



Annual General Meeting – Wednesday 1st May 2024

A G E N D A

1. Election of Chair 2024/2025

To elect a Chair for the Council year 2024/2025 and to invest her/him with the Chain of Office and to receive the Chair's Declaration of Acceptance of Office.

2. Appointment of Vice Chair 2024/2025

To appoint a Vice Chair for the Council year 2024/2025 and to receive the Vice Chair's Declaration of Acceptance of Office.

3. Apologies for Absence

4. Standing Committees

- a) To designate standing committees of the Council for 2024/2025 and review, approve and adopt the Terms of Reference. The present standing committees are as follows:-
 - i. Planning and Highways.
 - ii. Leisure and Environment.
 - iii. Finance.
 - iv. Personnel (Advisory)
- b) To appoint 7x members to the Personnel (Advisory) Committee.
- c) To appoint Chairs to each standing committee.

5. Appointment to Outside Bodies

- a) One Voice Wales
- b) Hanson Liaison Committee
- c) School Governors - Ysgol Estyn and Abermorddu CP School

6. Policies and Procedure Documents

- a) To review and adopt the following documents, copies enclosed.

- Annual Investment Strategy	- Attendance Allowance Scheme (IRPW)
- CCTV Policy	- Code of Conduct (Model)
- Complaints Procedure	- Data Protection Policy
- Financial Regulations (Model)	- Freedom of Information Scheme
- Internal Financial Controls	- Local Resolution Protocol (Model)
- Multi Location Meetings Procedure	- Press/Media Policy
- Retention Policy	- Risk Assessment
- Scheme of Delegation	- Social Media Policy
- Standing Orders	- Supplier Account Set Up & Change Procedure
- b) To review and adopt the Staffing Policies:

- Bullying and Harassment Policy	- Disciplinary Policy
- Equality, Diversity & Inclusion Policy	- Grievance Policy
- Health & Safety Policy	- Lone Working Policy (New)

7. Asset Register

To review and approve the Asset Register for 2024/2025.

8. Community Council Insurance Policy

To review and approve the annual renewal due 1st June 2024 with Zurich Insurance (commenced a 5year LTA in 2022).

9. Appointment to Social Media

To appoint 2x members to manage the councils Facebook Page and to support management of the council website.

10. Meeting Dates

To approve or otherwise, the dates of the meetings for 2024/2025 as follows:-

5 June 2024	3 July 2024	August 2024 – recess	4 September 2024
2 October 2024	6 November 2024	4 December 2024	January 2025 - recess
5 February 2025	5 March 2025	2 April 2025	7 May 2025