

5<sup>TH</sup> May 2016

Dear Councillor,

Please be advised that the **ANNUAL MEETING** of the Tonyrefail & District Community Council will be held on **THURSDAY 12th MAY 2016** 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. 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 14<sup>th</sup> May 2015 (Minutes were confirmed in the June 2015 monthly meeting of the Council – Minute No. 3)

- 6. To set: Chairman's Allowance for 2016/17**
- 7. To appoint Committees/Working Parties**
  - 7.1 Cemetery
  - 7.2 Health & Safety at Work
  - 7.3 Pontypridd & District Age Concern Representative & Deputy
  - 7.4 Events
  - 7.5 RCTCBC Community Liaison Committee
  - 7.6 Allotments
  - 7.7 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).*
  - 7.9 Remembrance Day
  - 7.10 Policy and Resources
  - 7.11 Disciplinary
  - 7.12 Appeals
  - 7.13 Summer Event
  - 7.14 Christmas Event
- 8. To appoint any other Committees/Working Parties**
- 9. To review and appoint if necessary: School Governors:**
  - 9.1 Tref-y-Rhug School
  - 9.2 Williamstown Primary School
  - 9.3 Cwmlai
  - 9.4 YGG Tonyrefail
  - 9.5 Tonyrefail School
- 10. To review and appoint Representatives to: The Ely Valley Destination Partnership**
- 11. To review:**
  - 11.1 Burial Fees
  - 11.2 Allotment Rent
  - 11.3 Bank Signatories
- 12. To review and decide on amendments (if any):**
  - 12.1 Standing Orders
  - 12.2 Financial Regulations
  - 12.3 Financial Risk Assessment -
  - 12.4 Financial & Business Risk Assessment
- 13. Staffing:**
  - 13.1 Review of Pay and Conditions of Service of Existing Employees of the Council.
  - 13.2 To discuss Staffing Issues (if any)
  - 13.3 Review of Clerks subscription to the SLCC
  - 13.4 Review of Clerks & Councils Direct Subscription

- 14. Internal Auditor:**
  - 15.1 Annual Review of Internal Auditor for the ensuing year
- 15. To accept and approve: Asset Register as at Year End 31<sup>st</sup> March 2016**
- 16. Insurance:**
  - 16.1 To Review the Council insurance policy
  - 16.2 To Review the Council arrangements for insurance in respect of all insured risks
- 17. To receive:**
  - 17.1 The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 (No. 2016/84) (As adopted on the 14<sup>th</sup> April 2016 by Full Council)
- 18. To discuss: Health & Safety Requirements**
- 19. To Review Council's Membership of:**
  - 19.1 ICCM
  - 19.2 Campaign for the Protection of Rural Wales
  - 19.3 The Ramblers
- 20. To Review and Agree: Meeting Dates for 2016/17 (*schedule attached*).**