

NOTICE OF ANNUAL COUNCIL MEETING
THURSDAY, 16TH MAY 2019 AT 6.30 P.M.

10th May 2019

To:- Chairperson and Members of Draethen Waterloo and Rudry Community Council

Dear Chairperson/Councillor

You are summoned to attend an **Annual Meeting of Draethen Waterloo and Rudry Community Council** that will be held on **Thursday, 16th May 2019 at 6.30 p.m. at Rudry Primary School.**

The business to be transacted is set out in the Agenda below.

This meeting will be followed by the Ordinary Meeting of Draethen, Waterloo and Rudry Community Council at 7.00 p.m.

Members of the press and public are cordially invited to observe. Observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meeting and you may be escorted from the premises.

Val Steel
(Clerk to the Council)

AGENDA

1. To note Members attendance and receive any apologies for absence
2. Declarations of Interest

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Clerk.

3. To receive and note the minutes of the last Annual General Meeting
4. To receive a report from the retiring Chairperson Councillor Jayne Garland.
 - i. Review the report of the Internal Auditor.
 - ii. To receive and adopt the Annual Accounts and Annual Governance Statement for 2018/19
5. Election of Chairperson
 - i. Chairperson to sign and date Acceptance of Office in the presence of the Clerk/Proper Officer
 - ii. Review and confirm arrangements for insurance cover in respect of all insured risks.

6. Election of Vice Chairperson
7. Declaration of Acceptance of Office
8. To confirm banking arrangements and nominate Bank Mandate Signatories and to confirm the Clerk as the Council's Responsible Financial Officer as required by Section 151 of the Local Government Act 1972
9. To appoint Members to serve as representatives of the Community Council on the following outside bodies:-
 - i. Town & Community Council Joint Liaison Committee
 - ii. One Voice Wales
 - iii. Minor Authority School Governor
10. To receive, note and resolve to adopt/continue to adopt policies and documents for 2019/20
 - i. Standing Orders for 2019/20 (last reviewed November 2018)
 - ii. Financial Regulations (last reviewed November 2018)
 - iii. Code of Conduct for Members and Co-opted Members (last reviewed November 2018)
 - iv. Risk Assessment Schedule (last reviewed November 2018)
 - v. Asset Register (last reviewed April 2018)
 - vi. List of documents for Retention or Disposal (to be considered for adoption)
 - vii. General Privacy Notice (last reviewed November 2018)
 - viii. Social Media Policy (last reviewed November 2018)
 - ix. Lone Working Policy (Last reviewed May 2017)
 - x. Stress Management Policy (last reviewed February 2019)
 - xi. Health & Safety Policy (last reviewed February 2019)
 - xii. Model Protocol on Member/Officer Relations (last reviewed February 2019)
 - xiii. Annual Leave Policy (last reviewed February 2019)
 - xiv. Disciplinary Procedure (last reviewed February 2019)
11. To consider an allowance for the Chairperson for 2019/20
12. Cycle of Meetings for 2019/20
Members are requested to consider and agree the cycle of meetings

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend Community Council meetings to speak/give evidence will be named in the minutes of that meeting. Sometimes this will include their place of employment or business and opinions expressed. Minutes of meetings including details of speakers will be publicly available to all via the Council web site at www.dwrcouncil.co.uk except for discussions involving confidential or exempt items.

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**DRAETHEN WATERLOO & RUDRY COMMUNITY
COUNCIL**

NOTICE OF MEETING

**THE ANNUAL GENERAL MEETING OF DRAETHEN
WATERLOO & RUDRY COMMUNITY COUNCIL**

WILL BE HELD AT

RUDRY PRIMARY SCHOOL

ON

THURSDAY, 16TH MAY 2019

AT 6.30 P.M.

**THIS MEETING WILL BE FOLLOWED IMMEDIATELY
BY THE ORDINARY MEETING OF
DWR COMMUNITY COUNCIL**

THE PUBLIC AND PRESS ARE CORDIALLY INVITED