

## Observations of Independent Member of Standards Committee

Name of Independent Member observing:

Janet Evans \_\_\_\_\_

Meeting observed: \_\_Brackla Community  
Council \_\_\_\_\_

Date of Meeting: \_\_\_\_ 15<sup>th</sup> January  
2026 \_\_\_\_\_

Time of Meeting: 6.30 pm \_\_\_\_\_

Location of Meeting: \_\_Oakdale Surgery,  
Brackla \_\_\_\_\_

Location of Member observing: \_\_\_\_\_ In  
person \_\_\_\_\_

Were you welcomed by the Chair / Monitoring Officer?

I was greeted by the Clerk and the Finance Officer and they then introduced me to the chair when he Arrived .

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Were Members of the Committee advised that you were observing the Meeting?

Members of the Committee were informed in advance via email from the Clerk that I would be attending .

The Chair didn't formally welcome me to the meeting or remind the members why I was in attendance

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Did Members and Officer(s) have name cards identifying who they were?

8 people were physically in attendance in the Board Room , excluding me, but including 4 councilors, the Clerk, Admin Officer, Finance Officer and BCBC Liaison Officer. Name cards were not available .

4 councilors attended remotely – names were displayed on screen but not their role.

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Were copies of the agenda available on the website and were any copies available for the public (if attending in person)?

Agenda was not available on the website prior to the meeting.

I mentioned this to the Clerk following the meeting and he said he would check .

Hard copies of agenda was available to all who attended in person. There were no members of the public, but there were spare copies of the agenda should anyone have attended.

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Did the meeting commence on time?

yes

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Does the Authority have a procedure for public speaking or is there an opportunity to suspend Standing Orders to allow a person to speak?

Could not assess as no public in attendance. However, the agenda clearly stated that there were no public matters to discuss.

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Were motions moved and seconded? Decisions were mostly taken on the basis of consensus

Motions both moved, seconded and unanimously passed

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If there wasn't agreement by the meeting as a whole was the motion voted on?

n/a

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Were any amendments moved and seconded?

none

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Did the meeting follow the agenda?

Agenda was followed.

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Were rulings by the Chair adhered to?

Yes.

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If Exempt items appeared on the agenda, did Members agree to move into closed session for this part of the agenda?

\_\_\_\_\_no exempt agenda items, but agenda allowed for part 2 discussions should they be required\_\_\_\_\_

Were Members of the Public (including the Independent Standards Committee Member) asked to leave the meeting room prior to the discussion of exempt matters?

n/a

Were there any other items discussed at the meeting without a report being available and no prior notice given?

\_\_\_\_\_none\_\_\_\_\_

Did Members show respect and consideration for others?

\_\_\_\_\_Yes.\_\_\_\_\_

If a Member declared a personal interest, did the Member explain the nature of the interest?

Yes, members declared a personal interest – mostly as a result of also being a members of BCBC

If a Member declared a personal and prejudicial interest in a report did they leave the Meeting during the consideration of the relevant report?

Yes. This happened during the last Agenda item which was to discuss a planning application. A few Community councillors are also members of BCBC Planning committee so the declared an interest and left the room.

What time did the Meeting end? 7.20 pm

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Any additional general comments

- \_\_\_ When chatting with the finance officer and the Clerk after the meeting, It was mentioned that this meeting had been a particularly short and uncontentious one and that the meetings are often very confrontational especially between different political parties. Maybe worth considering observing another meeting later in the year. \_\_\_\_\_
- \_\_\_ when reviewing the minutes of previous meeting, the chair asked in anyone had attended the training available by One Voice Wales - no one had taken up this training. Maybe we can emphasise the importance of this training to the Clerks and Chairs of Town and Community Councils.
- Whilst discussing the One Voice Wales Training, it was asked whether the BCBC Monitoring Office had organised the training that had previously been discussed. This was mentioned twice during the course of the meeting so may be worth striking whilst the iron is hot

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## Observations of Independent Member of Standards Committee

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| Name of Independent Member observing: | Martyn Daley                                  |
| Meeting observed:                     | St Brides Minor Community Council             |
| Date of Meeting:                      | 10 November 2025                              |
| Time of Meeting:                      | 1800  |
| Location of Meeting:                  | Sarn Lifelong Learning Centre                 |
| Location of Member observing:         | Public Seating area (In person, not remotely) |

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| Were you welcomed by the Chair / Monitoring Officer?  |
| Yes   |
| Were Members of the Committee advised that you were observing the Meeting?  |
| Yes   |
| Did Members and Officer(s) have name cards identifying who they were?   |
| Yes   |
| Were copies of the agenda available on the website and were any copies available for the public (if attending in person)?                 |
| Yes   |
| Did the meeting commence on time?   |
| Yes   |
| Does the Authority have a procedure for public speaking or is there an opportunity to suspend Standing Orders to allow a person to speak? |
| There was an Agenda Item for the public to speak, apart from introductions, nobody chose to   |
| Were motions moved and seconded? Decisions were mostly taken on the basis of consensus  |
| Mostly by consensus. Some were moved and seconded, none were contested and nothing struck me as being untoward.                           |
| If there wasn't agreement by the meeting as a whole was the motion voted on?  |
| Not applicable.   |
| Were any amendments moved and seconded?   |
| No. One or two matters were revisited by and revised entirely by consensus.   |
| Did the meeting follow the agenda?  |
| Yes, certainly.   |
| Were rulings by the Chair adhered to?   |

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| The Chair capably conducted the meeting well and was regarded with appropriate respect there were no formal rulings apart from the flow from item to item.   |
| If Exempt items appeared on the agenda, did Members agree to move into closed session for this part of the agenda?   |
| Did not occur.   |
| Were Members of the Public (including the Independent Standards Committee Member) asked to leave the meeting room prior to the discussion of exempt matters? |
| Did not occur.   |
| Were there any other items discussed at the meeting without a report being available and no prior notice given?  |
| No   |
| Did Members show respect and consideration for others?   |
| Yes, throughout.   |
| If a Member declared a personal interest, did the Member explain the nature of the interest?   |
| Yes  |
| If a Member declared a personal and prejudicial interest in a report did they leave the Meeting during the consideration of the relevant report?             |
| Yes, this happened on two occasions when firstly two members withdrew for an item, and on the second occasion, one member withdrew.                          |
| What time did the Meeting end?   |
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| Any additional general comments   |
| A positive experience throughout.<br>I was struck by the number of Members holding positions on more than one Community Council. This is probably a measure of the lack of people prepared to take public office. Those Members are to be commended, but it is, perhaps, a worrying reflection of the level of engagement among the electorate. |

## Observations of Independent Member of Standards Committee

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|---------------------------------------|-------------------------|
| Name of Independent Member observing: | Roy Lynch               |
| Meeting observed:                     | Maesteg Town Council    |
| Date of Meeting:                      | 28th Oct 2025           |
| Time of Meeting:                      | 18.30pm                 |
| Location of Meeting:                  | Maesteg council chamber |
| Location of Member observing:         | Via Teams               |

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| Were you welcomed by the Chair / Monitoring Officer?  |
| Unsure if I was introduced by clerk , unfortunately I had difficulty logging on and signed in approx 2mins late.                          |
| Were Members of the Committee advised that you were observing the Meeting?  |
| Unsure  |
| Did Members and Officer(s) have name cards identifying who they were?   |
| Identity cards were visible, unfortunately I was unable to read them on screen  |
| Were copies of the agenda available on the website and were any copies available for the public (if attending in person)?                 |
| I received a copy of the agenda via a link to the website. I am unsure if copies were available to the public. * See additional report.   |
| Did the meeting commence on time?   |
| The meeting had a prompt start.   |
| Does the Authority have a procedure for public speaking or is there an opportunity to suspend Standing Orders to allow a person to speak? |
| Unsure  |
| Were motions moved and seconded? Decisions were mostly taken on the basis of consensus  |
| Motions were moved, seconded but were then agreed by consensus.   |
| If there wasn't agreement by the meeting as a whole was the motion voted on?  |
| N/A   |
| Were any amendments moved and seconded?   |
| yes   |
| Did the meeting follow the agenda?  |
| A full agenda was presented and followed item by  |
| Were rulings by the Chair adhered to?   |

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| Yes  |
| If Exempt items appeared on the agenda, did Members agree to move into closed session for this part of the agenda?   |
| N/A  |
| Were Members of the Public (including the Independent Standards Committee Member) asked to leave the meeting room prior to the discussion of exempt matters? |
| N/A  |
| Were there any other items discussed at the meeting without a report being available and no prior notice given?  |
| No, all items discussed appeared on the agenda   |
| Did Members show respect and consideration for others?   |
| A inclusive meeting, elected members showing respect for others at all times.  |
| If a Member declared a personal interest, did the Member explain the nature of the interest?   |
| On at least one occasion, ie Governors at a school applying for a g  |
| If a Member declared a personal and prejudicial interest in a report did they leave the Meeting during the consideration of the relevant report?             |
| N/A  |
| What time did the Meeting end?   |
| 19.45 APPROX   |

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| Any additional general comments |
| *SEE ADDITIONAL REPORT          |

Observation of TCC by independent (Lay) Member of Standards Committee,

Observed by Roy Lynch – attending via Teams.

Held at Maesteg Council Chamber

A Hybrid meeting held on 28<sup>th</sup> Oct 2025, started at 18.30

I had excellent communications with the Clerk. They initially confirmed the date and time of the meeting and provided a link to the agenda located on the Town Council Website. On the day of the meeting I was provided a “Teams Link” well in advance of the start of the meeting. Unfortunately I had technical difficulties with “Teams” and arrived at the meeting a few minutes late.

I am unsure if the Elected Members were aware I intended to observe the meeting due to my lateness and therefore I did not have the opportunity read the Standards Committee “Observation Statement”.

I enjoyed the experience which gave me a greater insight into how TCC meetings are conducted and the scope of work they undertake.

From my observation I am more aware of the Expertise and Professional role of the Clerk. The meeting was conducted in a professional well-ordered manner. This was aided by the way both the Clerk and Chair worked collaboratively to manage the agenda. On a number of occasions and in the relevant place the Clerk reminded the Elected Members of the documents sent via their meeting packs to aid discussion. The Chair's approach was very inclusive, ensuring each Elected Member was able to speak on a relevant agenda item. I came away from the meeting feeling that all the Elected Members worked together for the benefit of their constituents and the Town Council as a whole - respecting each other's opinion.

An example being: the discussion on the Draft Budget. This was mainly based around the increase of the Precept from April 2026. Various points of view were put forward. Recommendations from the Finance Sub Committee were presented. The discussion was aided by an active “on screen” spreadsheet, where the Clerk/ Chair was able to increase/decrease the % Precept. Following proposals, and amendments a consensus was agreed.

I was also interested to note the appointment of the role of a Deputy Clerk.

Going forward -The Standards Committee should support the work of the TCC Clerks.

I am unsure if the following is within the remit of the Standards Committee – If we could consider the following:

To conduct a Work Force Review in relation to TCC Clerks. ie If any Clerk is intending to retire due to work load and or retirement age.

Does each TCC also employ a Deputy Clerk to ensure succession and continuity due to retirement?

If not due to financial constraints - The possibility of conducting Advertising campaign to encourage the next generation of TCC Clerks.