



BARGOED TOWN COUNCIL

Mrs Helen Williams
Town Clerk
The Town Hall
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To the Mayor and Members of
Bargoed Town Council.

24th April 2019

Dear Councillor,

You are summoned to attend an **Annual Meeting** of BARGOED TOWN COUNCIL that will be held at **6.00pm on Wednesday 1st May 2019** at the Town Hall.

The business to be transacted is as set out below:

Yours faithfully,

H S Williams

Helen Williams
Clerk to the Council

AGENDA

Retiring Mayor to Chair the first item of business:

- 1 **To Elect a Chairperson/Mayor of the Council.**
 - (i) Elect a Mayor for the ensuing year
 - (ii) Mayor to sign and date Acceptance of Office in the presence of the Clerk/Proper Officer
2. **To Appoint a Vice-Chairperson/Deputy Mayor of the Council for the ensuing year.**
3. **To Appoint a Leader of the Council for the ensuing year.**

4. **Apologies for Absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

5. **Declaration of interests or dispensations on any item(s) on this Agenda, if appropriate.**

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, and the Code of Conduct for both Councillors and Clerk.

6. **Minutes.**

To receive and note the minutes of the Annual Meeting that was held on 2nd May 2018, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting on 6th June 2018.

7. **To confirm banking arrangements and 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**

Council is also asked to approve payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.

8. **To appoint Members to serve on the following Town Council committees:**

(i) Employee Disciplinary Committee (Deputy Mayor plus 2 Members)

(ii) Employee Appeals Committee (Mayor plus 2 Members)

9. **To appoint Members to serve as representatives of the Community Council on the following outside bodies:**

(i) Town & Community Council Joint Liaison Committee (2 Members)

(ii) Community Council Liaison Sub Committee (1 Member, 1 Reserve)

(iii) Bargoed Sub Division Crime Prevention Panel

(iv) Greater Bargoed Partnership

(v) Bargoed Town Centre Management Group

10. **To receive and adopt the Annual Accounts for 2018/19**

11. **Documents and Policies**

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

(i) Standing Orders for 2019/20 (as reviewed March 2019)

(ii) Financial Regulations and Amendments (as reviewed March 2019)

(iii) Code of Conduct (as reviewed March 2019)

(iv) Risk Management (as reviewed March 2019)

(v) Asset Register (as updated March 2019)

The following policy was adopted 2nd May 2018 and remains unchanged. Members are requested to resolve to continue to adopt until changes are required and/or changes in legislation occur. Next revision date 2021/2022.

(a) Health and Safety Policy

12. **Cycle of Meetings for 2019/20**

Members are requested to agree the cycle of meetings as per enclosed list.