

7TH May 2015

Dear Councillor,

Please be advised that the **ANNUAL MEETING** of the Tonyrefail & District Community Council will be held on **THURSDAY 14TH MAY 2015** at the **COMMUNITY HALL, PRICHARD STREET, TONYREFAIL**, commencing at **6.00 p.m.**

Yours sincerely,

P. Williams
Clerk to the Council

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. 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:** Minutes of the Annual Meeting held on the 15TH May 2014 (Minutes were confirmed in the June 2014 monthly meeting of the Council – Minute No. 3)
- 6. To set: Chairman's Allowance**

7. To appoint Committees:

- 7.1 Cemetery
- 7.2 Health & Safety at Work
- 7.3 Pontypridd & District Age Concern Representative & Deputy
- 7.4 Projects/Events Committee
- 7.5 RCTCBC/Community Council Charter - Community Liaison Committee
- 7.6 Allotments Committee
- 7.7 Staffing Committee
- 7.9 Remembrance Day Committee

8. To appoint new Committees:

- 8.1 Policy and Resources
- 8.2 Disciplinary
- 8.3 Appeals Committee

(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).

9. To review: School Governors:

- 9.1 Tref-y-Rhug School
- 9.2 Williamstown Primary School

10. To review:

- 10.1 Burial Fees
- 10.2 Allotment Rent
- 10.3 Bank Signatories
- 10.4 Standing Orders
- 10.5 Financial Regulations
- 10.6 Financial & Business Risk Assessment
- 10.7 Insurance Cover in respect of all insured risks
- 10.8 Council's complaints procedure
- 10.9 Councils procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

11. Staffing:

- 11.1 Review of Pay and Conditions of Service of Existing Employees of the Council.
- 11.2 Any other Staffing Issues
- 11.3 Review of Clerks subscription to the SLCC
- 11.4 Review of Clerks & Councils Direct Subscription
- 11.5 Review of Membership of ICCM

12. To Approve and Accept:

- 12.1 Balance Sheet as at 31st March 2015 (*Receipts and Payments*)
- 12.2 Budget as at 31st March 2015

13. Internal Audit

- 13.1 To Appoint: Internal Auditor for the ensuing year
- 13.2 Annual Review of Internal Audit

14. To accept and approve: Asset Register for Year End 31st March 2015

15. To Agree: Meeting Dates for 2015/16 (*schedule attached*).