

2ND July 2015

Dear Councillor,

You are summoned to the **P & R Committee Meeting** of the **Tonyrefail & District Community Council** to be held on Wednesday 8th July 2015 at the **Community Hall, Prichard Street, Tonyrefail**, which will commence at **6.30 pm**

Yours sincerely,

P. Williams
Clerk of the Council

AGENDA

1. **Apologies for absence**
 - 1.1 Apologies submitted
 - 1.2 Apologies not submitted
2. **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.
3. **To review and revise if necessary the following documents:**
 - 3.1 Standing Orders
 - 3.2 Financial Regulations
 - 3.2 Financial Risk Assessment
 - 3.4 Financial and Business Risk Assessments.
 - 3.5 Council's Complaints Procedure
 - 3.6 Councils' Procedure For Handling Requests Made Under Foi And The Data Protection Act 1998.
 - 3.7 Community Councils Allotment Tenancy Agreement
4. **To discuss individual Allotment Site Tenancy Agreements and Constitutions.**