CYNGOR CYMUNED CILGERRAN COMMUNITY COUNCIL

NOTICE OF THE ANNUAL GENERAL MEETING

AGENDA – MAY 2017

To Councillors:

You are hereby summoned to attend a meeting of the above Council to be held at the Village Hall on Monday 22nd May 2017 at 7.30pm.

The business to be transacted is as follows:

Present:

Apologies:

**1. Election of Chairman for 2017/2018**

**2. Election of Vice Chair for 2017/2018**

**3. Election for Internal Financial Auditor 2017/2018**

**4. Election of Financial Officer**

**5. To appoint representatives to outside bodies:**

5.1 Village Hall Committee.

5.2 Festive Committee.

**6. To receive pre-audited Accounts for 2016/2017. Balance Sheet for ye 31/3/2017.**

6.1 To approve Section 1 of the Annual Return.

**7. Annual Business**

7.1 Signatories on cheques.

7.2 Clerk’s Salary.

7.3 Review Fidelity Guarantee Insurance.

7.4 Review of The Welsh Language Scheme.

7.5 Review of The Freedom of Information Scheme.

7.6 Review of Financial Risk Assessment.

7.7 Review of Asset Register.

7.8 Review of Communication Strategy.

**8. Date of next Annual General Meeting.**

 The meeting will continue with matters as follows:

1. Minutes of Meeting held the 24th April 2017.

**2. Matters Arising.**

2.1 Playground & Inspection Report (339.1)

2.2 Parc Y Pwmp (339.2)

2.3 Casual Vacancies

2.4 Zurich Insurance

**3. Correspondence**

**Information**

3.1 Penfro Book Festival – to be held at Rhosygilwen on 8th-10th September. Request for financial support.

3.2 Welsh Government – Code of Practice on Workforce Matters (Two Tier Code) - Annual Monitoring Exercise to be completed. See website at <http://gov.wales/topics/improvingservices/publications/two-tier-workforce-codes/?lang=en>

3.3 SLCC – CILCA (Certificate in Local Council Administration) Training Course.

3.4 Pembs C/C – Standards Committee requires 2 nominations for Community Councillor Members.

3.5 One Voice Wales – List of Pembrokeshire Training Sessions.

3.6 One Voice Wales – ‘Model Local Resolution Protocol for Community & Town Councils’ for use in case of complaints against members.

3.7 One Voice Wales – requires nominated member as representative at the quarterly Area Committee meetings.

**4. Development Control**

 **Planning Applications - None**

**5. Finance**

 Balance at close of meeting 24/4/2017 Current Account £5,385.21

 Reserve Account £6,289.94

 Total £11,675.15

**Payments**

5.1 Village Hall Rent £100.00

5.2 Valeria Varney (Apr Salary) £282.07

5.3 SLCC Membership £78.00

5.4 Brunel Engraving £88.20

 Total Payments £548.27

**Income**

5.5 Bank Interest £0.05

5.6 Pembs C/C (Precept) £5,000.00

 Total Income £5,000.05

 Balance at close of meeting 22/5/2017 Current Account £9,836.94

 Reserve Account £6,289.99

 Total £16,126.93

**Payments Due**

Valeria Varney (May Salary) £282.07

Village Hall Rent (last year) £107.00

Zurich Insurance £1,343.74

St Llawddog Church (Burial Fund) £100.00

 Total Payments Due £1,832.81

**6. County Councillor’s Report**

**7. Any Other Business**

Date of next meeting: 26th June 2017

Signed \_\_\_\_Valeria Varney\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_17th May 2017\_\_\_

Valeria Varney

Clerk to Cilgerran Community Council