

24th June 2020

Councillors,

You are hereby given notice that the Annual Meeting of Llanbadoc Community Council will be held via remote access on **Wednesday 1st July 2020 at 6pm**. The Annual Meeting will be followed immediately by the ordinary July meeting. All members of the Council are summoned to attend for the purpose of transacting the business as set out below.

Beverley Young
Clerk to the Council

AGENDA

- 1. Sign the Attendance Book**
- 2. Apologies for absence**
- 3. Minutes of Annual Meeting held on Wednesday 1st May 2019**
- 4. Review of Annual Plan**
- 5. Election of Chairman and Vice Chairman**
 - a. To appoint Chairman
 - b. To appoint Vice Chairman
 - c. To receive Declarations of Acceptance of Office for 2020/2021 Chair and Vice Chair
- 6. Code of Conduct**
 - a. To confirm member's acceptance of the code of conduct
 - b. Confirmation members have completed training
- 7. Review and adoption of appropriate Standing Orders, Internal Control, Financial Regulations and Council Policies**
- 8. Review and approval of Council's Risk Assessment**
- 9. Review signatories on Council's accounts.**
 - a. Monmouthshire Building Society Account
 - b. HSBC Account
- 10. Review Contracts of Employment**
- 11. Review of representation on or work with external bodies and arrangements for reporting back.**
 - a. MCC Strong Communities
 - b. One Voice Wales
 - c. HMPS Community Liaison
 - d. MCC Cluster
 - e. Give Dog Fowling the Red Card
- 12. Review of delegation and terms of reference for Advisory Groups**
 - a. Procedural and Financial
 - b. Environment
 - c. Website
- 13. Appointment of any new Advisory Groups**
- 14. Review and Agree Regular Payments**
- 15. Review of Inventory of Assets including land**
- 16. Confirmation of arrangements for Insurance Cover in respect of all insured risks.**

Beverley Young
Clerk

Jenny Carpenter
Chairman

24th June 2020
Date