

## Bedwas, Trethomas & Machen Community Council

Council Offices  
Newport Road  
Bedwas  
Caerphilly  
CF83 8YB  
Tel: (029) 2088 5734  
E-mail: [clerk@btmcc.co.uk](mailto:clerk@btmcc.co.uk)



1<sup>st</sup> May 2024

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

You are summoned to attend the 'ANNUAL MEETING' on **Wednesday 8<sup>th</sup> May 2024 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](mailto: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 Butler*

Ann Butler  
Clerk /RFO

# **Annual 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 2024-2025
- 1.2 Chair to sign and date Acceptance of Office, in the presence of the Clerk/Proper Officer

### **2. Appointment of a Vice Chairperson**

- 2.1 To receive nominations and elect the Vice-Chair of the Council for the year 2024-2025
- 2.2 Vice Chair to sign and date the Acceptance of Office, 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 Annual Meeting held 18<sup>th</sup> May 2023**

Copy of the previously agreed minutes included for reference

### **7. To consider the Chair's Fund 2024-2025**

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 Butler 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 an internal auditor**

Recommend we stay with Mike Fisher

**13.To appoint the following Standing Committees of the Council for the year 2024-2025**

- 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 appoint the Chair, Vice-Chair and 3 other Members to the following Committees of the Council**

- 14.1 Finance, Employment & Policies Committee
- 14.2 Land and Buildings Management Committee
- 14.3 Environment and CIL Committee
- 14.4 Events & Leisure Committee

**15.To approve plenary powers for August 2024**

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

**16.To confirm membership to the following during 2024-2025**

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

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

- 17.1 Town and Community Councils Liaison Committee (two members)
- 17.2 CCBC Community Councils Liaison Sub Committee (one member)
- 17.3 One Voice Wales Area Committee (one member)
- 17.4 BWH Management Committee (up to 5 members)

**18.To appoint a BTMCC Press Officer for 2024-2025**

**19.To confirm the BTMCC Facebook Administrators for 2024-2025**

**20.Cycle of Meetings for 2024-2025**

Members are requested to consider and agree the cycle of meetings for 2024-2025

**21.Documents and policies for 2024-2025**

6 policies require review this year. These have been reviewed by the clerk and checked by F,E&P Committee. No major changes needed for any policies