



**CYNGOR CYMUNED
LLANBRADACH & PWLL-Y-PANT
COMMUNITY COUNCIL**

C/o C Mortimer, Clerk to the Council
38 Nant Fawr Road, Cyncoed. Cardiff CF23 6JR
Email: mortic1@caerphilly.gov.uk Tel: 07933 725094

29th April 2019

NOTICE OF ANNUAL COUNCIL MEETING
MONDAY 13th MAY 2019 6.15pm

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

You are summoned to attend an **ANNUAL MEETING** of LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL that will be held on **MONDAY 13th MAY 2019 6.15pm** at Llanbradach Community Centre, to the rear of Morgan Street, Llanbradach.

The business to be transacted is set out in the agenda below.

Yours sincerely

Ceri Mortimer
Clerk to the Council

encs

AGENDA

Retiring Chairperson to Chair the first item of business:

- 1 Elect a Chairperson of the Council**
 - (i) Elect a Chairperson for the ensuing year
 - (ii) Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer
- 2 Appoint a Vice-Chairperson of the Council**
 - (i) Appoint a Vice Chairperson for the ensuing year.
 - (ii) Vice Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer
- 3 Retiring Chairman's Comments**
- 4 Apologies**
- 5 Declarations of Interest**
- 6 Minutes**

To receive and approve the minutes of the Annual Meeting that was held on 14th May 2018.

7 Documents & Policies for 2019/20

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

- A. Standing Orders
- B. Llanbradach & Pwllpant Community Council Policy Document
- C. Financial Regulations & Amendments
- D. Asset Register
- E. Risk Management

8. Appointment of Internal Auditor

As per minute no. 5 of our Annual Minutes dated 14th May 2018, Mr Ken Williams was confirmed as internal auditor for 2018/19. However, the Clerk has contacted Mr Williams who has since confirmed that he no longer wishes to undertake our audits. Council is therefore requested to consider the appointment of Mr Michael Fisher to undertake our audit for 2018/19 and 2019/20

Mr M Fisher is a CIPFA qualified accountant, who has been an internal auditor to Gelligaer Community Council for several years.

A council resolution is required for 2018/19 and 2019/20.

9. Appointment of Representatives to Outside Bodies

Nominations are invited on the outside bodies

10. Cycle of Meetings for 2018/19

Members are requested to consider and agree the cycle of meetings for the ensuing year:

MEETING TYPE	DATE
Ordinary Full Council	17 th June 2019 (*3 rd Monday)
Ordinary Full Council	15 th July 2019
AUGUST RECESS	AUGUST RECESS
Ordinary Full Council	9 th September 2019
Ordinary Full Council	14 th October 2019
Ordinary Full Council	11 th November 2019
Ordinary Full Council	9 th December 2019
Ordinary Full Council	13 th January 2019
Ordinary Full Council	10 th February 2019
Ordinary Full Council	10 th March 2019
Ordinary Full Council	13 th April 2019
Annual & Ordinary Full Council	11 th May 2019