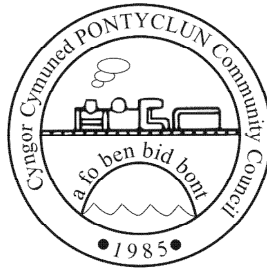


# Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven  
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## A G E N D A

Notice is given that the **Annual Meeting** of the Pontyclun Community Council to be held Pontyclun Community Centre, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Tuesday, 18 May, 2016**.

Catherine Craven  
Clerk to the Council

13 May 2016

- 1 Election of Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office Appendix 1  
To elect the Vice Chairman and to receive the  
Vice Chairman's Declaration of Acceptance of Office
- 3 Election of Vice- Chairman
- 4 To receive apologies for absence
- 5 Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.  
(i) Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and  
(ii) Where Members withdraw from a meeting as a consequence of the disclosure of prejudicial interest they **must** notify the Chairman when they leave.
- 5 Report from the retiring Chairman, 2015/16 Appendix 2
- 6 To confirm the minutes of the Council's as an accurate record Appendix 3  
12 May, 2015 Council Annual Meeting
- 7 Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups;
  - i Administration Working Group – current convener Councillor M Griffiths
  - ii Local Economy Working Group – current convener Councillor P Griffiths
  - iii Local Environment Working Group – current convener Councillor A Bennett

|             |  |             |
|-------------|--|-------------|
| <b>iv</b>   | Social and Cultural Working Group – current convener Councillor J Jones  |             |
| <b>a</b>    | To review Committees, Sub-Committees and Working Groups terms of reference   | Appendix 4  |
| <b>b</b>    | To appoint a Human Resource Committee and agree its terms of reference   | Appendix 5  |
| <b>8</b>    | Appointment of Representatives;  |             |
| <b>i</b>    | Area Committee of One Voice Wales (up to two/only one vote)  |             |
| <b>ii</b>   | County Borough Council/Community Councils' Joint Liaison Committee   |             |
| <b>9</b>    | GOVERNING DOCUMENT   |             |
| <b>i</b>    | To review this Council's Standing Orders – no notices of amendments received from Members  |             |
| <b>ii</b>   | To review this Council's and adopt appropriate financial regulations   | Appendix 6  |
| <b>iii</b>  | Current Financial Regulations – available on Council's website   |             |
|             | New Model Financial Regulations published by One Voice Wales   | Appendix 7  |
| <b>iv</b>   | To adopt the revised Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 which comes into force on 1 April 2016 | Appendix 8  |
| <b>v</b>    | To review this Council's insurance policies for 2016/17  | Appendix 9  |
|             | Council  | A           |
|             | Vehicle  | B           |
| <b>vi</b>   | To review this Council's Risk Management document for 2016/17  | Appendix 10 |
| <b>vii</b>  | To review this Council's Trade Account Register  | Appendix 11 |
| <b>viii</b> | To review this Council's Asset Register  | Appendix 12 |
| <b>10</b>   | To fix the dates and times of ordinary meetings of the full Council for the ensuing year   | Appendix 13 |
| <b>11</b>   | To review and adopt this Council's policy on   |             |
| <b>i</b>    | Unacceptable Actions by Individuals  | Appendix 14 |
| <b>ii</b>   | Concerns and Complaints Policy   | Appendix 15 |
| <b>iv</b>   | Disciplinary Policy  | Appendix 16 |
| <b>v</b>    | Grievance Policy   | Appendix 17 |
| <b>14</b>   | To note ICO Council registered to March 2017   | Appendix 18 |

**PONTYCLUN COMMUNITY COUNCIL**

**APOLOGY FOR ABSENCE**

**COUNCIL MEETING**

**Wednesday 18 May 2016**

**REASON FOR ABSENCE** (*see note*)

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*Guidance Note*

*It is the policy of the Council that members unable to attend meetings should submit an apology in writing by completing this form. Whenever possible the form should be handed to the Clerk of the Council before the start of the meeting.*

*Members are also asked, although there is no requirement to do so, to indicate a reason for non-attendance.*

*Failure to attend any meeting of the Council for a continuous period of six months will render a member unable to continue in office unless their absence was due to some reason approved by the Council before the expiry of six months since the date of the last meeting attended.*

**Name:** (*please print*)

**Signed:**

**Date:**