



Bedwas, Trethomas & Machen Community Council

Council Offices
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23rd September 2020

To: All Councillors of Bedwas, Trethomas & Machen Community Council

You are summoned to attend the **ANNUAL GENERAL MEETING** to be undertaken by BEDWAS, TRETHOMAS & MACHEN COMMUNITY COUNCIL, to be held on **Thursday 1st October 2020 at 6.30pm via MS teams**

This Meeting will be held in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by existing legislation to admit the public and press in person to certain meetings and to provide facilities to inspect certain documents in person at offices of the authority are relaxed for the duration of the Regulations. All documentation about and relating to this and any other Community Council Meeting undertaken by remote access will be made available on the BTM Community Council Website. www.btmcc.co.uk

If you are unable to attend this meeting, please send your apologies to clerk@btmcc.co.uk or telephone (029) 20885734.

The business to be transacted is set out in the agenda below. If any member requires further information on any item, please contact the Clerk prior to the meeting.

Yours sincerely,

Marcia Jones
Clerk to the Council

Bedwas, Trethomas & Machen Community Council

AGM

1st October 2020

AGENDA

- 1. To elect the Chair until the AGM in May 2021.**
- 2. To receive the Chair's Declaration of Acceptance of Office.**
- 3. To elect the Vice Chair until the AGM in May 2021.**
- 4. To receive the Vice Chair's Declaration of Acceptance of Office.**
- 5. Apologies for Absence**
- 6. Declarations of Interest**
- 7. Minutes**
To receive and, if thought fit, to confirm the minutes of the ANNUAL GENERAL MEETING that was held on 2nd May 2019.
- 8. To confirm the Chair's Fund 2020/2021**
Chair to vacate Chair for reason of prejudicial interest and the Vice Chair to take the Chair for this item of business only.
- 9. To confirm bankers and bank signatories.**
Current Bankers: Coop Newport
Current Signatories: Clerk - M Jones, Cllr Havard and Cllr Morgan. Any two to sign
- 10. To confirm the Clerk as the Responsible Financial Officer** as required under section 151 of the LGA 1972 and to authorise the clerk to give instructions, request information on the bank accounts on behalf of Bedwas, Trethomas and Machen Community Council.
- 11. To confirm the use of Internet Banking, debit card and BACS** for payments and other bills, to be made by the Clerk as the authorised officer.
- 12. To confirm the following Standing Committees of the Council for the year 2020 – 2021**
 - 12.1 Finance, Employment & Policies Committee
 - 12.3 Land and Buildings Management Committee
 - 12.4 Events and Leisure Committee
 - 12.6 Environment and Community Infrastructure Levy (CIL) Committee

13. To appoint the Chair, Vice-Chair and three additional Members to the following Standing Committees of the Council:

- 12.1 Finance, Employment & Policies Committee
- 12.3 Land and Buildings Management Committee
- 12.4 Events and Leisure Committee
- 12.6 Environment and Community Infrastructure Levy (CIL) Committee

14. To confirm membership to the following during 2020-2021

- 16.1 Membership of One Voice Wales
- 16.2 Society of Local Clerks
- 16.3 CCBC Community Councils Joint Liaison Sub Committee

15. To appoint representatives of the Council to the following outside bodies:

- 17.1 CCBC Community Councils Liaison Sub Committee (one member)
- 17.2 Town and Community Councils Liaison Committee (two members)
- 17.3 One Voice Wales (one member)
- 17.4 BWH Management Committee (up to a maximum of 7 members)
- 17.5 Minor Authority representatives on Board of Governors
- 17.6 Community Centres Management Committee
- 17.7 Machen Road Watch Scheme

16. Internal Auditor

To consider and appoint an Internal Auditor for 2020/2021
A council resolution is required

17. Press Officer for 2020-2021

To consider and appoint a Press Officer for 2020/2021

18. To confirm remaining Cycle of Meetings for 2020/2021

Members are requested to consider and agree the cycle of meetings for 2020 and 2021

19. Documents & Policies for 2020/2021

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

- Standing Orders for 2020/2021 (last review September 2019)
- Terms of Reference for Standing Committees (last review August 2020)
- Financial Regulations 2020/2021 (last review September 2019)
- Asset Register 2020/2021 (last review March 2020)
- Risk Management 2020/2021 (last review March 2020)

