

Cyngor Cymuned
Llanddowror & Llanmiloe
Community Council



NOTICE OF MEETING

To All Members of Llanddowror & Llanmiloe Community Council.

I hereby summon you to attend the meeting of the Council, starting at 7.00pm on Monday 13th May 2024, for the transaction of the business outlined in the two agendas below.

These meetings will be held in Llanddowror Meeting Room.

Vicky Mitchell – Clerk

Annual meeting agenda

1. Election and installation of new Chair then Vice-Chair for 2024-25. Declarations of office to be signed.
2. Apologies for absence
3. Declaration of any personal and prejudicial interests in the items listed below.
4. Address by outgoing Chair.
5. Review of annual accounts for 2023-24. Receive report of the Internal Auditor. Review the governance statements in the Annual Return – Chairman to sign the Annual Return if agreed by Council.
5. Review and re-adoption of the Code of Conduct, Standing Orders, Financial Regulations, Financial Risk Assessment and the other Policies that have been previously agreed by the Council: Welsh, Complaints, Reserves, Equal Opportunities, Dignity, Bullying and Harassment, Election and Co-option, Biodiversity. No changes have been made to these since last adoption.
6. Review and agree dates for normal Council meetings for the coming year. *See list at the end of the agenda.* Meetings to be held, in Llanmiloe Resource Centre or Llanddowror Meeting room, using Zoom as required.

Agenda for normal May meeting

1. **Apologies** for absence.
2. **Declaration** of personal and prejudicial interests.
3. **Questions from members of the public regarding items on the agenda.**
4. **County Councillor's report**
5. **Adoption of previous minutes** of meeting held on 8th April 2024.
6. **Clerk's report.**
7. **Matters ongoing** from previous minutes requiring discussions or decisions, not covered above:
 - a.

8. New business.

- a. Noticeboard for Llanmiloe- consider options provided in report
- b. Use of Meeting Room in May – consider various issues when used as polling station.

9. Financial Report

- a. Current financial situation: Financial report appended to agenda.
- b. Income received: £6600.00 – precept first tranche.
- c. Invoices to pay:
 - Clerk monthly salary and expenses – May.
 - HMRC monthly payments – May.
 - Dwr Cymru - £50.00 (direct debit) per month.
 - British Gas Lite – electricity - £23.74 (direct debit) for April
 - BLC – toilet cleaning May - £80.00
 - ICO annual fee - £35.00
 - SLCC pro rata membership for 2024-25 - £74.41

10. Significant correspondence.

- One Voice Wales training opportunities. *assumed*

Any other correspondence received prior to meeting but after the date of publication of this agenda will be brought to the attention of the meeting for consideration.

11. Planning matters.

Any planning received prior to meeting but after the date of publication of this agenda will be brought to the attention of the meeting for consideration.

12. Councillors' reports for information or items for next meeting.

13. Date of next meeting – 10th June 2024.

Meeting dates for 2024-2025:

13 th May 2024	10 th June 2024
9 th September 2024	14 th October 2024
11 th November 2024	9 th December 2024
13 th January 2025	10 th February 2025
10 th March 2025	14 th April 2025
12 th May 2025	9 th June 2025
8 th September 2025	13 th October 2025
10 th November 2025	8 th December 2025

Meetings to be either in Llanmiloe Resource Centre, with hybrid access via Zoom provided as required, or in Llanddowror Meeting Room, or fully via Zoom.