



**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
THURSDAY 20th MAY 2021 6.15pm

16th May 2021

Chair and Members of Llanbradach & Pwllypant Community Council

Dear Chair/Councillors

You are summoned to attend the **ANNUAL MEETING OF LLANBRADACH & PWLLYPANT COMMUNITY COUNCIL** which will be held on Thursday 20th MAY 2021 at 6.15pm at Llanbradach Community Centre. In accordance with the provisions of the Local Government and Elections (Wales) Act 2021, members of the public are welcome to attend but please contact the Clerk beforehand to ensure we are Covid compliant in relation to numbers. Also in line with the new Act our minutes or a summary of the meeting will be published within 7 working days of the meeting being held.

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 Declaration of 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 Declaration of 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 Welcome to new member Cllr Norma Cabble elected to serve the Llanbradach Ward**

Cllr Norma Cabble signed her declaration of Acceptance of Office prior to the meeting commencing.
- 7 Minutes**

To receive and approve Minutes of the Annual Meeting that was held on 9th November 2020 remotely.

8 Documents & Policies for 2021/22

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

- A. Standing Orders (no change from 2020/21)
- B. Llanbradach & Pwllypant Community Council Policy Document
- C. Financial Regulations & Amendments (no change from 2020/21)
- D. Asset Register
- E. Risk Management

9. Appointment of Internal Auditor

Council is requested to consider the appointment of CIPFA qualified Accountant, Mr Michael Fisher, to undertake our audit for 2021/22.

A council resolution is required

10. 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
Currently Cllr Coln Mann and Cllr Dave Rees in reserve
- One Voice Wales – RCT/Merthyr/Caerphilly Area Committee (meet quarterly)
Currently Cllr Colin Mann, Cllr Catherine Thomas 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 – Cllr Val Noble (until 2023)

- Llanbradach Community Centre Management Committees
Currently Cllr Catherine Thomas is the Community Council's representative.

11. Cycle of Meetings for 2020/21

Members are requested to consider and agree the cycle of meetings for the ensuing year but are subject to change due to Covid restrictions and regulations :

MEETING TYPE	DATE
Ordinary Full Council	Thursday 17 th June 2021 – Community Centre Large hall
Ordinary Full Council	Thursday 15 th July 2021 – Community Centre Large hall
RECESS	AUGUST
Ordinary Full Council	Monday 13 th September 2021 – smaller room
Ordinary Full Council	Monday 11 th October 2021
Ordinary Full Council	Monday 8 th November 2021
Ordinary Full Council	Monday 13 th December 2021
Ordinary Full Council	Monday 10 th January 2022
Ordinary Full Council	Monday 14 th February 2022
Ordinary Full Council	Monday 14 th March 2022
Ordinary Full Council	Monday 11 th April 2022
ANNUAL MEETING	Monday 9 th or Thursday 12 th May 2022 (Local elections 5 th)