

Cyngor Cymuned Llan Llŷr/Llanyre Community Council

Clerk: Vanessa Garwood
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11th May 2022

Dear Sir/Madam,

CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL

The 2021 Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council will be held on **Tuesday, 18th MAY, 2021, at 7.00 p.m. at Llanyre Church Hall** - your attendance is requested. Please note this venue may be changed at short notice due to COVID-19 restrictions,

Yours faithfully, **Vanessa Garwood, Clerk to the Council**

AGENDA

1. Apologies for absence
2. Signing of Declaration of Office and of the ongoing acceptance of the code of conduct by all members.
3. Appointment of Officers for 2022-23: (a) Chairman; (b) Vice-Chairman
4. To declare Matters of Interest on Agenda
5. Minutes of the Annual Meeting held on 18th MAY 2021 (approved June 2021).
6. Matters arising from Minutes of 2021 AGM
7. Outgoing Chairman's Report
8. 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

To review and adopt Community Council Governance documents.

- Standing Orders
- Financial Regulations
- Risk Assessment
- Asset Register
- Members Expenses (Opt-out enclosed for completion)*

9. Appointment of Committee Chairs:

- Development and Planning;
- Finance and General Purposes Committee;
- Amenities

10. Appointment of members to the above Committees:

11. Financial Report
12. Acceptance & Signing of Audit Return by Retiring Chairman. (if completed)**.
13. Review Signatories List and Clerk's authorisation on Bank Account.

14. Insurance: to delegate appointment of insurer and payment of invoice to Chairman and Clerk
15. To review the salary and terms of the Clerk. To be considered at a future meeting.
16. To consider and approve the dates and times of meetings for the ensuing year

Date	Meeting	Key Agenda Items
21/06/2022	Council	Approve 2021-22 Accounts
19/07/2022	<i>Council</i>	<i>Urgent Business Only</i>
AUGUST	None	
20/09/2022	Council	Review budget
18/10/2022	<i>Council</i>	<i>Urgent Business Only</i>
15/11/2022	Council	Set Precept
20/12/2022	Council	
17/01/2023	Council	Approve and submit Precept
21/02/2023	<i>Council</i>	<i>Urgent Business Only</i>
21/03/2023	Council	Review budget Appoint Internal Auditor
18/04/2023	Council	Review asset reg/risks/insurance
16/05/2023	AGM & Council	Approve 2022/23 Accounts
<p>Ad hoc meetings may be set between these dates as Council business dictates. Meetings marked as Urgent Business Only should be set in the diary but will be only held if business dictates with short agendas. Councillors will be notified as necessary.</p> <p>Winter Meetings will start at 7.00 pm and Summer Meetings at 7.30 pm (the 2023 AGM will start at 7 pm)</p>		

17. Other business not on the Agenda
18. 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 before 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.

Members of the public wishing to join the meeting will be required to comply with COVID-19 restrictions applying to both public gatherings and in place at the venue at the time. Members of the public wishing to join remotely should advise the Clerk by 10.00 am on the morning of the meeting, by email, in order that arrangements for meeting access may be made.