



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

C/o C Mortimer, Clerk to the Council
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Email: mortic1@caerphilly.gov.uk Tel: 07933 725094

11th June 2019

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

You are summoned to attend a **MONTHLY ORDINARY FULL COUNCIL MEETING** of LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL that will be held on **MONDAY 17th JUNE 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

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AGENDA

1 Police Update – to be tabled

2 Co-option

(i) A Council RESOLUTION is required for the co-option of Mrs Valerie Noble to the position of Wingfield Ward member of Llanbradach & Pwllypant Community Council.

(ii) Member to sign Declaration of Acceptance of Office.

(iii) Member to receive and note Members' Policy Pack which includes the following:

- A. Good Councillors Guide
- B. Code of Conduct
- C. Standing Orders
- D. Llanbradach & Pwllypant Community Council Policy Document
- E. Financial Regulations & Amendments
- F. Asset Register
- G. Risk Management
- H. Retention Policy (Agenda item 12)
- I. Model Local Resolution Protocol (Agenda Item 12)

3 Apologies

4 Declarations of Interest

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

5 Chairman's Announcements

- 6 Minutes**
To receive and if approved to confirm and sign the minutes of the ANNUAL FULL COUNCIL MEETING held on 13/05/2019 as an accurate record.
- 7 Minutes**
To receive and if approved to confirm and sign the minutes of the ORDINARY FULL COUNCIL MEETING held on 13/05/2019 as an accurate record.
- 8 Finance**
(i) Balance of Funds
To receive, confirm and approve 'Balance of Funds' document (Chairman and Vice to sign)
- (ii) Reconciliation**
To receive, confirm and approve reconciliation document (Non signatory member to sign reconciliation)
- (iii) Bank Statements**
To receive and approve statement no.192 &193 (166 was previously presented at meeting dated 8th April 2019, no new statement received as of 07/05/2019)
- 9 IWA Membership 2019/20 – Making Wales Better**
A council RESOLUTION is required as to whether to continue with membership for the ensuing year at a cost of £45
- 10 Audit Year Ended 31st March 2019**
(i) To receive and note internal auditor's report, in respect of the internal audit for year ended 31st March 2019
(ii) To receive and note significant variances where the percentage is +/- greater than 10%
(iii) To receive and note bank reconciliation which verifies box 9 of the Annual return.
(iv) To receive and note Debtors and Creditors
(v) To receive and approve the Annual Return.
A council resolution is required for approval
Chair to sign the Annual Return and the Clerk/RFO to Certify.
- Annual Return approval deadline: 30th June 2019*
Annual Return to be received by BDO, our external auditors, by 3rd July 2019.
- 11 Financial Applications 2019/20 – (applications to be tabled).**
- 12 Policies 2019/20**
To receive and adopt the following policies for the ensuing year:
- H. Retention Policy
I. Local Model Protocol
- 13 Minor Authority Representative Vacancy on the Board of Governors at Coed y Brain Primary School**
Nominations required
- 14 Community Centre Update**
- 15 Project Update**
- a) Summer Activities Scheme
b) Newsletter
c) Wild flower planting
d) Festive lighting at Pwllypant
- 16 Planning Applications (late applications received will be tabled at meeting)**
To receive & discuss planning applications. Comments or enquiries must be emailed to planadmin@caerphilly.gov.uk within 21 days of receipt of the email date.
- 17 Next meeting date: Ordinary Full Council Meeting on Monday 8th July 2019 at 6.15pm**