

To Members of the Council

10 May, 2020

Dear Member,

ANNUAL MEETING OF THE COUNCIL

The Annual Meeting of the Council will be held on Thursday 21 May 2020 at **7.00pm. The meeting will be held on a remote basis in accordance with the provisions of The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.**The agenda will be as follows:

1. To elect a Chairman for the Council Year 2020/21. (Please note that the regulations provide for the Council to determine not to elect a new Chairman with the serving Chairman continuing in office until May 2021).
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice-Chairman for the Council Year 2020/21 (See note to (1) above).
4. To receive the report of the Retiring Chairman (To be e-mailed to members prior to the meeting).
5. To receive declarations of personal and personal/prejudicial interests.
6. To appoint Committees and Working Parties:
 - a) Policy and Resources Committee (**10 members**)
(All members of the Council to be in membership with the Chairman and Vice-Chairman of the Council holding these respective positions).
 - b) Environment and Amenities Committee (**9 members**).
(Membership to be all Councillors with the exception of the Council Chairman)
 - c) Village Fete Working Party (**4 members**)
(Membership is currently: Councillors Mrs Barrowclough, Edwards, King and Penn)

d) Hall Management Committee (**5 members**).
(Membership is currently: Councillors Carreyett, Edwards, Gay, Dr M. Misra and W. Williams).

e) Allotments Working Party (**5 members**).
(Membership is currently: Councillors Edwards, Mrs Gay, King, Mears and W. Williams.)

f) Bio-Diversity Working Party (**3 members**)
(Membership is currently: Councillors Carreyett, Edwards and Dr M Misra).

g) Health and Safety Working Party (**4 members**)
(Membership is currently: Councillors Mrs Barrowclough, Mrs Carreyett, Edwards and Dr Misra).

h) Planning Sub-Committee (**5 members**)
(Membership is currently Councillors Mrs Barrowclough, Mrs Carreyett, Edwards, Dr Misra and Penn).

i) MUGA Working Party (**4 members**)
(Membership is currently Councillors Mrs Carreyett, Mrs Gay, Dr Misra and I. Williams).

k) Dementia Friendly Working Party (**6 members**)
(Membership is currently Councillors Mrs Carreyett, Edwards, Mrs Gay, Dr Misra, Penn and W. Williams).

7. Appointment of Representatives.

- a) Community Liaison Committee with Town and Community Councils (Currently Councillor P. Carreyett and Councillor Dr M Misra is the substitute member).
- b) One Voice Wales Area Committee (Currently Councillor Dr M. Misra and Councillor Edwards as the substitute member)
- c) East Vale Community Transport Management Committee (There is a vacancy for an observer).
- d) Llandough Hospital Our Orchard Project Group (Councillor Carreyett is currently the representative).

8. Rates of Remuneration.

To review the following rates:

- a) Rent Allowance Payable to Clerk (Currently £1228 p.a. – effective review date is 1st June).
- b) Hourly Rate Payable to Caretakers (Currently £9.18 per hour – effective review date is 1st May – the rate is based on Point 9 of the 2019/20 NJC scale). The national pay award for 2020/21 has not yet been agreed.
- c) Clerical Assistance (Currently £1207 pa – effective review date is 1st June).

(The current CPI index to 31 March, 2020 is 1.5%).

9. Declarations of Pecuniary Interest – Applications for Special Dispensation.
10. To Appoint an Internal Auditor for 2020/21 (Currently the Internal Auditor is Mr A.D. Williams).
11. Deeds and Trust Instruments and Review of Fixed Assets Register (Register attached).
12. To determine whether a review of Standing Orders and/or Financial Regulations is required.
13. To determine whether a review of the Council's complaints procedure is required.
14. To Review the Annual Investment Strategy (2020/21 Draft Strategy attached)
15. To Review the Council's Risk Assessment Register (2019/20 Risk Assessment Register attached).
16. To Review the Council's Insurance Arrangements.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Paul R. Egan', written in a cursive style.

Paul R. Egan
Clerk to the Council