



Annual General Meeting – Wednesday 3rd May 2023

AGENDA

1. Election of Chairman 2023/2024

To elect a Chairman for the Council year 2023/2024 and to invest her/him with the Chain of Office and to receive the Chairman's Declaration of Acceptance of Office.

2. Appointment of Vice Chairman 2023/2024

To appoint a Vice Chairman for the Council year 2023/2024 and to receive the Vice Chairman's Declaration of Acceptance of Office.

3. Apologies for Absence

4. Standing Committees

a) To designate standing committees of the Council for 2023/2024 and review, approve and adopt the Terms of Reference. The present standing committees are as follows:-

- | | |
|------------------------------|--------------------------|
| i. Planning and Highways. | iii. Finance. |
| ii. Leisure and Environment. | iv. Personnel (Advisory) |

b) To appoint Chairmen to each standing committee.

c) To appoint members to the Personnel (Advisory) 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.

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

b) To review and adopt the new Staffing Policies which the Personnel Committee approved to submit to full council:

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|----------------------------------|--|
| - Disciplinary Policy | - Equality, Diversity & Inclusion Policy |
| - Grievance Policy | - Health & Safety Policy |
| - Bullying and Harassment Policy | |

7. Asset Register

To review and approve the Asset Register for 2023/2024.

The public and press are cordially invited to be present. Should you wish to view this meeting on Zoom, please email the Clerk before 5pm of the meeting day to request the meeting ID clerk@hopecommunitycouncil.gov.wales or call 07566 706858

26/04/2023

8. Community Council Insurance Policy

To review and approve the annual renewal due 1st June 2023 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 2023/2024 as follows:-

| | | | |
|-----------------|-----------------|----------------------|------------------|
| 7 June 2023 | 5 July 2023 | August 2023 – recess | 6 September 2023 |
| 4 October 2023 | 1 November 2023 | 6 December 2023 | 3 January 2024 |
| 7 February 2024 | 6 March 2024 | 3 April 2024 | 1 May 2024 |