

Bedwas, Trethomas & Machen Community Council

Council Offices
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10th May 2023

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

You are summoned to attend the 'ANNUAL GENERAL MEETING' on **Thursday 18th May 2023 at 6.00pm.** Meeting to be held at the Council offices.

If you are unable to attend this meeting, please send your apologies to clerk@btmcc.co.uk or telephone (029) 2088 5734 prior to the meeting.

*In line with legislation, community council meetings are open to members of the public and press to attend.
Please contact BTM Council Offices in advance to request joining instructions.
Members of the press and public can attend on an observation basis only and
are not permitted to speak during the meeting.*

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

Yours sincerely,

Ann Birkinshaw

Ann Birkinshaw
Clerk to BTM CC

Annual General Meeting

AGENDA

Retiring Chair to undertake the first item of business

1. Elect a chairperson/Mayor of the Council

1.1 To receive nominations and elect the Chair of the Council for the year 2023-24

1.2 Chair to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

2. Appoint of a Vice Chairperson/Mayor of the Council

2.1 To receive nominations and elect the Vice-Chair of the Council for the year 2023-24

2.2 Vice Chair to sign and date the Acceptance of Officer, in the presence of the Clerk/Proper Officer

3. Retiring Chair's Comments

4. To note Member attendance and to receive and agree apologies for absence

5. To Receive and Note Declarations of Interest - Code of Conduct

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Community Councils Standing Orders and the Code of Conduct. If a councillor has a prejudicial interest, they must, unless a dispensation been granted, withdraw from the meeting and take no part in the discussion or vote

6. Minutes of the previous Council AGM held on 18th May 2022

To receive and, if correct, to confirm the minutes of the Annual General Meeting that was held on 18th May 2022

7. To consider the Chairs Fund 2023/2024

Chair to vacate Chair for reason of prejudicial interest and the Vice Chair to take the Chair for this item of business only

8. To confirm bankers and bank signatories

8.1 Current Bankers: Coop Newport

8.2 Current Signatories: Clerk, A Birkinshaw and Cllrs Havard and Morgan. Any two to sign

9. 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. To confirm the Clerk as an Authorised Officer for internet banking

10. To confirm the use of a variable direct debit

For regular payments such as utility bills, cleaning costs and other bills can be made by the Clerk subject to a satisfactory invoice being presented

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 appoint the following Standing Committees of the Council for the year 2023-2024

- 12.1 Finance, Employment & Policies Committee
- 12.2 Land and Buildings Management Committee
- 12.3 Environment and CIL Committee
- 12.4 Events & Leisure Committee

13. To appoint the Chair, Vice-Chair and 3 other Members to the following Committees of the Council

- 13.1 Finance, Employment & Policies Committee
- 13.2 Land and Buildings Management Committee
- 13.3 Environment and CIL Committee
- 13.4 Events & Leisure Committee

14. To approve plenary powers for August 2023

That plenary powers be given to the Chair/Vice Chair in consultation with the Clerk (including payment of creditors)

15. To confirm membership to the following during 2023-2024

- 15.1 Membership of One Voice Wales
- 15.2 Society of Local Clerks
- 15.3 Joint Liaison Committee CCBC/Community Councils

16. To appoint representatives and substitutes of the Council to the following bodies

- 16.1 Town and Community Councils Liaison Committee (two members)
- 16.2 CCBC Community Councils Liaison Sub Committee (one member)
- 16.3 One Voice Wales Area Committee (one member)
- 16.4 BWH Management Committee (up to 7 members)

17. To appoint a BTMCC Press Officer for 2023-2024

18. To confirm the BTMCC Facebook Administrators for 2023-2024

19. Cycle of Meetings for 2023-2024

Members are requested to consider and agree the cycle of meetings for 2023-2024

20. Documents and policies for 2023-2024

14 policies require review this year. These have been checked by the F,E&P Committee. Minor changes to the Standing Orders and Financial Regulations (copies circulated to all Councillors). No changes to the other 12 policies