

Bedwas, Trethomas & Machen Community Council

Council Offices
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6th May 2025

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

You are summoned to attend the 'ANNUAL MEETING' on Monday 14th May at 6.00pm, 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 07828406172 prior to 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 the Clerk to Council 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 2025-2026
- 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 2025-2026
- 2.2 Vice-Chair to sign and date Acceptance of Office, in the presence of the Clerk/RFO

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 18th May 2023

Copy of the previously agreed minutes included for reference

7. To consider the Chair's Fund 2025-2026

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, Rosser 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- Next year's fee will be £350

13.To appoint the following Standing Committees of the Council for the year 2025-2026

- 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 2025

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

16.To confirm membership to the following during 2025-2026

- 16.1 Society of Local Council Clerks
- 16.2 TCCLC

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 BWH Management Committee (up to 5 members)

18.To appoint a BTMCC Press Officer for 2025-2026

19.To confirm the BTMCC Facebook Administrators for 2025-2026

20.Cycle of Meetings for 2025-2026

Members are requested to consider and agree the cycle of meetings for 2025-2026

21.Documents and policies for 2025-2026

4 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