CYNGOR TREF
YSTRADGYNLAIS
TOWN COUNCIL

Meeting of the Management Committee held at the Welfare Hall, Ystradgynlais on the 29th October 2025 at 6.00pm

Present
Councillors J Horrell, G Davies, R Millington, L Evans, A Wiliams & M Donnelly

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ELECTION OF CHAIR AND VICE-CHAIR

Cllr J Horrell proposed himself as Chair and Cllr R Millington seconded the proposal. It was **resolved** that Cllr J Horrell was elected Chair with five votes for and zero against.

It was noted that a Vice-Chair should be elected too in case of the absence of the Chair. Cllr G Davies proposed himself as Vice-Chair and Cllr J Horrell seconded the proposal. It was **resolved** that Cllr G Davies was elected Vice-Chair with five votes for and zero against.

4. UPDATING OF POLICIES

There are a number of policies that have been identified as needing updating or writing. The list of mandatory and desirable policies supplied by One Voice Wales needs scrutinising and the most important policies need prioritising. It was **resolved** that the Clerk would look at the policies and bring to a monthly Management Committee meeting the updated policies as soon as they were available.

A discussion was held around the Council policy of how many different committees there would be. Cllr R Millington suggested a Finance Committee. Cllr J Horrell stated that when One Voice Wales came to assist with the structure of Ystradgynlais Town Council they suggested three committees. It was **resolved** that Paul Egan's (One Voice Wales) recommendations would be looked at. It was **resolved** that the issue of the establishment of a Finance Committee, supported by the RFO, would be taken to full council. Other committees could be looked at in due course.

5. TENDERS, PROCUREMENTS AND CONTRACTS

A discussion was held regarding what was laid out in the Financial Regulations of the Town Council. Any work over £6,000 needed three tenders. It was **resolved** that this should be adhered to as the recent audit recognised that there was a heavy reliance on one contractor.

Cllr J Horrell stated that contract work/work that could be bundled together (for example park grass cutting) should go out to tender every three years. Cllr G Davies reminded everyone that those who tender should be asked to prove their qualifications and Cllr J Horrell also reminded everyone that insurance documents should also be provided. It was **resolved** that P Dennis (facilities manager) should be tasked with reassessing the blocks of work needing carrying out to ensure the best value for residents and he should look at expanding the list of approved contractors that the Council use for their work. It was **resolved** that a form for any approved contractors should be established to underline the expectations of the Council. Cllr A Williams brought it to the attention of the other Councillors that the form should state that work could not be sub-contracted out unless otherwise stipulated.

6. CLOSED ITEM – PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) The Town Council resolved that the public and press be excluded from the following item due to confidentiality of the matters under consideration
JOB DESCRIPTIONS AND CONTRACTS OF EXISTING OFFICERS

The contracts and job descriptions of the Clerk and Facilities Manager had been written by One Voice Wales and authorised by the Full Council so no further discussion around them at this point was had.

A new contract and job description of the RFO needs to be agreed with reference to his previous service as clerk. It was **resolved** that B Morgan should ask the RFO for copies of existing and past contracts and job descriptions. It was **resolved** that a follow up meeting to discuss this would be held on November 5th 2025 at 7.30pm at Ystradgynlais Welfare Hall.

B Morgan is attempting to bring all HR files up to date and to establish a spreadsheet form of recording holidays, sickness and TOIL/working hours. An in-person officers meeting is to be held on Monday 3rd November at the Council office. It was **resolved** that B Morgan would make necessary enquiries to bring all records, of all officers, up to date. It was **resolved** that from November 3rd the relevant spreadsheets would be kept up to date and would be signed off monthly (the Clerk's by the Chair or Vice-Chair, and the other officers by the Clerk).

A discussion was held over the arrangements for officers to be paid and the date that they were paid on. It was **resolved** that officers should be paid on the date that it stated in their contract and another option be explored that is not dependent on one person.

Cllr G Davies left at 19:55 due to a Declaration of Interest in the next item

Councillors discussed the temporary administrative assistant contract. B Morgan confirmed that she had advice from One Voice Wales, that any decision regarding the extension of the contract was a matter of staff personnel and therefore not a matter that could be proposed by individual Councillors. It was **resolved** that B Morgan would email Councillors and Officers to advise them of this before the next full Council meeting.

Meeting closed at 20:30