



**CYNGOR
CYMUNED
LLANTRISANT
COMMUNITY
COUNCIL**

Parish Office
Newbridge Road
Llantrisant
RCT
CF72 8EX

Swyddfa'r Plwyf
Heol Pontnewydd
Llantrisant
RCT
CF72 8EX

Gofalu am y Gymuned
Caring for the Community
**Beddau
Llantrisant
Talbot Green
Tynant**

Clerc/Clerk
Miss Catherine Craven

Siarter o Gyfeillgarwch
Charter of Friendship
Crécy-en-Pontheiu



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3 May 2018

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of **LLANTRISANT COMMUNITY COUNCIL** at Caerlan Hall, Newbridge Road, Llantrisant on **TUESDAY 8th May, 2018 at 6.30p.m.** for the purpose of transacting the following business.

Yours sincerely,

C Craven

Miss C Craven
CLERK

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| 1 | To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office. |
| 2 | To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office. |
| 3 | To receive apologies for absence. |
| | To receive Disclosures for Personal Interest from Members in accordance with the Code of Conduct. |
| | <i>Members are requested to declare any personal and/or prejudicial interests that they may have in matters to be considered at this meeting in accordance with the Local Authorities Code of Conduct Order (Wales) Order 2008.</i> |
| 4 | To note the signed minutes of the annual meeting held on 16 th May 2017. <i>Appendix1 (pages 2-5)</i> |
| 5 | To review Committee Structures and to appoint members to serve on the committees. <i>Appendix2 (page6)</i> |
| 6 | To review the appointed representatives on other boards and bodies. <i>Appendix3 (page 6)</i> |
| 7 | To agree the Chair's and Vice Chair's Allowances for the ensuing year. <i>Appendix4 (page 7)</i> |
| 8 | To reconfirm the payment of annual subscriptions. <i>Appendix5 (page 7)</i> |
| 9 | To approve and adopt the Standing Orders for Llantrisant Community Council. <i>Appendix6 (pages 9-31)</i> |
| 10 | To approve and adopt the Financial Regulations for Llantrisant Community Council. <i>Appendix7 (pages 32-49)</i> |
| 11 | To approve the Annual Return for Year Ending 31 March 2018. <i>Appendix8 (pages 50-57)</i> |
| 12 | To receive Internal Auditors Report and consider how it will implement the one recommendation made – all EMRs to be set up individually in the accounting software package. <i>Appendix9 (pages 58-67)</i> |
| 13 | To confirm the appointment of the Internal Auditor for 2018/19. <i>Appendix10 (pages 68-75)</i> |
| 14 | To review the Council Asset Register. <i>Appendix11 (pages 76-97)</i> |
| 15 | To review the Council Insurance Policy. <i>Appendix12 (pages 98-113)</i> |
| 16 | To confirm the banking arrangements for the Council <i>Appendix13 pages (114-117)</i> |

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| 17 | <i>c. Appendix14 (page 118)</i> |
| 18 | To review the Councils Financial And Business Risk Assessment. <i>Appendix15 (pages 119-122)</i> |
| 19 | To receive the GDPR Report and approve the tabled policies. <i>Appendix16 (pages 123-149)</i> |
| 20 | To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year. <i>Appendix17 (page 150)</i> |