

**Cyngor Cymuned  
Llan Llŷr/Llanyre  
Community Council**

Clerk: Vanessa Garwood  
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6<sup>th</sup> June 2020

Dear Sir/Madam,

**CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL**

Due to COVID-19 restrictions, the 2020 Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council will be held as Video Conference on Tuesday, 16th JUNE, 2020, at 7.30 p.m. when your attendance is requested.

Yours faithfully,

**Vanessa Garwood**  
Clerk to the Council

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**AGENDA**

1. Apologies for absence
2. To declare Matters of Interest on Agenda.
3. Minutes of the Annual Meeting held on Tuesday, 21st May, 2019 (approved 18<sup>th</sup> June 2019).
4. Matters arising from Minutes of 2019 AGM
5. Outgoing Chairman's Report
6. Appointment of Officers for 2020-21 :

(a) Chairman:

(b) Vice-Chairman:

Appointments may be reviewed after the lifting of COVID-19 restrictions and the reinstatement of face to face meetings.

7. To appoint representatives to serve on the following outside bodies:-  
Newbridge-on-Wye Village Hall Management Group  
Newbridge-on-Wye V.P. School Governing Body  
One Voice Wales

8. To review and adopt Community Council Governance documents.
  - Standing Orders
  - Financial Regulations
  - Risk Assessment
  - Members Expenses (Opt-out enclosed for completion)\*
9. Signing of Declaration of Office by Chairman and Vice Chairman and of the ongoing acceptance of the code of conduct by all members. (Enclosed for completion)\*.
10. Financial Report
11. Acceptance & Signing of Audit Return by Retiring Chairman. (Enclosed for information)\*\*.
12. Review Signatories List and Clerk's authorisation on Bank Account (for a future meeting).
13. Insurance: (reviewed and previously approved).
14. To review the salary and terms of the Clerk. To be considered at a future meeting.
15. To consider the dates and times of meetings for the ensuing year.

The suggested meeting times are:

Date	Meeting	Key Agenda Items
16/06/2020	Council	
14/07/2020	Council	Review budget
AUGUST	None	
15/09/2020	Council	Review budget
20/10/2020	Council	
17/11/2020	Council	Review grass contract
15/12/2020	Council	Set Precept
19/01/2021	Council	Approve and submit Precept
16/02/2021	Council	Appoint Internal Auditor
16/03/2021	Council	Review budget
20/04/2020	Council	Review asset reg/risks/insurance
18/05/2021	AGM & Council	Approve 2020/21 Accounts
Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary.		
Winter Meetings will start at 7.00 pm and Summer Meetings at 7.30 pm (the 2021 AGM will start at 6.30 pm)		

16. Other business not on the Agenda
17. Close of the AGM followed by the opening of an Ordinary Meeting of the Council.

\*Forms to be discussed at the meeting, completed by each member during the meeting and returned to the Clerk. Any member not able to attend the meeting must complete the form at the next meeting or in view of the Clerk or Local Member in person or by video conference.

\*\*The original document to be signed by the Clerk and Chairman after approval.