



**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 17th May 2017 at 7.30pm

9th May 2017

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 17th May 2017 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

Declaration of Acceptance of Office

*All Members are to sign and date the Declaration of Acceptance of Office
in the presence of the Clerk/Proper Officer of the Council prior to the meeting commencing.*

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
- (iii) Resolution required: Chairperson be designated as Line Manager to the Clerk

2 Appoint a Vice-Chairperson of the Council

- (i) Appoint a Vice Chairperson for the ensuing year

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 18th May 2016, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting on 22nd June 2016.

7 Remuneration for 2017/18

(i) To receive and note letter from the Chairman of the Independent Remuneration Panel (IRP) for Wales

(ii) To receive IRP Report for 2017/18 (pages 40 - 42 are applicable to Community & Town Councils).

Members are requested to consider Determinations 44 -51 for resolution.

8 Documents & Policies for 2017/18 (BLUE FOLDER)

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

A. Good Councillors Guide 2017

B. Code of Conduct – The Local Authorities (model Code of Conduct) (Wales) (Amendment) Order 2016 (no.2016/84)

Code of Conduct Training Workshop -Tuesday 16th May 2017, 6.30pm

C. Standing Orders for 2017/18

D. Gelligaer Community Council Policy Document for 2017/18

E. Financial Regulations & Amendments

F. Agreed Precept & Budget for 2017/18 (for your information only)

G. Asset Register

H. [Risk Management

I. [Anti Bribery, Fraud and Corruption Policy

J. Anti-Harassment and Bullying Policy (Dignity at Work)

K. Capability Policy

L. Complaints Policy

M. Disciplinary Rules

N. Disciplinary Procedure

O. Equality & Diversity Policy

P. [Grievance Procedure

Q. [Health & Safety Policy

R. Pay Policy

S. Sickness Absence Policy & Procedure

T. Social Media Policy

U. [Special Leave of Absence Policy

V. [Stress Management

W. Background Information on Outside Bodies

(i) To receive and note Charter between all 18 Community and Town Councils in the Caerphilly borough and Caerphilly County Borough Council.

(ii) To receive and note One Voice Wales' "About Us" document.

(iii) Information for Prospective School Governors

(iii) To receive and note Terms of Reference for the Town Centre Management Committee

(iv) To receive Community Centre Management Committee Standing Orders – applicable to all centres/halls.

(v) Appointment of Representatives to Outside Bodies – Nominations required

X. Cycle of Meetings for 2017/18

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