



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

C/o C Mortimer, Clerk to the Council
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NOTICE OF ANNUAL COUNCIL MEETING
MONDAY 9th NOVEMBER 2020 6.15pm

4th November 2020

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

Our **ANNUAL MEETING OF LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL** will be held on Monday 9th NOVEMBER 2020 at 6.15pm. The meeting will be held remotely in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. It will not be practical to include the press and public in our remote meetings. We will however continue to exercise good practices in line with legislation, by publishing our decisions/draft minutes in a timely manner on our website.

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

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 Office
- 2 Elect a Vice-Chairperson of the Council**
 - (i) Appoint a Vice Chairperson for the ensuing year.
 - (ii) Vice Chairperson to sign and date Acceptance of Office
- 3 Retiring Chairman's Comments**
- 4 Apologies**
- 5 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.
- 6 Minutes**

To receive and note the minutes of the Annual Meeting that was held on 13th May 2019, that were approved and signed as an accurate record at our Ordinary Council meeting held on 17th June 2019.
- 7 Documents & Policies for 2020/21**

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

- A. Standing Orders (no change from 2019/20)
- B. Llanbradach & Pwllypant Community Council Policy Document
- C. Financial Regulations & Amendments (no change from 2019/20)
- D. Asset Register
- E. Risk Management

8. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2020/21.
A council resolution is required

9. Appointment of Representatives to Outside Bodies

Nominations are invited on the outside bodies:

- Community & Town Council's Liaison Committee (C&TCLC)
Currently Cllr Ann Reed and Clerk (meet 3 times per year)
- Caerphilly County Borough Council (CCBC) & Community/Town Council's Joint Liaison Committee
Currently Cllr Ann Reed and Clerk (meet 3 times per year)
- One Voice Wales
They meet once a year (March) usually in Builth for the Innovation Awards & Workshops
And for a conference and AGM, which are held once a year (same day, end of September/October) usually in Builth.
Currently Cllr Dave Rees and Cllr Colin Mann (in reserve)
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee
(meet quarterly locally)
Currently Cllr Ann Reed/Cllr Colin Mann and Clerk
- Minor Authority Representative on the Board of Governors:

Coed y Brain Primary School – Cllr Valerie Noble (until July 2023)
Cwm Glas Infants – Cllr Dave Rees (until July 2021)
Ysgol Gynradd Gymraeg y Castell – VACANCY EXISTS (next meeting 3rd Dec 2020 5pm and usually meet every half term)
- Llanbradach Community Centre Management Committees

10. Cycle of Meetings for 2020/21

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

MEETING TYPE	DATE
Ordinary Full Council	14 th December 2020
Ordinary Full Council	11 th January 2021
Ordinary Full Council	8 th February 2021
Ordinary Full Council	8 th March 2021
Ordinary Full Council	12 th April 2021
ANNUAL Council Meeting	10 th May 2021
Ordinary Full Council	10 th May 2021