



LLANHARAN COMMUNITY COUNCIL

12th May 2024

To Members of Llanharan Community Council.

THE ANNUAL MEETING OF THE COUNCIL

The Annual Meeting of the Council will be held at 6.30pm on Thursday 16th May 2024

(To be followed immediately by the Ordinary meeting of the Council)

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 18th May 2023 – 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 2023/24

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