



**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

*Golwg-y-Cwm, 1 Lower Brynhyfryd Terrace,
Senghenydd, Caerphilly CF83 4GR*

Chairman of Council : Cllr E Llewellyn

Clerk to the Council: Helen L Treherne

Tel: 029 20 830 666

Email: ptecommunitycouncil@gmail.com

Dear Councillor

9th May 2024

CALLING NOTICE

Notice is hereby given that the **Annual General Meeting** will be held on **Thursday, 16th May 2024 at 6.00 pm. The meeting will take place at Penyrheol Community Centre.** The agenda is set out below.

Members of the public are welcome to attend.

Helen Treherne
Clerk to the Council

AGENDA

- 1 To note members' attendance, receive apologies for absence, welcome new members to the meeting and receive declarations of acceptance of office.
2. To receive outgoing Chair's report
3. To elect a Chair
4. To receive the Chair's Declaration of Acceptance of Office
5. To elect a Vice-Chair
6. Incoming Chair to present outgoing Chair with Past Chair Badge
7. To receive and accept apologies for absence
8. To approve the minutes of the Annual General Meeting held on 18th May 2023
9. To discuss matters arising

10. To discuss Civic Service
11. To approve representation on the following external bodies:
 - 11.1 CCBC and Community Council Joint Liaison Committee (1) and Clerk
 - 11.2 Penyrheol Community Centre Management Committee (1)
 - 11.3 Trecenydd Community Centre Management Committee (1)
 - 11.4 Caerphilly and District Town Twinning Management Committee (1)
12. To approve membership of the following committees:
 - 12.1 Playscheme Committee (5)
 - 12.2 Communications Committee (5)
 - 12.3 Finance Committee (6)
 - 12.4 Events Committee (5)
13. To confirm bankers
14. To review Terms of Reference for the following committees:
 - 14.1 Playscheme Committee
 - 14.2 Finance Committee
 - 14.3 Communications Committee
 - 14.4 Events Committee
15. To adopt the following documents:
 - 15.1 Financial regulations
 - 15.2 Standing orders
 - 15.3 Risk management register
16. To confirm appointment of internal auditor
17. To confirm bank signatories
18. To approve Chair's allowance
19. To approve hospitality allowance
20. To discuss Community Councillor allowance
21. To confirm meeting dates
22. To approve annual standing order payments:
 - 22.1 Community Council Liaison Sub-Committee - £100
 - 22.2 Society of Local Clerks membership - £180
 - 22.3 Brooks Storage Ltd (storage of playscheme equipment) - £48 per month, plus £180 delivery in July and £180 collection in August
 - 22.4 Bridging the Gap (foodbank) - £100 per month
 - 22.5 Solutions in Technology (photocopier monthly payment depending on usage)

- 22.6 Grenke (photocopier lease - £175 per quarter)
- 22.7 CCBC (website maintenance) – approx £200
- 22.8 Zurich (insurance) – approx £1600
- 22.9 Information Commissioner’s Office (data protection fee) - £40
- 22.10 SSE (power for Christmas lights) – varies
- 22.11 Wreath for Remembrance Sunday - approx £20
- 22.12 Wreath for Senghenydd Mining Disaster Service - approx £30
- 22.13 Elsbury Platforms Ltd (storage, testing, erecting and dismantling of festive lights) – approx £4,500