



## Cyngor Cymuned Rogiet Community Council

Dear Councillor,

22<sup>nd</sup> April 2024

You are hereby summoned to attend **The Annual Meeting of Rogiet Community Council** which will be held on **Wednesday 1<sup>st</sup> May 2024 at 6:30pm** at the **Pavilion Rogiet** and by **Zoom** for the transaction of the business specified in the following agenda

Yours faithfully

*Alice Vaughan*

Clerk to Rogiet Community Council

### AGENDA

<b>01</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> To receive and consider for approval, apologies for absence and reason given.
<b>02</b>	<b>ELECTION OF CHAIR FOR 2024-2025</b>
02.1	To elect a chairman for 2024-2025
02.2	Chair to sign Declaration of Acceptance of Office
<b>03</b>	<b>ELECTION OF VICE-CHAIR FOR 2024-2025</b>
03.1	To elect a Vice chairperson for 2024-2025
<b>04</b>	<b>DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED</b>
04.1	To receive any declarations of interest in items on the agenda
<b>05</b>	<b>OUTGOING CHAIRPERSON'S REPORT.</b> To receive a report from the 2023-2024 Chairperson
<b>06</b>	<b>MINUTES OF THE LAST ANNUAL MEETING</b>
06.1	To note that the minutes of the last Annual Meeting held on 04 <sup>th</sup> May 2023 were adopted at the Ordinary Meeting held on 18 <sup>th</sup> May 2023 Item No 3
<b>07</b>	<b>INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS</b> To review current council committees and terms of reference, and to consider any further committees or working groups (see appendices 1 and 2)



<b>08</b>	<b>EXTERNAL ORGANISATIONS</b> To review current representation on external organisations (see appendices 1 and 2) 08.1 To agree arrangements for reporting back to Full Council.
<b>09</b>	<b>POLICIES</b> 09.1 To review the following policies: <ol style="list-style-type: none"><li>1. Standing Order</li><li>2. Financial Regulations</li><li>3. Code of Conduct</li><li>4. Concerns and Complaints</li><li>5. Freedom of Information</li><li>6. General Privacy Notice</li><li>7. Social Media Policy</li><li>8. Internal Control Policy</li><li>9. Publication Scheme</li><li>10. Sickness Absence Policy</li><li>11. Staff Privacy Notice</li><li>12. Disciplinary Procedure Policy</li><li>13. Equality and Diversity Policy</li><li>14. Expenses Policy</li><li>15. Grievance Policy</li><li>16. Lone Working Person Policy</li><li>17. Data Protection Policy</li><li>18. Training Plan</li></ol> <p>These policies can be found on the council website at <a href="http://www.rogietcommunitycouncil.co.uk/Policies_28522.aspx">http://www.rogietcommunitycouncil.co.uk/Policies_28522.aspx</a></p> <p>To adopt risk policy statements and consequential risk management arrangements</p>
<b>10</b>	<b>FINANCE</b> 10.1 To review end of year accounts for 2023-2024 (Receipts and Payments by Budget Heading) 10.2 To review RCC Budget for 2024/2025 10.3 To consider and agree signing authority with regards to the Community Councils Banking requirements at Lloyds Bank plc



10.4	To appoint a member independent of the cheque signing/ banking process to undertake financial checks																																								
10.5	To adopt the Annual Investment Strategy for the year 2024/2025																																								
10.6	To review Financial Risk Assessment and Risk Assessments																																								
10.7	To review the asset register.																																								
10.8	To adopt the Independent Remuneration Panel for Wales																																								
10.9	To review Insurance cover arrangements in respect of all insured risks																																								
10.10	To review charges for hire of facilities																																								
10.11	To approve regular payments by standing/order/direct debit of the following																																								
	<table border="1"> <thead> <tr> <th>Company</th> <th>Service</th> <th>Frequency</th> <th>Current payment</th> </tr> </thead> <tbody> <tr> <td>EDF</td> <td>HUB Gas and Electricity</td> <td>Monthly</td> <td>Variable</td> </tr> <tr> <td>Dwr Cymru</td> <td>Hub Water and Drainage</td> <td>Every 6 months</td> <td>£76.91</td> </tr> <tr> <td>Initial</td> <td>Hub Sanitary bin emptying x 4</td> <td>Every 3 months</td> <td>£83.88</td> </tr> <tr> <td>Three Mobile</td> <td>Clerk Mobile</td> <td>Monthly</td> <td>£11.28</td> </tr> <tr> <td>Office Tech Suite</td> <td>Broadband Hub</td> <td>Monthly</td> <td>£66.00</td> </tr> <tr> <td>Norton/could be another provider</td> <td>Antivirus</td> <td>Annually</td> <td>£64.99</td> </tr> <tr> <td>ICO</td> <td>Data Protection</td> <td>Annually</td> <td>£35.00</td> </tr> <tr> <td>Business Rates</td> <td>MCC</td> <td>Annually (reduced amount)</td> <td>£547.95</td> </tr> <tr> <td>Ogi</td> <td>Clerk Broadband</td> <td>Monthly</td> <td>£30.00</td> </tr> </tbody> </table>	Company	Service	Frequency	Current payment	EDF	HUB Gas and Electricity	Monthly	Variable	Dwr Cymru	Hub Water and Drainage	Every 6 months	£76.91	Initial	Hub Sanitary bin emptying x 4	Every 3 months	£83.88	Three Mobile	Clerk Mobile	Monthly	£11.28	Office Tech Suite	Broadband Hub	Monthly	£66.00	Norton/could be another provider	Antivirus	Annually	£64.99	ICO	Data Protection	Annually	£35.00	Business Rates	MCC	Annually (reduced amount)	£547.95	Ogi	Clerk Broadband	Monthly	£30.00
Company	Service	Frequency	Current payment																																						
EDF	HUB Gas and Electricity	Monthly	Variable																																						
Dwr Cymru	Hub Water and Drainage	Every 6 months	£76.91																																						
Initial	Hub Sanitary bin emptying x 4	Every 3 months	£83.88																																						
Three Mobile	Clerk Mobile	Monthly	£11.28																																						
Office Tech Suite	Broadband Hub	Monthly	£66.00																																						
Norton/could be another provider	Antivirus	Annually	£64.99																																						
ICO	Data Protection	Annually	£35.00																																						
Business Rates	MCC	Annually (reduced amount)	£547.95																																						
Ogi	Clerk Broadband	Monthly	£30.00																																						



Cyngor Cymuned Rogiet Community Council

<b>11</b>	<b>MEETINGS</b> To agree dates and times of Ordinary meetings for 2024-2025 and the Annual Meeting of 2025 To agree dates and times of Committee Meetings for 2024-2025
	<b>NEXT MEETING</b> Next Ordinary Meeting Wednesday 8 <sup>th</sup> May 2024 at Rogiet Hub and by Zoom

Alice Vaughan Invites you to connect by Zoom <https://us02web.zoom.us/j/87307064099>