



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

www.romangelligaer.org.u

NOTICE OF ANNUAL COUNCIL MEETING **WEDNESDAY 22nd May 2019 at 7.00pm**

15th May 2019

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 22nd May 2019 at 7.00pm
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 23rd May 2018, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting on 27th June 2018.

7 Documents & Policies for 2019/20

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 2018)**
- B. Gelligaer Community Council Policy Document for 2018/19 (last reviewed May 2018)**
- C. Financial Regulations & Amendments (last reviewed May 2018)**
- D. Asset Register (last reviewed May 2018)**
- E. Risk Management (last reviewed May 2018)**

The following policies were adopted in May 2017 (apart from F) 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

- F. Retention Policy – adopted May 2018***
- 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. Internal Auditor

To reappoint Mr M Fisher for 2018/19 and 2019/20 audit.
A council resolution is required

10. Cycle of Meetings for 2019/20

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