



## **GELLIGAER COMMUNITY COUNCIL CYNGOR CYMUNED GELLIGAER**

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Office Hours/Oriau Swyddfa – Dydd Mercher & Dydd Iau / Wednesday & Thursday 10.30am – 2.30pm

Ceri Mortimer

CLERK TO THE COUNCIL / CLERC Y CYNGOR

COUNCIL OFFICE / SWYDDFA Y CYNGOR

LLWYN ONN, PENPEDAIRHEOL, HENGOED

CAERPHILLY COUNTY BOROUGH CF82 8BB / BWRDEISTREF SIROL CAERFFILI

[www.gelligaercommunitycouncil.org.uk](http://www.gelligaercommunitycouncil.org.uk)

[www.romangelligaer.org.u](http://www.romangelligaer.org.u)

### **NOTICE OF ANNUAL COUNCIL MEETING** **WEDNESDAY 23<sup>rd</sup> May 2018 at 7.30pm**

15<sup>th</sup> May 2018

To: Chairman and Members of  
Gelligaer Community Council

**Dear Chairman/Councillor**

You are summoned to attend an **Annual Meeting** of  
GELLIGAER COMMUNITY COUNCIL that will be held  
**on Wednesday 23rd May 2018 at 7.30pm**  
at Gelligaer Community Council Office, Llwyn Onn, Penpedairheol.

The business to be transacted is set out in the agenda below and attached.

**Yours sincerely**

**Ceri Mortimer**  
**Clerk to the Council**

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#### **AGENDA**

*Retiring Chairperson to Chair the first item of business:*

**1 Elect a Chairperson of the Council**

- (i) Elect a Chairperson for the ensuing year
- (ii) Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

**2 Appoint a Vice-Chairperson of the Council**

- (i) Appoint a Vice Chairperson for the ensuing year.
- (ii) Vice Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

**3 Retiring Chairman's Comments**

**4 Apologies**

**5 Declarations of Interest**

**6 Minutes**

To receive and note the minutes of the Annual Meeting that was held on 17<sup>th</sup> May 2017, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting on 21st June 2017.

**7 Documents & Policies for 2018/19**

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

- A. Standing Orders for 2018/19 (last reviewed May 2017)**
- B. Gelligaer Community Council Policy Document for 2018/19 (last reviewed May 2017)**
- C. Financial Regulations & Amendments (last reviewed May 2017)**
- D. Asset Register (last reviewed May 2017)**
- E. Risk Management (last reviewed May 2017)**
- F. Retention Policy – new policy for adoption**

***The following policies were adopted in May 2017 and remain unchanged. Members are requested to resolve to continue to adopt until changes are required and/or changes in legislation. Next revision date: 2021/2022***

- G. Anti Bribery, Fraud and Corruption Policy***
- H. Anti-Harassment and Bullying Policy (Dignity at Work)***
- I. Capability Policy***
- J. Complaints Policy***
- K. Disciplinary Rules***
- L. Disciplinary Procedure***
- M. Equality & Diversity Policy***
- N. Grievance Procedure***
- O. Health & Safety Policy***
- P. Pay Policy***
- Q. Sickness Absence Policy & Procedure***
- R. Social Media Policy***
- S. Special Leave of Absence Policy***
- T. Stress Management***

**8 Appointment of Representatives to Outside Bodies**

Nominations are invited on the outside bodies

**9. Cycle of Meetings for 2018/19**

Members are requested to consider and agree the cycle of meetings.