



**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

*Golwg-y-Cwm, 1 Lower Brynhyfryd Terrace,
Senghenydd, Caerphilly CF83 4GR
Chairman of Council : Cllr Peredur Owen Griffiths
Clerk to the Council: Helen L. Treherne
Tel: 029 20 830 666
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Dear Councillor

8th October 2020

CALLING NOTICE

Notice is hereby given that the **Annual General Meeting** will be held on **Thursday, 15th October 2020**. **Due to the COVID-19 pandemic, the meeting will be held virtually at 6.00 pm.** The Agenda is set out below.

[Link to Zoom meeting](#)

**Helen Treherne
Clerk to the Council**

AGENDA

1. To receive Chair's welcome
2. To receive and accept apologies for absence
3. To approve the minutes of the Annual General Meeting held on 16th May 2019
4. To discuss matters arising
5. To discuss Civic Service
6. To approve representation for the following external bodies:
 - 6.1 CCBC and Community Council Joint Liaison Committee (1) and Clerk
 - 6.2 Penyrheol Community Centre Management Committee (1)
 - 6.3 Trecenydd Community Centre Management Committee (1)
 - 6.4 Caerphilly and District Town Twinning Management Committee (2)
7. To approve membership of the following committees:
 - 7.1 Playscheme Sub-Committee
 - 7.2 Newsletter Sub-Committee
 - 7.3 Finance Sub-Committee
 - 7.4 Community Christmas Concert Sub-Committee

8. To confirm bankers
9. To review terms of reference for the following committees:
 - 9.1 Playscheme Committee
 - 9.2 Finance Committee
 - 9.3 Newsletter Committee
 - 9.4 Events Committee
10. To review and adopt the following financial documents:
 - 10.1 Financial regulations
 - 10.2 Standing orders
 - 10.3 Risk management register
11. To confirm appointment of internal auditor
12. To confirm bank signatories
13. To approve Chair's allowance
14. To approve hospitality allowance
15. To discuss Community Councillor Allowance
16. To approve annual subscriptions:
 - 16.1 Caerffili Twinning Association - £10
 - 16.2 Community Council Liaison Sub-Committee - £100
 - 16.3 Society of Local Council Clerks Membership - £165
17. To complete Declaration of Business Interest forms, including nil returns/Declaration of interest in items on the agenda
18. To review the following policies:
 - 18.1 Privacy Policy
 - 18.2 Data Retention Policy