

# LLANBADOC COMMUNITY COUNCIL - The Annual General Meeting

To be held at 6pm on Wednesday 1<sup>st</sup> May 2019 at County Hall, Usk

## AGENDA

1. Apologies for absence: None received
2. Minutes of AGM meeting held on Wednesday 2<sup>nd</sup> May 2018: Adopted on 06/06/2018
3. Chairman's Remarks
4. Election of Chairman
5. Election of Vice-Chairman
6. Declarations of acceptance of office for 2019/2020 Chair and Vice Chair
7. Code of Conduct: Confirmation members have completed training
8. Review signatories
  - i. Monmouthshire Building Society Account
  - ii. HSBC Account
9. Review of delegation and terms of reference for Advisory Groups

*Advisory Group information is subject to discussion and agreement by full Council reflecting any additional information presented at the Council meeting which may not have been available to the Advisory Group*

10. Nominations to Advisory Groups and Council Representatives for Community meetings: See Appendix
11. Appointment of any new Advisory Groups:
12. Review and adoption of appropriate Standing Orders, Internal Control and Financial Regulations and Council policies: See appendix.
13. Annual review of effectiveness of Internal Control completed on 4/3/19 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Adopted by full council on 6/3/19
14. Annual Risk Assessment Completed on 4/3/19 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Adopted by full council on 6/3/19
15. Financial Statement for year 2018/19, formal adoption of accounts

16. Council approval of Annual Governance statement
17. Internal Auditor's report 2018/2019: See appendix
18. Review contracts of employment: Reviewed at meeting held on 06/03/2019
19. Inventory, assets including land: Reviewed in October 2018. Presented to full council at December 2018 meeting with Insurance quotes for 2018/2019
20. Confirmation of Insurance cover: Zurich Policy YLL-2720855913, Period of Insurance 14/12/2018 to 13/12/2019
21. Confirmation of councillors Register of Interests: Individual interests publicised on LCC website updated monthly, clerk holds 'Notification by a member of Llanbadoc Community Council of disclosable pecuniary interests.' As completed and signed by individual members.
22. Independent remuneration panel for Wales: Payments to Community Councillors for 2019/2020 (Payments to be published by 30<sup>th</sup> September, if you wish to forgo must be in writing to clerk)
23. Training: Review and requests

THE ORDINARY MEETING WILL FOLLOW THE AGM  
Members of the Press and Public are welcome to attend

## Appendix

### Items 10. and 11. Advisory Groups and Community Group representation

(Advisory Group) Procedural and Financial: Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. Jenny Carpenter, Cllr. Ed Winter, Cllr. John Wright (Data Protection Officer)

(Advisory Group) Environment: Cllr. John Wright and Cllr. Ed Winter plus community volunteers

(Advisory Group) Website: Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter

MCC Strong Communities: Cllr. Peter Sutherland

One Voice Wales: Cllr. Jo Storey

HMPS Community Liaison: Cllr. Jenny Carpenter

DPO: Cllr. John Wright

### Item 12. Policies

Standing Orders – Reviewed and Adopted 07/11/2018

Internal Audit policy – Adopted 06/03/2019

Effectiveness of Internal Audit reviewed on 06/03/2019

Complaints Procedure – Adopted 05/03/2014

Social Media Policy – Adopted 03/17

Risk Assessment – Adopted 06/03/2019

Freedom of Information – Adopted on 02/04/2014, currently being reviewed

Financial Control - Adopted on 01.07.2015, amended on 01.02.2017 and 08/03/2018 as documented in meeting minutes.  
Welsh Language Policy – Adopted 06/11/2013

Item 16. Internal Audit Report

Report of the Internal Auditor for Llanbadoc Community Council the Year Ending 31<sup>st</sup> March 2019 – paper copy received on 18/04/19.