



**VAN COMMUNITY
COUNCIL
CYNGOR CYMUNED Y FAN**

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**AGENDA
ANNUAL MEETING
Thursday 16th May 2024**

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 a copy of the minutes of the ANNUAL MEETING that was held on 18th May 2023 which are approved and signed as an accurate record.

7. To consider the Chairs Remuneration (optional payment) 2024-2025

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 and nominate Bank signatories.

Current Bankers: HSBC Caerphilly

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 TCCLC Town and Community Councils Liaison Committee (two members)

12. Documents & Policies for 2024-2025

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

- 12.1 Standing Orders for 2024-2025 (last review 21/9/2023)
- 12.2 Financial Regulations 2024-2025 (last review 8/9/2022)
- 12.3 Asset Register 2022-2025 (updated 29/4/2024)
- 12.4 Risk Management 2024-2025 (updated 29/4/2024)
- 12.5 Cllr allowance Policy 2024-2025 (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 2024 and December 2024

15. Cycle of Meetings for 2024-2025

Members are requested to consider and agree the cycle of meetings

VIRTUAL MS TEAMS AND FACE TO FACE

Thursday 20th June	2024	FACE TO FACE
Thursday 18th July	2024	VIRTUAL
Thursday 19th September	2024	FACE TO FACE
Thursday 17th October	2024	VIRTUAL
Thursday 21st November	2024	FACE TO FACE (Community Champion Award Evening)
Thursday 16th January	2025	VIRTUAL
Thursday 20th February	2025	VIRTUAL
Thursday 20th March	2025	FACE TO FACE
Thursday 17th April	2025	FACE TO FACE
Thursday 15th May	2025	FACE TO FACE

16. To confirm the Chair/Vice Chair in consultation with the Clerk (including payment of creditors) in August 2023 and December 2023 can make appropriate resolutions, if necessary, on behalf of the whole council