

Dear Councillor

10th May 2018

CALLING NOTICE

Notice is hereby given that the **Annual General Meeting** followed by the **Ordinary Council Meeting** will be held on **Thursday, 17th May 2018** at **Penyrheol Community Centre** commencing at **6.00 p.m.** The Agenda is set out below.

Members of the public are welcome to attend.

Helen Treherne
Clerk to the Council

AGENDA **ANNUAL GENERAL MEETING – 17th MAY 2018**

1. To note members' attendance, receive any apologies for absence, welcome new members to the meeting and to receive declarations of acceptance of office
2. To approve the minutes of the Annual General Meeting held on 16th May 2017
3. Matters Arising
4. To receive the report of the Chair
5. To elect a Chair of the Council until the next Annual General Meeting
6. To receive the Chair's Declaration of Acceptance of Office
7. Presentation of Past Chair Badge
8. To elect a Vice-Chair of the Council until the next Annual General Meeting

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9. Civic Service
10. To consider and appoint members and representatives of the following :
 - a) CCBC and Community Council Joint Liaison Committee (1) and Clerk
 - b) Penyrheol Community Centre Management Committee (1)
 - c) Trecenydd Community Centre Management Committee (1)
 - d) Caerphilly Fireworks Display Committee (2)
 - e) Caerphilly and District Town Twinning Management Committee (2)
 - f) Playscheme Sub-Committee (7)
 - g) Newsletter Sub-Committee (6)
 - h) Finance Sub-Committee (6)
 - i) Community Christmas Concert Sub-Committee (4)
11. Attendance of Members at meetings and sub-committees
12. Confirmation of Bankers
13. To adopt terms of reference for the following sub-committees : Playscheme, Finance, Newsletter, Community Christmas Events and to adopt financial regulations, standing orders and risk management register for the year 2018/19
14. To confirm appointment of Internal Auditor for 2018/19
15. Bank Signatories
16. Chairman's Allowance
17. Hospitality Allowance
18. Community Councillor Allowance
19. To agree meeting dates for forthcoming year.
20. Annual Subscriptions :

Caerffili Twinning Association and Community Council Liaison Sub-Committee