



**GELLIGAER COMMUNITY COUNCIL
CYNGOR CYMUNED GELLIGAER**

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Office Hours/Oriau Swyddfa – Wednesday & Thursday

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

www.romangelligaer.org.u

NOTICE OF ANNUAL COUNCIL MEETING
WEDNESDAY 18th May 2016 at 7.30pm

12th May 2016

To The 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 18th May 2016 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

A handwritten signature in cursive script, appearing to read 'Ceri Mortimer', with a horizontal line underneath.

Ceri Mortimer
Clerk to the Council

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AGENDA

- 1 Elect a Chairman of the Council**
 - i. Chair to sign Acceptance of Office
- 2 Elect Vice-Chairman Of the Council**
 - ii. Vice Chair to sign Acceptance of Office
- 3 Apologies**
- 4 Minutes**

To receive and note the minutes of the Annual Meeting that was held on 13th May 2015, which were approved and duly signed as an accurate record at Full Council Meeting on 24th June 2015.

5 Documents & Policies for 2016/17

- i. Code of Conduct – The Local Authorities (model Code of Conduct) (Wales) (Amendment) Order 2016 (no.2016/84)**
- ii. Standing Orders for 2016/17**
- iii. Gelligaer Community Council Policy Document for 2016/17**
- iv. Financial Regulations**

One Voice Wales have recalled the model financial regulations that were to be adopted by Council as there were a number of technical references in the regulations that needed to be changed to make the regulations Wales specific. Therefore Council will adhere to the current Financial Regulations that were adopted in June 2015.

- v. Asset Register**
- vi. Risk Management**
- vii. Anti Bribery, Fraud and Corruption Policy**
- viii. Anti-Harassment and Bullying Policy (Dignity at Work)**
- ix. Capability Policy**
- x. Complaints Policy**
- xi. Disciplinary Rules**
- xii. Disciplinary Procedure**
- xiii. Equality & Diversity Policy**
- xiv. Grievance Procedure**
- xv. Health & Safety Policy**
- xvi. Pay Policy**
- xvii. Sickness Absence Policy & Procedure**
- xviii. Special Leave of Absence Policy**
- xix. Stress Management**

6. Appointment of Representatives to Outside Bodies

Members are requested to consider nominations for representatives on outside bodies

7. Cycle of Meetings for 2016/17

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

County/Community & Town Council Elections are on Thursday 4th May 2017.

In an election year the annual meeting must take place on the day when councillors take office or within 14 days thereafter. It is therefore recommended that the Annual Meeting of the newly elected Council take place on 17th May 2017.