

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

11th May 2025

Dear Councillor,

You are summoned to attend the **Annual Meeting** of **TONYREFAIL & DISTRICT COMMUNITY COUNCIL** on **THURSDAY, 15th May 2025** 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: [16th May 2024](#)
6. Matters pertaining to [Governance and Administration](#)
 - a. To agree Updated [Financial Regulations](#)
 - b. To review [Standing Orders](#)
 - c. To review [Reserves Policy](#)
 - d. To review [Scheme of Delegation](#)
 - e. To agree [Protocol for Payment of Councillor Allowances](#)
 - f. To agree [Procurement Policy](#)
 - g. To agree [Fixed Asset 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 2025](#)
 - 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