



**VAN COMMUNITY
COUNCIL
CYNGOR CYMUNED Y FAN**

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**Annual General Meeting
18th May 2023
AGENDA**

1. Elect a Chair of the Council

Elect a Chairperson for the ensuing year

Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

2. Appoint a Vice-Chair of the Council

Appoint a Vice Chairperson for the ensuing year.

Vice Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

3. Retiring Chair's Comments (if applicable)

4. To note Member attendance and to receive any apologies

5. To note Declarations of Interest

6. Minutes

To receive the minutes of the ANNUAL GENERAL MEETING that was held on 18th May 2022, which are to be approved and duly signed as an accurate record.

7. To consider the Chairs Remuneration (optional payment) 2023-2024

Chair to vacate for reason of prejudicial interest and the Vice Chair to take the Chair for this item of business only.

8. To confirm Bank signatories.

Current Bankers: HSBC Caerphilly

Current Signatories: Cllr John Pettit, Cllr Christine Forehead and Vice Chair Anne Broughton Pettit.

Clerk - M Moore

ANY TWO to SIGN

9. 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. To confirm the use

of a variable direct debit for regular payments such as payroll and other bills can be made directly by the Clerk subject to a satisfactory invoice being presented

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

11. To appoint delegates and substitutes to the following:

- 11.1 OVW Area Committee meetings (one member)
- 11.2 CCLC Community Councils Liaison Sub Committee (one member)
- 11.3 Town and Community Councils Liaison Committee (two members)

12. Documents & Policies for 2023-2024

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

- 12.1 Standing Orders for 2023-2024 (last review 21/7/2022)
- 12.2 Financial Regulations 2023-2024 (last review 8/9/2022)
- 12.3 Asset Register 2023-2024 (last review September 2020)
- 12.4 Risk Management 2023-2024 (last review September 2020)
- 12.5 Cllr allowance Policy (last review 20/4/2023)

13. Internal Auditor

To appoint Huw Jones

To appoint Michael Fisher

A council resolution is required

14. To confirm that there be no meeting in August 2023 and December 2023

15. Cycle of Meetings for 2023-2024

Members are requested to consider and agree the cycle of meetings

VIRTUAL MS TEAMS AND FACE TO FACE

Thursday 15th June	FACE TO FACE
Thursday 20th July	VIRTUAL
Thursday 21st September	FACE TO FACE
Thursday 19th October	VIRTUAL
Thursday 16th November	FACE TO FACE (Community Champion Award Evening)
Thursday 18th January	VIRTUAL
Thursday 15th February	VIRTUAL
Thursday 21st March	FACE TO FACE

16. To confirm that plenary powers to be given to the Chair/Vice Chair in consultation with the Clerk (including payment of creditors) in August 2023 and December 2023