

To Members of the Council

26 April, 2018

Dear Member,

ANNUAL MEETING OF THE COUNCIL

The Annual Meeting of the Council will be held on Wednesday 9 May 2018 at **7.00pm** in the Council Chamber which is situated at the rear of the Llandough War Memorial Hall. (An official photograph will be taken after the election of the Chairman and the Vice-Chairman). The agenda will be as follows:

1. To elect a Chairman for the Council Year 2018/19.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice-Chairman for the Council Year 2018/19.
4. To receive the report of the Retiring Chairman (To be tabled by Councillor Dr M. Misra).
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 (**3 members**)

(Membership is currently: Councillors Edwards, King and Penn)

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

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

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

g) Health and Safety Working Party (**3 members**)
(Membership is currently: Councillors Carreyett, Edwards and Dr Misra).

h) Community Engagement Working Party (**3 members**)
(Membership is currently Councillors Carreyett, Gay and I. Williams).

i) Planning Sub-Committee (**4 members**)
(Membership is currently Councillors Carreyett, Edwards and Dr Misra).

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 Edwards)
- 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 substitute representative).

8. Rates of Remuneration.

To review the following rates:

- a) Rent Allowance Payable to Clerk (Currently £1180 p.a. – effective review date is 1st June).
- b) Hourly Rate Payable to Caretakers (Currently £8.01 per hour – effective review date is 1st May).
- c) Clerical Assistance (Currently £1160pa – effective review date is 1st June).

(The current CPI index to 31 March, 2018 is 2.3%)

- 9. Declarations of Pecuniary Interest – Applications for Special Dispensation.
- 10. To Appoint an Internal Auditor for 2018/19 (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 (2018/19 Draft Strategy attached)
15. To Review the Council's Risk Assessment Register (2017/18 Risk Assessment Register attached).
16. To Review the Council's Insurance Arrangements.
17. General Data Protection Regulation and the Data Protection Act 2018 – Update on Progress and implementation from the Clerk.
18. Any Other Business at the discretion of the Chairman.

Yours faithfully,



Paul R. Egan
Clerk to the Council

MEMBERS OF THE PUBLIC MAY ATTEND