



## **POLICY DOCUMENT 2024 – 2025**

### **1. Standing Orders and Financial Regulations**

That the model Standing Orders for Wales and the model Financial Regulations, approved by One Voice Wales and tailored to meet the needs of Risca Town Council, are to be adopted by the council and reviewed annually

### **2. Representatives**

The press representatives and public to be allowed to attend all council meetings but the council to reserve the right to exclude the press and public if the circumstances so warrant

### **3. Meetings**

- All council meetings from June 2023 to May 2024 are to be held monthly on Mondays in person (and with remote access only after prior notification of at least 3 days to the Clerk) - unless otherwise advised
- Meetings should start at 6.30 pm unless otherwise notified and not run longer than 2 hours - AGM to start at 6.00 pm

### **4. Cycle of Meetings**

The council will meet on the dates listed in the 'Cycle of Meetings' as reported and adopted (generally a four to five weekly cycle with a recess in August)

### **5. Election of Officers**

The Mayor/chairperson and Vice Mayor/chairperson of the council to be elected at the Annual General Meeting and all vice-chairpersons are not to automatically proceed to position of chairperson in the following year

### **6. Chair Allowance**

The Mayor/chairperson of the council to be paid a personal annual allowance of £250 with a further maximum of £1250 to meet the expenses of the office

### **7. Members' Allowances**

- Members to be allowed a personal annual allowance of £156 (Plus £52 for consumables) and to claim an attendance allowance, second-class travelling and subsistence allowance for approved duties outside the Council's area
- The payment of attendance allowance is not applicable to attendance at meetings of school governing bodies

- VAT receipts are to be submitted with travelling/mileage applications

## **8. Conferences/Seminars/Courses**

Members and Officer to attend these topics as approved by the council. However, when a delegate fails to attend a conference/seminar/course, that member will reimburse the council of the appropriate fee. Every delegate having the right of appeal to explain the absence

## **9. Telephones**

A mobile phone account for the Clerk to include the use of email, texting and calls for council business is to be borne by the authority up to £50.00 per month

## **10. Representation on Outside Bodies**

The council to be represented on the following bodies, the representative to be elected at the annual meeting where appropriate:

### **Caerphilly County Borough Council (CCBC) - Town & Community Councils Liaison Committee**

Two representatives plus the Clerk

### **CCBC & Town and Community Councils Joint Liaison Committee**

One representative allowed to speak plus the Clerk – that one representative being one of the two appointed to the Town and Community Councils Liaison Committee

### **One Voice Wales**

One, two or three representatives

### **School Governing Bodies**

One representative per primary school throughout the community

### **CCBC's Risca Town Centre Management Group**

Two representatives plus the Clerk

## **11. Financial Assistance**

- Financial assistance in the form of donations to be made to approved organisations at the council's discretion
- When considering the granting of financial assistance to newly formed organisations, the following criteria are to be adopted:
  - (i) The minutes of the annual meeting forming the organisation be provided
  - (ii) A full list of the names and addresses of officers and members to be provided
  - (iii) Proof of bank account facilities be provided
  - (iv) Proof of membership of professional body – where appropriate
  - (v) No cash grants to be given, only pledges with fully documented accounts

## **12. Employee/Officer**

The Clerk/RFO to be employed under the conditions of service laid down under the appropriate local and national agreement, working 20 hours per week on average

### **13. Finance**

- The clerk to utilise the Internet Banking facilities of the Town Council's bank accounts (see the adopted Financial Regulations)
- The clerk to be allowed a petty cash imprest account of £100 a year
- The Town council reviews its Financial Regulations annually for audit purposes
- The clerk to have plenary powers under S111 of the LGA 1972, to purchase stationery on behalf of the council

### **14. Cheque/transaction Signatories**

Any three of the following to be authorised to sign a Council cheque and at least two to authorise bank account transactions on behalf of the council:

- Chairperson and or vice-chairperson of the council
- Any other members as decided at the Annual Meeting and the Clerk

### **15. Quorum**

The quorum for members attending meetings is three members

### **16. Member Representation at Site and Discussion Meetings**

Ward members to deal with matters appertaining to their wards

### **17. Civic Service**

- Should any chairperson wish to hold a civic service then the council be responsible to invite all past chairpersons and civic dignitaries to the service and that the chairperson lists personal family and friends only
- The chairperson's allowance account to cover any expenditure incurred on a civic service
- The Council will consider the purchase of a new nametags for use at civil and public services. The type and cost to be decided by Full Council

### **18. Projects**

Projects are mandatory listed as a report at each Full Council

### **19. Planning Applications**

- The clerk to have plenary powers to contact all applicable ward members for views on planning applications and any other relevant issue, when time does not allow the matter to be discussed at a council meeting
- Planning applications to be a mandatory item on every agenda

### **20. Welsh Language**

Full Council meeting agenda and minutes will be provided in Welsh upon application

Bob Campbell, Risca Town Clerk, 6 May 2024