



## **LLANHARAN COMMUNITY COUNCIL**

17th May 2025

To Members of Llanharan Community Council.

### **THE ANNUAL MEETING OF THE COUNCIL**

The Annual Meeting of the Council will be held at 7pm on 22nd May 2025

The meeting will be held on a **hybrid** basis (online and in person at Llanharan OAP hall) in accordance with:

#### **The Local Government and Elections (Wales) Act 2021**

**The agenda will be as follows:**

1. To elect a Chair of the council.

***Appendix 1***

2. To elect a Deputy Chair of the council.

***Appendix 2***

3. To present the minutes of the Annual General Meeting held at 06.30pm on 16<sup>th</sup> May 2024 – For information only.

***Appendix 3***

4. To appoint Committees and their members, Chairpersons and Deputy Chairpersons and to review terms of reference and fix provisional dates and times for committee meetings for the following year.

***Appendix 4***

5. To appoint working groups and their members and Chairpersons and to review terms of reference

***Appendix 5***



6. To appoint the council's representatives to serve on external bodies for the following year and to agree arrangements for reporting of attendance and reporting back to Council.

***Appendix 6***

7. To agree the civic allowances for the following year.

***Appendix 7***

8. To set the maximum total of motions required by written notice that can be considered by the Council in the municipal year.

***Appendix 8***

9. To set the maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting.

***Appendix 9***

10. To review the Appeals and Disciplinary process

***Appendix 10***

11. To review and approve the Council's policies and procedures

***Appendix 11***

12. To appoint an internal auditor for the financial year 2025/26

***Appendix 12***

13. To review banking mandate signatories and PSDF signatories

***Appendix 13***

14. To review and approve the Council's asset register

***Appendix 14***

15. To review and approve the Council's arrangement for insurance cover in respect of insurable risks.

***Appendix 15***



16. To review any Service Level Agreements or other legal or arrangements with external groups.

***Appendix 16***

17. To consider renewing the Clerk and RFO's membership of The Society of Local Council Clerks (SLCC)

***Appendix 17***

18. To consider renewing the Council's membership of One Voice Wales

***Appendix 18***

19. To review and approve the council's standing orders

***Appendix 19***

20. To review and approve the council's financial regulations

***Appendix 20***

21. To review and approve the council's Annual report

***Appendix 21***

22. To review and approve the council's Training plan

***Appendix 22***

23. To review and approve the Council's action plan for the coming municipal year incorporating the Biodiversity plan

***Appendix 23***

24. To deal with other matters, where notice in writing has been given to the Proper Officer at least 6 calendar days before the meeting and which, at the discretion of the Proper Officer are appropriate to be considered at the Annual meeting.

Leigh Smith  
Clerk to Llanharan Community Council