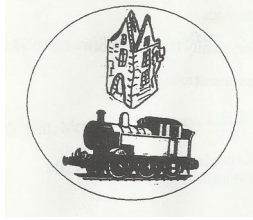


VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Clerk/Clerc:
John Dilworth.



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16th May, 2016.

Dear Councillor,

I write to summons you to attend the next Annual General Meeting of Van Community Council, at the Van Community Centre, Friday, 20th May, 2016, at 6.30p.m., and followed by the Ordinary Meeting.

The agenda of the meetings are as follows.

1. Apologies for absence.
2. Declarations of Interest.
3. Appointment of Chairman and to sign the Declaration of Acceptance of the Office of Chairman.
4. Appointment of Vice-Chairman, declaration not required.
5. To consider the Chairman Allowance, 2016/17 (Chairman to vacate Chair during this item of business, and the Vice-Chairman to progress to the Chair for this item only).
6. Appointment of Leader and Deputy Leader.
7. To reaffirm the minutes of the Annual General Meeting, 15th May, 2015 (appendix 1)
8. Representatives to Governing Bodies (St. James and St. Helens).
9. To rescind the Council's Standing Orders and to adopt Standing Orders, no change in standing orders since the last AGM (no point in wasting paper).
10. To approve the Council's Financial Regulations (appendix 2), and Financial and Operational Risk Assessment (appendix 3).
11. To decide upon bank signatories. Current signatories, Councillors Eileen Macey, Sheila Newbury, Maria Hall, and the Clerk (administration only).
12. To appoint Members to the following Committee: Summer Play-scheme Committee and or to set-up any further committees, i.e. Employment Committee.
13. To consider, there be no meeting in August 2016, and December, 2016, and Plenary powers be given to the Chairman and Vice-Chairman in consultation with the Clerk (includes payment of creditors).

14. To appoint delegates to the following.

C.C.B.C. Community Councils Liaison Sub-committee	(one member)
C.C.B.C. Town and Community Councils Liaison Committee.	(two members)
Van Communities Partnership.	(one member)
Caerphilly Town Centre Management Group.	(two members)
Caerphilly Town Council Firework Committee	(one member).

With the conclusion of the AGM to proceed to the agenda of the Ordinary meeting.

Agenda.

Public, any issues, and limited to ten minutes.

Clerk's advice, Arnold Baker, 9th Edition on Access to Council Meetings states:

"Many local councils set aside a period when the public can ask questions or even make statements.

This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."

It is not a public meeting but a council meeting and legally constituted to discuss published business.

1. **Apologies for absence.**
2. **Declarations of interests.** To receive disclosures of personal interests from Members in accordance with the Code of Conduct (**Note:** Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).
3. **Police matters (C.S.O. Claire Robinson).**
4. **To receive representatives from the Gwern y Domen Conservation group.**
5. **To approve the minutes of the Council Meeting, 15th April, 2016, (appendix 4.)**
6. **Matters arising.**
7. **Correspondence.**
8. **Planning.**
9. **Reports and local matters.**
10. **Clerk's Report (appendix 5) to follow.**
 - a. Request to the Chairman of the St James School Governing Body, Mr Kristian Harding, for Councillor Eileen Macey to present the Van Community Champion Award to Miss Anne

- Marie-Bridgeman, prior to Governing body Meeting, 12th May, 2016, refused.
- b. Former Van Terrace Play area land.
- c. Van Partnership AGM and Ordinary Meeting, Monday, 25th April, 2016.
- d. Grant applications
- e. Summer Play-scheme, 2016, CSSIW Registration.
- f. Communal clear up United Housing area and Porset Brook bank, rear of Dol yr Eos.
- g. The Local Authority Model Code of conduct (Wales) (Amendment) Order 2016 – SI 2016/84.

11.	Finance.
i.	To consider payment of creditors (appendix 6).
ii.	Accounts, 2015/16 (appendix 7a, 7b, and 7c).
iii.	Grant applications, CHAD, applying for £50, recycling computers for disadvantaged children.
iv.	To receive the Internal Auditors Report on the Council's accounts year ending the 31 st March, 2016 (appendix 8).
v.	To receive the Annual Return, 2015/16 and to complete Annual Governance Statements Part 1 and 2.
vi.	Annual insurance, 2016/17, recommended by Came and Co, Ecclesiastical, insurance provider, at premium of £681.35 (enter three year agreement) and to enter into a three year agreement (appendix 9).
vii.	To award £50 expenses to each of the Summer Play-staff to cover out of pocket expenses in attending four training sessions, to obtain Managing a Holiday Play Scheme Award and meetings (no further payments), further £15, per training session, Pediatric First Aid, Miss Jade Bishop.
	To consider passing the following resolution for Items vii: "By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."
viii.	Clerk's gratuity (Clerk will leave the room for members decision)
12.	Items for the next agenda.

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 John Dilworth,
 Clerk to the Council.