# **4th May 2022**

# Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Rogiet Community Council which will be held on Wednesday 11h May 2022 at 7:00pm at the Pavilion for the transaction of the business specified in the following agenda.

Yours faithfully

Adrian Isaacs

Clerk to Rogiet Community Council

# AGENDA

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| 01 | TO RECEIVE APOLOGIES FOR ABSENCE To receive, and consider for approval, apologies for absence and reason given. |
| 02 | OUTGOING CHAIRMAN’S REPORT To receive a report from the 2021-2022 Chair . |
| 03 | ELECTION OF CHAIR To elect a Chair for 2022-2023 . |
| 04 | ELECTION OF VICE-CHAIR To elect a Vice-Chair for 2022-2023. |
| 05 | INTERESTS DECLARED To receive declarations of interest in any items listed in this agenda. Interests may also be declared at any point in the meeting if the need arises. |
| 06 | Minutes of Annual Meeting of Council – 12th May 2021 \* |
| 07 | COUNCIL COMMITTEES To review council committees and terms of reference, and to agree membership (see Appendices 1 and 2) \* |
| 08 | EXTERNAL ORGANISATIONS To agree representation on external organisations (see Appendix 3) \* |
| 09 | POLICIES To review the following policies:   1. Standing Order 2. Financial Regulations 3. Code of Conduct 4. Concerns and Complaints 5. Freedom of Information 6. General Privacy Notice 7. Social Media 8. Sickness Absence 9. Staff Privacy Notice 10. Disciplinary Procedure 11. Equality and Diversity 12. Expenses 13. Grievance   These policies can be found on the council website at <http://www.rogietcommunitycouncil.co.uk/Policies_28522.aspx> |
| 10 10.1  10.2  10.3  10.4 | FINANCE To review and agree signing authority for the council’s bank accounts  To appoint a member independent of the cheque signing process to undertake bank reconciliation and other financial checks.  To review the Financial Risk Assessment \*  To approve :   1. regular payment by standing order/direct debit of the following bills:  |  |  |  | | --- | --- | --- | | **Company** | **Service** | **Frequency** | | British Gas | Hub gas | Monthly | | Swalec | Hub electricity | Monthly | | Dwr Cymru | Hub water and drainage | Variable | | Initial | Hub sanitary bin emptying | Every other month | | Talk Talk | Council phone and internet | Monthly |  1. Other bills received  |  |  |  | | --- | --- | --- | | **Company** | **Service** | **Amount** | |  |  |  | | Merlin Waste – Invoice 1102 | Dog waste bin emptying | £624 | | Chepstow Accountancy Services – Invoice 2114 | Year End | £75 | |
| 11 | Co-option of Community Councillors To consider appointment of 2 Co-opted Community Councillors |
| 12 12.1  12.2 | MEETINGS To agree dates and times of Council meetings for 2022-2023.  To agree dates and times of committee meetings for 2022-2023. |
| 13 | NEXT MEETING To be determined .  \*Denotes document attached |

Zoom meeting contact details :

Meeting ID: 875 6781 3863

Passcode: 879771