

**Cyngor Cymuned Cwmllynfell Community Council**



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**Minutes of the Annual General Meeting of Cwmllynfell Community Council held virtually on Thursday 22<sup>nd</sup> May 2025 6.30pm**

**Municipal Year 2025-26**

**Cllr M Scarll (Chairman Elected)**  
**Cllr E Davies (Vice Chairperson Elected)**  
**Cllr E Thomas-Howells**  
**Cllr H Williams**  
**Cllr D Thomas**  
**Cllr C James**  
**Cllr S Howells**  
**Cllr C Lewis**

**1. Election of Chairperson and Declaration of Acceptance of Office**

**RESOLVED:** To elect Councillor M Scarll to the role of Chairperson for the 2025-26 municipal year

**2. Election of Vice Chairperson and Declaration of Acceptance of Office**

**RESOLVED:** To elect Councillor E Davies to the role of Vice Chair for the 2025-26 municipal year

**3. Apologies for Absence**

Cllr Hugh Jones & Cllr Martin Evans

**4. Declarations of Interest**

In accordance with the code of conduct, no declarations were received pertaining to the agenda

**5. Meetings of the Community Council – Determine Dates, time and locations**

The Clerk advised of the requirement under the Local Government and Elections Wales Act 2021 that the Community Council must provide the opportunity for Members of the Council or public the opportunity to attend meetings virtually should they wish to do so, without explanation or exception. Therefore, locations of future meetings must include a venue with wifi connectivity to enable participants to join remotely should they wish to.

Following discussion it was **RESOLVED** to hold future meetings of the Community Council on the third Thursday of every month at 6.30PM with locations to be determined depending on availability.

**6. Appointment of Representatives on Outside Bodies**

- a. Governing Bodies of Local Schools – Delyth Thomas
- b. One Voice Wales – Cathy James

**Members: Cllr H Jones, Cllr M Scarll, Cllr M<sup>1</sup> Evans, Cllr C James, Cllr D Thomas, Cllr H Williams, Cllr E Davies, Cllr E Thomas-Howells, Cllr S Howells, Cllr C Lewis**

- c. Neath Port Talbot County Borough Council - Liaison Forum – Cathy James
- d. South Wales Police - Spotlight on Police Meetings & Partnerships and Communities Together (PACT) Meetings – Eleri Davies
- e. Gwrhyd Quarry - Mat Scarll, Helen Williams

**7. Minutes of the Meeting held on the 20<sup>th</sup> March 2025**

**RESOLVED:** To approve the minutes as a true and accurate reflection of the meeting.

**8. Financial Matters**

**a. Payment of Accounts April & May 2025 and Bank reconciliation**

**Payment of Accounts April 2025**

Sarah Daniel	Salary	684.89
HMRC	Income Tax	170.89
NEST	Pension	119.62
O2	Mobile Phone	14.35
Audit Wales	Audit Fee 23-24	530.00
Litterbins.co.uk	New Bins for Skate Park	994.20
Rhiwfawr Hall	Annual Grant	2000.00
Cwmllynfell Hall	Partial Annual Grant	3334.00

**Payment of Accounts May 2025**

Sarah Daniel	Salary	684.89
HMRC	Income Tax	170.89
NEST	Pension	59.81
O2	Mobile Phone	14.35
Zurich Municipal (Long Term Agreement)	Insurance	793.35
Bluehost	Website domain	46.30
National Eisteddfod	Street Decorations (Chair and Vice Approval)	200.00
Wrenvale	Remove Waste	
Quids Inn	Overdue invoice	60.00
GP Environmental	Replacement Fence (Final part)	7776.00

**RESOLVED:** To approve the payment of accounts and bank reconciliation for April and May 2025 and note the bank reconciliation

**b. Approval of Accounts 2024-25 (Q4)**

The Clerk presented the end of year accounts for 2024-25. She highlighted the income from the cemetery along with the investment which overall presents a loss. She drew Members attention to overspend in the Parks and open spaces section which was down to the investment in Rhiwfawr for the repairs to the bike track and the fencing.

**RESOLVED:** To approve the accounts as an accurate record of the Council's finance for the financial year 2024-25

**c. Appointment of Internal Auditor**

**RESOLVED:** to appoint KLG Services to undertake the internal audit for the Community Council 2024-25

**d. Review of Grant Policy**

**Members:** Cllr H Jones, Cllr M Scarll, Cllr M<sup>2</sup> Evans, Cllr C James, Cllr D Thomas, Cllr H Williams, Cllr E Davies, Cllr E Thomas-Howells, Cllr S Howells, Cllr C Lewis

The clerk presented the current policy for Members to review. She advised Members that the current annual grant funding pot was set at £3500 for this financial year and in previous years, this had been underspent.

She proposed an incremental approach to applying restrictions to ensure the grant funding pot remained accessible and did not discourage organisations from applying where they had a credible project in the works. She reminded Members of some of the fantastic projects previously undertaken using the grant funding, such as the development of the outside area at the primary school. She therefore recommended as a starting point, extending the grant window to provide more opportunity for organisations to apply, publishing the annual amount available in the pot within the grant policy each year to promote openness and transparency of the funding availability and a limit that only one application can be received per financial year. She advised not to place a block on any individual organisation applying, but instead to consider each application on its merit at the time such applications are received, as they would do any application – review of accounts, bank statements etc.

Following discussion it was **RESOLVED** to approve the following changes for inclusion in the grant policy.

1. Extend grant window to cover the winter period
2. Publish the available grant fund per year
3. Where applications have not applied previously in the financial year, they will take priority over repeat applications.

#### **e. Approval of Financial Regulations**

The clerk presented updated financial regulations which had been updated to reflect changes in legislation. She highlighted the key changes to Members and explained that these would have minimal to no impact on the day to day running of the Councils finances.

**RESOLVED:** To adopt the Financial Regulations

### **9. Planning Matters**

None received

### **10. Reports**

#### **a. Member Vacancy**

The clerk advised of an expression of interest received from Kelly Williams to become a Member of the Council. The clerk advised that this was the final vacancy for a member of the Council and no other expressions of interest had been received, therefore recommended the appointment

**RESOLVED:** To approve the appointment of Kelly Williams as a Member for the Cwmllynfell Ward to the Community Council

#### **b. Community Survey**

The clerk advised she had received a request for the Council to undertake a Community Survey to better understand the needs of the local residents and how they engage with the Community Council. The clerk had therefore drafted the survey for Members approval. The survey could be placed online via social media channels and also hard copies placed at local community venues.

**Members: Cllr H Jones, Cllr M Scarll, Cllr M Evans, Cllr C James, Cllr D Thomas, Cllr H Williams, Cllr E Davies, Cllr E Thomas-Howells, Cllr S Howells, Cllr C Lewis**

**Members discussed including a privacy notice to the survey and getting it translated.**

**RESOLVED:** To approve the survey for publication through social media channels and for printing to be placed in local venues.

**c. Rhiwfawr Maintenance**

**i. Gate post**

The clerk advised that wrenvale had provided a quote of £250 to undertake the repair of the gate to the field in Rhiwfawr. Following discussion, Members agreed on this occasion not to proceed but to make safe the current gate.

**ii. Rhiwfawr Field Path repair**

The Chairman advised of complaints received and concerns of safety on the pathway along the field and the Rushlands in Rhiwfawr which was in need of repair. A quote had been received for the full repairs at a cost of £1650 plus VAT. The clerk advised she was awaiting a further quote to be received but sought authorisation from the Council to proceed with the lowest quote when received if Members wished to proceed with the repairs.

Members discussed the safety element of the works required and if work was not to be progressed then it would fall further into a state of disrepair and become a Health and Safety risk to the public. Members therefore authorised the clerk to proceed with appointing a contractor, once the second quote had been received.

**RESOLVED:** TO undertake the repairs, appointing a contractor that provides best value for money.

**d. Llynfell Skate Park – Update**

The Clerk provided the following update on the skate park.

- i. New Bins – ordered and delivered, should be installed by end of this week
- ii. Repair of safety surfacing – contractor awaiting advice from NPTCBC on the specification that it needs to be undertaken to.
- iii. Repair of Fence Panel – temporary repair will be undertaken ASAP at the cost of £250. Awaiting a quote for permanent repair as the posts are rotten.
- iv. Safety Netting – awaiting advice from NPTCBC as to how this should be installed within Health and Safety guidelines. Cllr H Jones met with the contractors undertaking this work as they are also installing the bins.

**11. Next Meeting**

Thursday 19<sup>th</sup> June 2025 6.30PM

**12. Urgent Business**

The Chairman advised that he had been approached by Cwmllynfell RFC for the Council to support a memorial day for Alex Evans. There would be a fundraising day organised with a community BBQ. Members discussed getting involved in the day and supporting where they could. The Clerk advised that she would add this to the agenda for the next meeting so a fuller discussion could be held and to consider a financial donation to the event.

