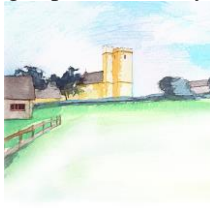


PORTSKEWETT COMMUNITY COUNCIL

Cyngor porthiscoed cymuned

Clerk to the Council
Mrs B Young
Telephone 01291 430818



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13th May 2019

COMMUNITY COUNCIL ANNUAL MEETING

Councillors,

You are hereby given notice that the Portskewett Community Council Annual Meeting will be held on **Tuesday 21st May at 7.00 p.m. in ARW School, Portskewett**. The Annual Meeting will be followed immediately by the ordinary May meeting. All members of the Council are summoned to attend for the purpose of transacting the business as set out below.

Beverley Young
Clerk to the Council

AGENDA

- 1. Sign the Attendance Book**
- 2. Apologies for Absence**
- 3. Election of Chairman and Vice Chairman**
 - a. To appoint a Chairman and Vice Chairman
 - b. To receive acceptance of office forms from the Chairman and Vice Chairman
- 4. Minutes of the Last Meeting**
 - a. Confirmation of the accuracy of the minutes of the last meeting of the council
- 5. Members Acceptance of the Code of Conduct**
 - a. Confirmation by members of their acceptance of the code of conduct
- 6. Review and adoption of appropriate standing orders and financial regulations**
- 7. Review of the council's Risk Assessment**
- 8. Review of representation on or work with external bodies and arrangements for reporting back**
 - a. To confirm representation on the Dog Fouling Awareness Group, the Severnside Cluster Group, One Voice Wales, the Recreation Hall Committee and ARW School Governing Body
 - b. To confirm appointment of the council's Pensions Officer
- 9. Review of inventory of land and assets including buildings and office equipment**
- 10. Confirmation of arrangements for insurance cover in respect of all insured risks**
- 11. Review of the council's subscriptions to other bodies**
- 12. Review of the council's complaints procedure**
 - a. To review and adopt the One Voice Wales Model Local Resolution Protocol for Community and Town Councils
- 13. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- 14. Review of the council's policy for dealing with the press/media**
- 15. Review of the council's Social Media Policy**
- 16. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

Beverley Young

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Clerk

Peter Nurcombe

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Chairman

13th May 2019

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Date