**Cyngor Cymuned Onllwyn Community Council**

5th May 2025

To Members of the Council you are hereby summoned to attend the

Annual and Monthly meeting of the Council

To be held at Banwen Community Centre

on Monday 12th May 2024 at 1830 hours

Simon Chaplin

SIMON CHAPLIN

CLERK TO THE COUNCIL

This is a public meeting; members of the public and press are welcome to attend to observe proceedings.

**Agenda for the Annual Meeting.**

1. To appoint a Chair for the Community Council for the period of 2025/2026 and to receive the Chairperson’s declaration of acceptance of office.
2. To appoint a Vice-Chair for the Community Council for the period of 2025/2026 and to receive the Vice-Chair declaration of acceptance of office.
3. To receive apologies for absence.
4. To receive declarations of interest.
5. Co-option of new councillors.
6. To adopt the Members Code of Conduct.
7. To appoint/confirm Kerry-Leigh Grabham (KLG Services) as internal auditor.
8. To appoint/confirm representatives to outside bodies.
9. Pantyffordd Hall management committee
10. Maesmarchog school
11. One Voice Wales representative
12. Borough Council/Community Council Liaison Forum
13. To appoint/confirm representatives to committees.
14. Environment group.
15. Benefits funds panel.
16. Finance.
17. To adopt the following:

* Standing Orders and Financial Regulations and Financial Risk assessment
* Grant Awarding
* Policy Retention and Disposal Policy

1. To adopt and agree all Risk assessment policies.
2. Confirmation of annual review to direct debit/standing order list.
3. To review the Fixed Asset Register.
4. To consider the Internal Auditors Report, the Annual Return and Governance Statement for the year 2024/25.
5. To fix the chairpersons remuneration allowance for 2025/26.
6. To fix member remuneration allowance for 2025/26
7. To determine the time and place of future ordinary council meetings 2025/26.

**Agenda for Monthly Meeting.**

1. To receive any matters requiring urgent attention.
2. To consider matters raised by members of the public and to be reported upon by the clerk at the next meeting, where appropriate in accordance with the council’s policy.
3. To confirm the minutes of the Monthly meeting of the Council held on 14th April 2025.
4. To confirm the minutes of the Environment meeting of the Council held on 15th April 2025.
5. Matters arising from the minutes.
6. To receive the Clerks report and approved payments.
7. Review of Clerks salary.
8. Chair and Vice-Chair to sign lease agreement for land adjoining Banwen RFC (play park).
9. To sign direct debit for collection of refuse from Pantyffordd Community Hall.
10. Planning Applications.
11. To receive reports from Members on Outside Bodies.
12. To receive any reports on Policing Matters within the Community.
13. Matters raised by members
14. To consider passing a resolution that further to subsection (1) of section 2 Public Bodies (admission to meetings) Act 1960 the public and press be excluded from the meeting during the following items by virtue of the nature of the business to be transacted.
15. To discuss any matters arising from the minutes of a confidential nature.
16. To consider any reports relating to health and safety.
17. To receive any other correspondence.

**Next meeting: Monday 9th June 2025 at 1830 hours.**