

2nd May 2019

Dear Councillor,

You are **SUMMONED** to the **ANNUAL Meeting** of the Tonyrefail & District Community Council to be held on **Thursday 9th May 2018 at the Council Office, Trane Cemetery, Tonyrefail** which will commence at **6.00 pm**.

Pauline Williams
Clerk of the Council

Due to the confidential nature of any business in relation to Agenda No. 12 under the Public Bodies (Admission to Meeting) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public and press during the discussion of the same.

AGENDA

1. APPOINTMENT OF CHAIRMAN for the ensuing year.

- 1.1 To receive the Chairman's 'Declaration of Acceptance of Office', or, if not then received to decide when it shall be received.

2. APPOINTMENT OF VICE CHAIRMAN for the ensuing year.

- 2.1 To receive the Vice Chairman's 'Declaration of Acceptance of Office' or, if not then received to decide when it shall be received.

3. TO RECEIVE: APOLOGIES FOR ABSENCE:

- a). Apologies submitted
b). Apologies not submitted

4. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE CODE OF CONDUCT

Members are requested to declare any personal and/or prejudicial interests that they may have in matters to be considered at this meeting in accordance with the Local Authorities Code of Conduct Order (Wales) Order 2008.

- 5. TO RECEIVE FOR INFORMATION ONLY:** Minutes of the Annual Meeting held on the 10th May 2018 (Minutes were confirmed in the June 2018 monthly meeting of the Council – Minute No. 3)
- 6. TO SET: CHAIRMAN'S ALLOWANCE FOR 2019/20**
- 7. TO APPOINT COMMITTEES –**
- 7.1 Cemetery
 - 7.2 Health & Safety At Work
 - 7.3 Projects/Events Committee.
 - 7.4 RCTCBC Charter – Community Liaison Committee
 - 7.5 Allotments
 - 7.6 Staffing
(Note: A member of the Staffing Committee cannot serve on the Disciplinary Committee or Appeals Committee nor can a member of the Disciplinary Committee serve on the Appeals Committee).
 - 7.7 Remembrance
 - 7.8 Policy and Finance
 - 7.9 Disciplinary
 - 7.10 Grievance Committee
 - 7.11 Appeals Committee
 - 7.12 Events
 - 7.13 Skateboard Park
 - 7.14 Wellbeing Committee
- 8. TO APPOINT ANY OTHER COMMITTEES/WORKING PARTIES**
- 9. TO REVIEW SCHOOL GOVERNORS.**
- 9.1 Tref-y-Rhug School
 - 9.2 Williamstown Primary School
 - 9.3 Cwm Lai Primary School
 - 9.4 YGG Tonyrefail
 - 9.5 Tonyrefail Primary School
- 10. TO REVIEW:**
- 10.1 Burial Fees
 - 10.2 Allotment Rent
 - 10.3 Bank Signatories
- 11. TO REVIEW:**
- 11.1 Standing Orders – *(A copy of which is in your Councillor Information Pack).*
 - 11.2 Financial Regulations - *(A copy of which is in your Councillor Information Pack).*
 - 11.3 Risk Management Schedule *(A copy of which is in your Councillor Information Pack)*
 - 11.4 Financial Risk Assessment *(A copy of which is in your Councillor Information Pack).*
 - 11.5 Data Protection and the Council and the Councillors *(A copy of which is in your Councillor Information Pack).*
 - 11.6 Policy on Procedure for Conducting Co-options *(A copy of which is in your Councillor Information Pack).*
 - 11.7 Management of Trane Cemetery *(A copy of which is in your Councillor Information Pack).*
 - 11.8 Rules and Regulations of Trane Cemetery *(A copy of which is in your Councillor Information Pack).*

- 11.9 Memorial Safety Policy (*A copy of which is in your Councillor Information Pack*).
- 11.10 Ombudsman – The Code of Conduct for members of local authorities in Wales (*A copy of which is in your Councillor Information Pack*).
- 11.11 Capability Policy (*A copy of which is in your Councillor Information Pack*).
- 11.12 Complaints Procedure (*A copy of which is in your Councillor Information Pack*).
- 11.13 Social Media Policy (*A copy of which is in your Councillor Information Pack*).
- 11.14 Freedom of Information (*A copy of which is in your Councillor Information Pack*).
- 11.15 Model Publication Scheme (*A copy of which is in your Councillor Information Pack*)

12. STAFFING

- 12.1 Review of Pay and Conditions of Service of Existing Employees of the Council.
- 12.2 To discuss Staffing Issues (if any)
- 12.3 Review of Clerks subscription to the SLCC
- 12.4 Review of the 'Clerk and Councils Direct' subscription

13. INTERNAL AUDITOR

- 13.1 To confirm the appointment of the Internal Auditor for a further 2 years

14. TO ACCEPT AND APPROVE ASSET REGISTER AS AT YEAR END 31ST MARCH 2019
(copy attached).

15. INSURANCE

- 15.1 To review the Councils insurance policy (copy attached)
- 15.2 To review the Councils arrangements for insurance in respect of all insured risks

16. TO REVIEW HEALTH AND SAFETY

17. TO REVIEW COUNCIL'S MEMBERSHIP OF:

- 17.1 I.C.C.M
- 17.2 C.P.R.W.
- 17.3 The Ramblers

18 TO REVIEW THE INDEPENDENT RENUMERATION FOR WALES MEMBERS PAYMENTS AS PER SECTION 13 OF THE IRPW REPORT.

- 18.1 Councillors to complete 'Opt Out Form' if they **DO NOT** wish to claim any Member allowances (*A copy of which is in your Councillor Information Pack*).

19. COMMUNITY COUNCIL MEMBER – DATA SHARING CONSENT FORM

- 19.1 Councillors to complete 'Data Sharing Consent Form' (*A copy of which is in your Councillor Information Pack*).

20 THE GOOD COUNCILLORS GUIDE FOR COMMUNITY AND TOWN COUNCILLORS
(*A copy of which is in your Councillor Information Pack*).

21. TO REVIEW AND ELECT 2 REPRESENTIVES TO THE ELY VALLEY DESTINATION PARTNERSHIP

22. TO DISCUSS AND REVIEW THE CIL 123 LIST

23. TO REVIEW AND AGREE MEETING DATES FOR 2019/20

Signed:

Date: