



## **VAN COMMUNITY COUNCIL/ CYNGOR CYMUNED Y FAN**

Marcia Jones. Clerk to the Council/Clerc Y Cyngor  
Email: [clerk@vancc.co.uk](mailto:clerk@vancc.co.uk) Tel/Ffon: 07387 8885132  
C/O 26 Lon yr Ysgol, Bedwas, Caerphilly. CF83 8PE

### **NOTICE OF ANNUAL GENERAL MEETING**

8<sup>th</sup> October 2020

To: Chair and Members of Van Community Council.

You are summoned to attend the Annual General Meeting of Van Community Council on **Thursday 15<sup>th</sup> October 2020 at 5 pm**. This will be a remote meeting held using MS Teams

*Please Note; This Meeting will be held in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by existing legislation to admit the public and press in person to certain meetings and to provide facilities to inspect certain documents in person at offices of the authority are relaxed for the duration of the Regulations. All documentation about and relating to this and any other Community Council Meeting undertaken by remote access will be made available on the Community Council Website. <https://www.vancc.co.uk/>*

If you are unable to attend, please contact the Clerk to advise.

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

Yours Faithfully,

Marcia Jones  
Clerk/RFO to the Council

## AGENDA

Retiring Chairperson to Chair the first item of business

**1. Elect a Chair of the Council**

The Clerk to arrange for signature of the Chair's Declaration of Acceptance of Office

**2. Appoint a Vice-Chair of the Council**

The Clerk to arrange for signature of the Vice -Chair's Declaration of Acceptance of Office

**3. Apologies**

**4. Declarations of Interest**

**5. Minutes**

To receive and note the minutes of the ANNUAL GENERAL MEETING that was held on 16<sup>th</sup> May 2019, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting on 20<sup>th</sup> June 2019.

**6. To confirm bankers and bank signatories for 2020-2021.**

Current Bankers, HSBC Caerphilly

Current signatories: Clerk, M Jones and Cllrs Newbury, Nelder, Leek and T Graham. Any two to sign

**7. To confirm the Clerk as the Responsible Financial Officer** as required under section 151 of the LGA 1972 and to authorise the clerk to give instructions, request information on the bank accounts on behalf of Van Community Council. To confirm the Clerk as an Authorised Officer for internet banking

**8. To consider whether any committees** be set up on a standing or ad hoc basis and to appoint members if necessary.

**9. To appoint delegates and substitutes to the following:**

- CCBC Community Councils Liaison Sub Committee (one member)
- Town and Community Councils Liaison Committee (two members)

**10. Documents & Policies for 2020/2021**

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

- Standing Orders for 2020/2021 (last review September 2020)
- Financial Regulations 2020/2021 (last review October 2019)
- Asset Register 2020/2021 (last review September 2020)
- Risk Management 2020/2021 (last review September 2020)

**11. Internal Auditor**

To reappoint Mr M Fisher for 2020/2021 audit.

A council resolution is required

**12. Cycle of Meetings for 2020/2021**

Members are requested to consider and agree the cycle of meetings.