



**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  
Email: [ptecommunitycouncil@gmail.com](mailto:ptecommunitycouncil@gmail.com)*

Dear Councillor

13<sup>th</sup> May 2021

**CALLING NOTICE**

Notice is hereby given that the **Annual General Meeting** will be held on **Thursday, 20<sup>th</sup> May 2021 at 6.00 pm. The meeting will take place at Penyrheol Community Centre.** 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 15<sup>th</sup> October 2020
8. To discuss matters arising
9. To discuss Civic Service

10. To approve representation on 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 (1)
11. To approve membership of the following committees:
  - 11.1 Playscheme Sub-Committee (5)
  - 11.2 Newsletter Sub-Committee (6)
  - 11.3 Finance Sub-Committee (6)
  - 11.4 Events Committee (8)
12. To confirm bankers
13. To review terms of reference for the following committees:
  - 13.1 Playscheme Committee
  - 13.2 Finance Committee
  - 13.3 Newsletter Committee
  - 13.4 Events Committee
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 Community Council Liaison Sub-Committee - £100
  - 21.2 Society of Local Council Clerks Membership - £180