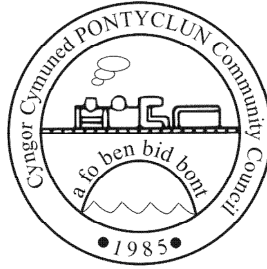


Cyngor Cymuned Pontyclun Community Council

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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, 12 May, 2015.**

Catherine Craven
Clerk to the Council

7 May 2015

- 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 Appendix 2
- 3 To receive apologies for absence
- 4 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 Annual Report from the Chair, 2015/16 Appendix 3
- 6 To confirm the minutes of the Council's as an accurate record 13 May, 2014 Council Annual Meeting Appendix 4
- 7 i Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups Appendix 5

ii To review Committees, Sub-Committees and Working Groups terms of reference
- 8 Appointment or re-appointment of Members to serve on outside bodies Appendix 6

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
- 9 GOVERNING DOCUMENT**
- i Review and adoption of appropriate standing orders Appendix 8
 - Councillor Margaret Griffiths proposes
 - a) The Council meets in the third week of each week except in August
 - b) The Council meets on the Wednesday of each month except in August
 - ii To note guidance from One Voice Wales – How should we deal with requests by members of the public to address Council? Appendix 8a
 - iii Review and adoption of appropriate financial regulations Appendix 9
 - iv To note Welsh Audit Office Good Practice guide – Community Council Money Appendix 9a
 - v To note Schedule of Direct Debits and Standing Orders for year 2015/16 Appendix 9b
 - vi Adopt Protocol - roles, responsibilities and councillor/officer relations document Appendix 10
 - vii Adopt Councillors Code of Conduct - summary (incorporating the Nolan principles) Appendix 11
- 10** Review the Council insurance policy for 2015/16 Appendix 12
- 11** Review the Council arrangements for insurance cover in respect of all insured risks Appendix 13
- 12** Review of the Council asset register Appendix 14
- 13** To fix the dates and times of ordinary meetings of the full Council for the ensuing year Appendix 15
- 14** To review and adopt COUNCIL POLICIES Appendix 16
- i Complaints and disciplinary policy Appendix 17
 - ii Press/media policy Appendix 18
 - iii Publication scheme Appendix 19
 - iv Equality and Diversity policy Appendix 20

v	Sickness and Absences policy	Appendix 21
vi	To approve Risk Assessment and Method Statements (a – k)	Appendix 22
a	Brushcutter (petrol)	Appendix 23
b	Pedestrian operated mower (petrol)	Appendix 24
c	Blowers (backpack and petrol)	Appendix 25
d	Petrol Hedge Cutters and Hand Shears	Appendix 26
e	Working in the Sun	Appendix 27
f	Litter Clearance and Emptying Litter and Dog Waste Bins	Appendix 28
g	Fuel Safety	Appendix 29
h	Ground Maintenance on or near highways	Appendix 30
i	Café 50 Wet floors and Spillages	Appendix 31
j	Café 50 Fire Safety	Appendix 32
k	Café 50 Spills/trips/falls	Appendix 33
vii	To notify Clerk of any potential conflicts of interest with the Council's external auditor Mazars.	
viii	To note ICO Council registered	Appendix 34
ix	To note Contract with Caterer	Appendix 35