



**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

*Golwg-y-Cwm, 1 Lower Brynhyfryd Terrace,
Senghenydd, Caerphilly CF83 4GR
Chairman of Council : Councillor Sue Dickens
Clerk to the Council: Helen L Treherne
Tel: 029 20 830666 Fax: 029 20 830666
Email: ptecouncil@btinternet.com*

Dear Councillor

9th May 2019

CALLING NOTICE

Notice is hereby given that the **Annual General Meeting** will be held on **Thursday, 16th May 2019** at **Penyrheol Community Centre** commencing at **6.00 p.m.** The Agenda is set out below.

Members of the public are welcome to attend.

Helen Treherne
Clerk to the Council

AGENDA

1. To receive the outgoing Chair's report
2. To elect a Chair
3. To receive the Chair's Declaration of Acceptance of Office
4. To elect a Vice-Chair
5. Incoming Chair to present outgoing Chair with Past Chair Badge
6. To receive and accept apologies for absence
7. To approve the minutes of the Annual General Meeting held on 17th May 2018
8. To discuss matters arising
9. To discuss Civic Service

10. To approve representation for the following external bodies:
 - 10.1 CCBC and Community Council Joint Liaison Committee (1) and Clerk
 - 10.2 Penyrheol Community Centre Management Committee (1)
 - 10.3 Trecenydd Community Centre Management Committee (1)
 - 10.4 Caerphilly Fireworks Display Committee (2)
 - 10.5 Caerphilly and District Town Twinning Management Committee (2)
11. To approve membership of the following committees:
 - 11.1 Playscheme Sub-Committee (7)
 - 11.2 Newsletter Sub-Committee (6)
 - 11.3 Finance Sub-Committee (6)
 - 11.4 Community Christmas Concert Sub-Committee (4)
12. To confirm bankers
13. To review terms of reference for the following committees: Playscheme, Finance, Newsletter, Community Christmas Events.
14. To adopt the following documents:
 - 14.1 Financial regulations
 - 14.2 Standing orders
 - 14.3 Risk management register
15. To confirm appointment of internal auditor
16. To confirm bank signatories
17. To approve Chair's allowance
18. To approve hospitality allowance
19. To discuss Community Councillor Allowance
20. To confirm meeting dates
21. To approve annual subscriptions:
 - 21.1 Caerffili Twinning Association - £10
 - 21.2 Community Council Liaison Sub-Committee - £100
 - 21.3 Society of Local Council Clerks Membership - £165