

TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

CLERK: JO VAN TONDER
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c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, PORTH,
R.C.T. CF39 8HL

19th May 2023

Dear Councillor,

You are summoned to attend the **Annual Meeting** of **TONYREFAIL & DISTRICT COMMUNITY COUNCIL** on **THURSDAY, 25th May 2023** commencing at **6:00pm**, at the Council meeting room, Trane Cemetery, Gilfach Road, Tonyrefail, CF39 8HL for the purpose of transacting the following business.

Members of the public are welcome to attend either in person or remotely.

[Invitation to ZOOM meeting](#)

Meeting ID: 894 9236 1164

Dial from a phone: 0208 080 6592

J van Tonder

Ms J van Tonder
Clerk & RFO

AGENDA

1. To elect Chair and receive Declaration of Acceptance of Office
2. To elect Vice Chair and receive Declaration of Acceptance of Office
3. To receive Apologies for Absence
4. To receive Members' Declarations of Interest in respect of the business to be transacted
5. To note Minutes of the previous annual meeting: [19th May 2022](#)
6. Matters pertaining to [Governance and Administration](#)
 - a. To review Financial Regulations
 - b. To review Standing Orders
 - c. To agree Scheme of Delegation
 - d. To agree Small Grants Policy
 - e. To agree Grievance Procedure
 - f. To agree Disciplinary Procedure
 - g. To agree Staff Performance Policy
7. Matters pertaining to Finance
 - a. To review Signatories to the Unity Bank accounts
 - b. To review Schedule of direct debits
 - c. To review Schedule of Contracts and Leases
 - d. To review Fixed Asset Register as at 31st March 2023
 - e. To review Financial Risk Assessment
8. Matters pertaining to Committees
 - a. To agree Appointment / removal of Committees

- b. To agree Committee Terms of References
 - c. To agree Committee membership
 - d. To note Delegation of powers to spend to Committees
- 9. To review and agree Appointed Representatives on external bodies
 - 10. To agree Dates and Times of Ordinary meetings of the Council