



Clydach Community Council

To Members of The Public and Press you are hereby Invited to attend the

ANNUAL MEETING

and

MONTHLY MEETING OF THE COUNCIL

Annual Meeting commencing at 6.00 pm

**Monthly Meeting commencing
as soon as possible thereafter**

**To be held at
Waterfall Suit, Forge Fach Resource Centre**

on

Tuesday 13th May 2025

B Kennedy

CLERK TO THE COUNCIL

AGENDA: ANNUAL MEETING

- 1. Chair Person**
To appoint a Chairperson for 2025/26 and receive the Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
- 2. Vice Chair Person**
To appoint a Vice-Chairperson for 2025/26 and receive the Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
- 3. Apologies**
To note any apologies for absence from members.

4. Declarations of Interest

To receive any declarations of interest from members.

5. Code of Conduct

To adopt the Members Code of Conduct.

6. Committee and Working Groups

6.1 To approve the following Committees for the ensuing year:

6.1.1 Finance and Audit

6.1.2 Events and Projects

6.1.3 Open Spaces and Building Management

6.1.4 Human Resources

6.2 To approve Committee membership requirements:

6.2.1 Minimum of five members per committee, except HR minimum three.

6.2.2 To approve the terms of reference for each committee.

6.3 To approve the Committee Meeting Schedule:

6.3.1 The second Tuesday of every month except August.

6.3.2 Events 6PM

6.3.3 Open Spaces 6.45 PM

6.3.4 Finance 7.30 PM

6.3.5 HR (when required)

7. Council Meetings

To approve that Council Meetings are held the third Tuesday of every month at 6 PM.

8. External Bodies

To review and agree Appointed Representatives to external bodies.

9. Governance

9.1 To approve Standing Orders

9.2 To approve Financial Regulations

9.3 Forge Fach Resource Centre Risk Assessment

9.4 Vardre Community Hall Risk Assessment

9.5 Waverley Park Risk Assessment

9.6 Dramline Footpath Risk Assessment

10. Finance

10.1 To approve Signatories to the Barclays Bank accounts

10.2 To approve an Internal Auditor for 2005/26

10.3 To approve the Fixed Asset Register

10.4 To approve the Financial Risk Assessment

10.5 To approve the annual payment schedule of direct debits and standing orders.

10.6 To consider an aged debtors list.

11. Member Allowances

11.1 To approve the payment of Members allowances as soon as is reasonably practicable following the annual meeting and pro rata for members that join during the year.

11.2 To approve payment of £1,500 Chair and £500 Vice Chair allowance.

12. Date of Next Meeting

To be confirmed.

AGENDA: MONTHLY MEETING OF COUNCIL

1. Apologies

To receive any apologies for absence from Members.

2. Declarations of Acceptance

To receive any Declarations of Interest from Members.

3. Public Questions

To receive any Public Questions (limited to 2 minutes per person and/or 10 minutes in total)

4. Minutes

To approve the Minutes from the previous meeting as a correct record.

5. Member Vacancies

To receive an update on member vacancies and any expressions of interest for co-option.

6. Financial

6.1 To approve the finance report for April 2025.

7. Year End

To receive an update regarding the closure of Year End 2024/25.

8. Committee Reports

To approve any committee recommendations.

9. Planning

To consider any planning applications received since the last meeting.

10. Welsh Books

To receive a request for the funding of Welsh language books in relation to free lessons planned to take place in the Forge Fach Resource Centre.

11. Additional Co-opted Governor

To appoint an 'Additional Co-opted Governor for Graigfelen Primary School.

12. Member Reports

To receive any reports from members in relation to their membership of outside bodies.

13. Anti-Social Behaviour

To receive an update from the Clerk regarding anti-social behaviour at Forge Fach Community Resource Centre.

14. Staffing

To receive an update from the Chair of the HR Committee regarding the recruitment of a Caretaker/Maintenance Person.

15. Correspondence

To note any significant items of correspondence.

16. Items to be included in the next meeting

To note any items to be included on the next agenda.

17. Date of Next Meeting

To confirm the date of the next meeting.