure and finance	White Rose resource centre
9.12.14		Full Council	White Rose resource centre
13.1.15		Leisure and finance	White Rose resource centre
10.2.15		Full Council	White Rose resource centre
10.3.15		Leisure and finance	White Rose resource centre
14.4.5		Full Council	White Rose resource centre
12.5.15		Annual General meeting	White Rose resource centre
9.6.15		Leisure and finance	White Rose resource centre
14.7.15		Full Council	White Rose resource centre
8.9.15		Leisure and finance	White Rose resource centre
13.10.15		Full Council	White Rose resource centre
10.11.15		Leisure and finance	White Rose resource centre
8.12.15		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