## Crynant Community Council

The Community Centre, Woodland Road, Crynant. S10 8RG

Heidi Mortimer, Clerk,

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To Members of the Council

24th May, 2019

Dear Member,

**ANNUAL MEETING OF THE COUNCIL**

You are summoned to The Annual Meeting of the Council to be held on Thursday 30th May 2019 at 6:00pm in the Community Centre, Woodland Road, Crynant. The agenda will be as follows:

1: To elect a Chairman for the Council year 2019/20.

2: To receive the Chairman’s Declaration of Acceptance of Office.

3: To elect a Vice-Chairman for the Council year 2019/20.

4: To receive declarations of personal and prejudicial interests.

5: To authorise members to sign cheques for the full term of office:

Barclays Bank PLC, (Currently, Cllr Barry Michael, Cllr Peter Shopland & Clerk Heidi Mortimer).

6: To Appoint Committees and Officers:

1. Policy and Resources Committee (11 Members)   
   (All members of the Council to be in membership with the Chairman and Vice-Chairman of the Council holding these respective positions).
2. Environment and Amenities Committee (10 Members To include Community Engagement and Bio-Diversity working parties).

(Membership to be all Councillors with the exception of the Council Chairman)

1. Finance Committee (Currently Chairman, & Cllr. Peter Shopland, Cllr. Andrea Hart & Cllr. Roger Miles).
2. Personnel Committee (Currently Cllr. Brian Lewis, Cllr. Sian Phillips & Cllr Andrea Hart).
3. Planning Sub-Committee (Currently 11 members to consider appointing sub-committee of 4 members).
4. Health & Safety Working party (to consider implementation of new working party to ensure obligations met).
5. Grants Officers (Currently Cllr. Suzanne Waldron, Cllr. Sian Phillips).
6. Groundsman (Currently Cllr. Colin Bevan).
7. Hall Management (Currently Cllr. Pat Wood, & Cllr. Barry Michael).
8. Playgrounds (Currently Cllr. Roger Miles).
9. Sexton (Currently Cllr. Barry Michael).

7: Appointment of Representatives.

1. Community Liaison Committee with Town and Community Councils.
2. Representative for One Voice Wales Area Committee.
3. Representative of School Governor for Crynant Primary School.
4. Representative for Cefn Coed museum.
5. Representative on the Environmental Forum.

8: To decide if any Members (other than the Chair) should receive Members Allowances in accordance with the Independent Remuneration Panel for Wales Annual Report.

*Determination 44:* Payment of £150 re: Telephone, technology, consumables etc.

*Determination 46:* Payment of £500 in recognition of specific responsibilities.

*Determination 48:* Payment for mileage.

*Determination 49:* Payment for overnight accommodation and subsistence.

*Determination 50:* Payment for financial loss.

*Determination 51:* Payment for care costs.

*Please note that all Members need to provide signed letters to inform the Clerk that they do not wish to receive the statutory £150 payment.* *Please note that signed consent not to claim can be withdrawn by providing confirmation of the change in writing.*

9: To Appoint an Internal Auditor for 2018/19 (Currently the Internal Auditor is WBV Chartered Accountants).

10: To receive the annual statement of accounts for 2018/19 & to complete the annual governance statement.

10: To determine whether a review of Standing orders and/or Financial Regulations is required.

11: To determine whether a review of the Council’s complaints procedure is required.

12: To review the Council’s risk assessment register.

13: Deeds and Trust Instruments and review of Fixed Assets Register.

14: To review the Council’s Insurance Arrangements.

Yours faithfully,

Heidi C. Mortimer

Clerk to the Council

**MEMBERS OF THE PUBLIC MAY ATTEND**