

# Cyngor Cymuned Abbeycwmhir Community Council

Clerk: Vanessa L Garwood  
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The ANNUAL MEETING of the Community Council will be held on **Thursday 16th MAY 2024** at the Philips Hall, Abbeycwmhir beginning at. **7.00 pm**

DO NOT ATTEND THE MEETING IF YOU OR ANYONE IN YOUR HOUSEHOLD ARE SHOWING ANY CORONAVIRUS SYMPTOMS Please note **a remote meeting may need to be scheduled on the day if there are requests to attend remotely** as there is no internet access in the hall.

Kind regards, Vanessa L Garwood **Clerk to the Council** 11<sup>th</sup> May 2024

1. Apologies for absence
2. Signing of Declaration of Office by Chairman and Vice Chairman and of the ongoing acceptance of the code of conduct by all members.
3. Appointment of Officers for 2024-25: (a) Chairman; (b) Vice-Chairman:
4. To declare Matters of Interest on Agenda
5. Minutes of the AGM held on 18th May 2023 (reviewed and signed 03/07/2023 ref 0723/03)
6. Matters arising from Minutes of the 2023 AGM.
7. Outgoing Chairman's Report
8. To review and adopt Community Council Governance documents: Standing Orders; Financial Regulations; Risk Assessment and Asset Register; Members Expenses (Opt-out); Attendance record
9. Financial Report – 2023-24 end of year accounts.
10. Annual Return – complete and sign
11. Review Signatories List and Clerk's authorisation on Bank Account – agree change of Bank.
12. Insurance: To review the Fidelity Guarantee for 2024-25 and appoint insurers.
13. To agree to review the salary and terms of the Clerk at the budget setting meeting.
14. To consider the dates and times of meetings for the ensuing year. The suggested meeting times are:

| Date   | Meeting         | Time       | Key Agenda Items   |
|--|-----------------|------------|--|
| <b>20 June 2024</b>  | <b>Ordinary</b> | <b>8pm</b> | <b>Urgent Business/Planning</b>                            |
| 15 August 2024   | Ordinary        |            | Budget Review  |
| 15 Nov 2024  | Ordinary        | 8pm        | Review 2024 Budget and consider 2025-26 Budget and Precept |
| 20 Feb 2025  | Ordinary        | 8pm        | Appoint Internal Auditor                                   |
| 15 May 2025  | AGM & Ordinary  | 7.30 pm    | Approve 2024-25 Accounts                                   |
| <i>Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary.</i> |                 |            |  |

15. Close

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.