

To Members of the Council

1st May 2024

Dear Member,

### **ANNUAL MEETING OF THE COUNCIL**

The Annual Meeting of the Council will be held on Wednesday 8 May 2024 at **7.00pm** in the Council Chamber located at the rear of the Llandough War Memorial Hall. Any Councillor or member of the press or public may attend either in person or remotely. An invitation to attend remotely will be issued to members should any member decide to attend from another location.

The agenda will be as follows:

1. To elect a Chair for the Council Year 2024/25.
2. To receive the Chair's Declaration of Acceptance of Office.
3. To elect a Vice-Chair for the Council Year 2024/25.
4. To receive declarations of personal and personal/prejudicial interests.
5. To appoint Committees and Working Parties:
  - a) Policy and Resources Committee (**10 members**)  
(All members of the Council to be in membership with the Chair and Vice-Chair of the Council holding these respective positions).
  - b) Environment and Amenities Committee (**10 members**).  
(Membership to be all Councillors with the Chair and Vice-Chair of the Council holding these respective positions).
  - c) Village Fete Working Party (**4 members**)  
(Membership is currently: Councillors Edwards, Gibson, Jefferies and King)
  - d) Hall Management Committee (**5 members**).  
(Membership is currently: Councillors Carreyett, Edwards, King, Mears and Dr M. Misra).
  - e) Allotments Working Party (**5 Council members**).

(Membership is currently: Councillors Edwards, King, Mears, Dr Misra and Stanyard-Jones).

f) Bio-Diversity Working Party (**4 Council members**)

(Membership is currently: Councillors Carreyett, Edwards, Mears and Dr M Misra).

g) Health and Safety Working Party (**4 members**)

(Membership is currently: Councillors Mrs Carreyett, Edwards, Jefferies and Dr Misra).

h) Planning Sub-Committee (**5 members**)

(Membership is currently Councillors Mrs Carreyett, Edwards, Gibson and Dr Misra). **This leaves one vacancy.**

i) Lewis Road Reserve Allotments Working Party (**3 Council members**)

(Membership is currently Councillors Gibson, Mears and Dr Misra)

j) Services to Older Persons Working Party (**4 members**) (Membership is currently Councillors Mrs Carreyett, Jefferies and Dr Misra). **This leaves one vacancy.**

6. Appointment of Representatives.

a) Community Liaison Committee with Town and Community Councils (Currently Councillor Mrs P. Carreyett and Councillor Dr M Misra is the substitute member).

b) One Voice Wales Area Committee (Currently Councillor Dr M. Misra and Councillor Gibson as the substitute member).

c) East Vale Community Transport Management Committee (The observer member is Councillor Mears).

d) Llandough Hospital Our Orchard Project Group (Councillor Mrs Carreyett is currently the representative and Councillor Mears is the substitute).

7. Declarations of Pecuniary Interest – Applications for Special Dispensation.

8. To Appoint an Internal Auditor for 2024/25 (Currently the Internal Auditor is Mr A.D. Williams).

9. Deeds and Trust Instruments and Review of Fixed Assets Register (Register attached).

10. To determine whether a review of Standing Orders and/or Financial Regulations is required.

11. To determine whether a review of the Council's complaints procedure is required.

12. To Review the Annual Investment Strategy (2024/25 Draft Strategy attached)

13. To Review the Council's Risk Assessment Register (The current Risk Assessment Register attached).

14. To Review the Council's Insurance Arrangements.

15. To discuss the arrangements for the 2024 Civic Service.
16. To consider and approve the draft statutory Annual Report for 2023/24 (To follow by email).
17. To undertake an annual review of the Statutory Training Plan (Attached).
18. To review the rent allowance payable to the Clerk from 1<sup>st</sup> June 2024 (Currently £1504.47 per annum - (The current CPI index to 31 March, 2024 is 3.8%).

Yours faithfully,



Paul R. Egan  
Clerk to the Council

**MEMBERS OF THE PUBLIC AND THE PRESS CAN OBTAIN ANY DOCUMENTS REFERENCED ON THE AGENDA FROM THE CLERK PRIOR TO THE MEETING. HIS TELEPHONE NUMBER IS 01446 409294 OR E-MAIL [clerk@llandough-cc.co.uk](mailto:clerk@llandough-cc.co.uk). The Press and the Public can also attend the meeting – access details can be obtained from the Clerk prior to the meeting.**