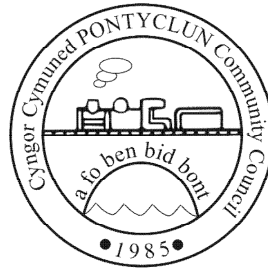


Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven
Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn/Ffacs: 01443 238500
E-bost: clerc@pontycluncc.org.uk
Gwefan: www.pontyclun.net



Clerc - Catherine Craven
Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Telephone/Fax: 01443 238500
Email: clerc@pontycluncc.org.uk
Web: www.pontyclun.net

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, 13 May, 2014.**

Clerk to the Council
6 May, 2014

- | | | |
|----|---|------------|
| 1 | To elect the Chairman of the Council
and to receive the Chairman's Declaration of Acceptance of Office | Appendix 1 |
| 2 | To elect the Vice Chairman
and to receive the Vice Chairman's Declaration of Acceptance of Office | |
| 3 | Declaration of office of new Councillor for Cefn yr Hendy Bethan Theaker | Appendix 2 |
| 4 | To receive apologies for absence | |
| 5 | Disclosure of personal and pecuniary interest in items of business listed
below | |
| 6 | Annual Report from the Chair, 2013/14 | Appendix 3 |
| 7 | To confirm the minutes of the Council's as an accurate record
14 May, 2013 Council Annual Meeting | Appendix 4 |
| 8 | Appointment or re-appointment of any standing Committees, Sub-
Committees and Working Groups | Appendix 5 |
| 9 | To review Committees, Sub-Committees and Working Groups terms of
reference | Appendix 6 |
| 10 | Appointment or re-appointment of Members to serve on outside bodies | |
| i | Area Committee of One Voice Wales (up to two/only one vote) | |
| ii | County Borough Council/Community Councils' Joint Liaison Committee | |

- iii To nominate a Minor Authority's representative to the Board of Governors of Ysgol Gynradd Gymunedol Gymraeg, Llantrisant, Miskin, Pontyclun
 - iv To nominate a Minor Authority's representative to the Board of Governors of Pontyclun Primary School
- 11 GOVERNING DOCUMENT**
- i Review and adoption of appropriate standing orders Appendix 7
 - ii Review and adoption of appropriate financial regulations Appendix 8a
Clerks draft recommendations taken from SLCC model Appendix 8b
 - iii Adopt Protocol - roles, responsibilities and councillor/officer relations document Appendix 9
 - iv Adopt Councillors Code of Conduct - summary (incorporating the Nolan principles) Appendix 10
- 12** Review and agree delegation of functional power to the Clerk/Responsible Financial Officer.
- 13** Review the Council insurance policy and confirm arrangements for insurance cover in respect of all insured risks Appendix 11
- 14** Review and note the progress made on the auditors recommendations in 2013/14 Appendix 12
- 15** Review of the Council asset register Appendix 13
- 16** To fix the dates and times of ordinary meetings of the full Council for the ensuing year Appendix 14
- 17** To review and adopt COUNCIL POLICIES
- i Complaints and disciplinary policy Appendix 15
 - ii Press/media policy Appendix 16
 - iii Publication scheme Appendix 17
 - iv Equality and Diversity policy Appendix 18
 - v Sickness and Absences policy Appendix 19
- 18** REPORT AND RECOMMENDATIONS FROM CLERK
- i To approve budget report Appendix 20
 - ii To approve the payment of creditors Appendix 21
 - iii To consider planning applications Appendix 22

- iv** To note e-mail 19 April, 2014 from Llantrisant Ramblers Association Appendix 23
- v** To note letter 30 April, 2014 from Welsh Government – Governance in small bodies Appendix 24
- vi** To consider letter 15 April, 2014 from chairperson of Groes-faen Residents Group regarding hanging baskets Appendix 25
- vii** To consider attending the SLCC & OVW joint conference Effective Governance and Accountability on Thursday 15 May, 2014 Appendix 26
- viii** Office Closure 26 – 30 May 2014 Whitsun Bank Holiday
- 19** Update on Pontyclun Day Centre