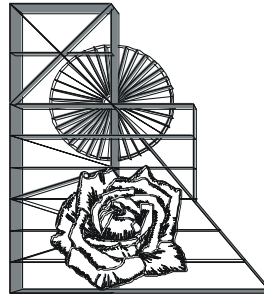


**CYNGOR
CYMUNED
TREDEGAR NEWYDD**

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

4.5.2017

Dear Councillor,

The Annual meeting of the Council is to be held at 7.00 pm on Tuesday 10th May 2017 at White Rose Resource Centre and your attendance is hereby requested.

As you are aware you were re-elected unopposed at the Election on the 4th May 2017 and the oath of office is required to be sworn prior to undertaking any business on this agenda. Please also be mindful to declare any conflicts of interest you may have in respect of your office as elected member.

Yours sincerely,

Deborah Gronow
Clerk and Financial Officer

ORDER OF BUSINESS

1. To swear the oath of office
2. To receive apologies for absence.
3. To receive 2016/17 Chairperson's report.
4. To elect the Chairperson of the Council for 2017/18
5. To receive the Chairperson's Declaration of Acceptance of Office.
6. To elect the Vice-Chairperson for 2017/18
7. To elect the Chairpersons and Vice-Chairpersons of the Committees of the Council for 2017/18
8. 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.
9. To note Community Council representatives on School Governing Bodies if any.
10. To review and adopt the Council's code of conduct
11. To consider the payment of annual subscriptions if any.
12. To consider the Clerk's report. (Report attached)11.

13. To consider the meetings cycle of the Community Council and to agree the list of proposed meetings. (report attached)
14. To receive urgent correspondence.

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

ANNUAL MEETING –9th May 2017

AGENDA ITEM 11 – 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 considers Town and Community Councils in its Annual Report and this sets recommended values for the payment of allowances to elected 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 since 2012. The Local Government employers paid an increase to Local Government officers in 2013, 2014, 2015, 2016 and 2017 but no increase has been approved by this Council in this time period.

The clerk is an employee of the Council whose members must be aware that all relevant employment law conditions are complied with. The Council can pay the Clerk and Responsible officer any wage it determines fit provided that it is above the National Minimum Wage.

The pay award agreed by Unison and NJC in 2017 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 –9th May 2017

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 2017/18 bank holidays are as follows:-

New Year's day 1.1.18 (Monday), Good Friday 30.3.18 , Easter Monday 2.4.18 May day 7.5.18 (Monday) Spring bank holiday 28.5.18, (Monday), Summer Bank holiday 27.8.18 (Monday) Christmas day 25.12.18 (Tuesday) Boxing Day 26.12.18 (Wednesday).

If the standard meeting cycle is continued then the AGM would be due to fall on the 8.5.18 which the Tuesday is following a Bank holiday Monday. Generally these days are avoided to reduce the chances of clashing with holidays etc. to ensure that as many members as possible can attend. It is proposed that as an alternative the 15.5.18 is adopted as the date of the AGM.