

# Cyngor Cymuned Abbeycwmhir Community Council

Clerk: Vanessa L Garwood  
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The ANNUAL MEETING of the Community Council will be held on **Thursday 18<sup>th</sup> MAY 2023** at the Phillips Hall, Abbeycwmhir beginning at. **7.00 pm**

DO NOT ATTEND THE MEETING IF YOU OR ANYONE IN YOUR HOUSEHOLD ARE SHOWING ANY CORONAVIRUS SYMPTOMS Please note **a remote meeting may need to be scheduled on the day if there are requests to attend remotely** as there is no internet access in the hall.

Kind regards, Vanessa L Garwood **Clerk to the Council** 14<sup>th</sup> May 2023

1. Apologies for absence
2. Signing of Declaration of Office by Chairman and Vice Chairman and of the ongoing acceptance of the code of conduct by all members.
3. Appointment of Officers for 2023-24: (a) Chairman; (b) Vice-Chairman:
4. To declare Matters of Interest on Agenda
5. Minutes of the AGM held on 19th May 2022 (reviewed and signed 16/06/2022 ref 0622/03a)
6. Matters arising from Minutes of the 2022 AGM.
7. Outgoing Chairman's Report
8. To review and adopt Community Council Governance documents: Standing Orders; Financial Regulations; Risk Assessment and Asset Register; Members Expenses (Opt-out); Attendance record
9. Financial Report – 2022-23 end of year accounts.
10. Annual Return – complete and sign
11. Review Signatories List and Clerk's authorisation on Bank Account (for a future meeting).
12. Insurance: To review the Fidelity Guarantee for 2023-24 and appoint insurers.
13. To agree to review the salary and terms of the Clerk at the budget setting meeting.
14. To consider the dates and times of meetings for the ensuing year. The suggested meeting times are:

Date	Meeting	Time	Key Agenda Items
<b>15 June 2023</b>	<b>Ordinary</b>	<b>8pm</b>	<b>Urgent Business/Sign Annual Return</b>
17 August 2023	Ordinary	8pm	Budget review
16 Nov 2023	Ordinary	8pm	Review 2023 Budget and consider 2024-25 Budget and Precept
15 Feb 2024	Ordinary	8pm	Appoint Internal Auditor
16 May 2024	AGM & Ordinary	7.30 pm	Approve 2023-24 Accounts
<i>Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary.</i>			

15. Close

Members of the public wishing to join the meeting will be required to comply with COVID-19 restrictions applying to both public gatherings and in place at the venue at the time. Members of the public wishing to join remotely should advise the Clerk by 10.00 am on the morning of the meeting, by email, in order that arrangements for meeting access may be made.