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TO: MAYOR and MEMBERS RHAYADER TOWN COUNCIL

Your attendance is required at the **ANNUAL MEETING** of Rhayader Town Council which will be held at **7.00 pm on Sunday 21st May 2023** in the Chamber at Cwmdauddwr Community Centre.

- DO NOT ATTEND THE MEETING IF YOU OR ANYONE IN YOUR HOUSEHOLD ARE SHOWING ANY CORONAVIRUS SYMPTOMS

Kind regards, Julie Stephens, Clerk to the Council

17th May 2023

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

- ### 3. ELECTION OF THE CHAIRMAN OF RHAYADER TOWN COUNCIL FOR THE ENSUING MUNICIPAL YEAR:
- To approve, being 'next in order of standing' (having been vice-chairman for 2022-2023): "that Councillor Rhys Thomas be elected Chairman of Rhayader Town Council for the Municipal Year 2023-2024"

On being elected, Councillor Rhys Thomas will assume the Chair

- ### 4. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE and confirmation of adherence to the CODE OF CONDUCT
- ### 5. NOMINATION OF VICE CHAIRMAN FOR 2023-2024 Election and approval
- ### 6. APPOINTMENT OF VICE CHAIRMAN
- ### 7. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE by Chairman and Vice-Chairman only and confirmation of adherence to the CODE OF CONDUCT by members.
- ### 8. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 23RD MAY 2022 for reference as amended and approved 28th June 2022
- ### 9. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS ANNUAL MEETING that were not dealt with in June 2022
- ### 10. REVIEW OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS
- To review Committee continuation/need.
 - To agree subject to the outcome of IO/1 the continuation of and/or amendment of the appointments of Committee Members.
 - To review/set a date to review Terms of Reference

11. RESPONSIBILITIES and REPRESENTATION

- I. To review the need for the appointment of Portfolio Holders
- II. To appoint Portfolio Holders subject to the outcome of 11/1
- III. To agree continuation/amendments to the appointment of Council Representatives on Outside Organisations.

12. GOVERNANCE: To review and adopt Community Council Governance documents. Previously circulated.

- I. Standing Orders – to consider and approve recommendations for amendment.
- II. Financial Regulations – to consider and approve recommendations for amendment.
- III. Risk Assessment and Asset Register.
- IV. Members Expenses - Opt-out forms completed
- V. To confirm the Grant/Donations Policy
- VI. To review/set a date to review other Policy Documents
- VII. To set a date for the review of the training plan
- VIII. To set a date for the publication of the 2022-23 Annual Report

13. TO CONSIDER THE DATES AND TIMES OF MEETINGS FOR THE ENSUING YEAR:

Date	Meeting	Key Agenda Items
/06/2023	Council	Approve 2022/23 Accounts
/07/2023	Council	Review budget
/08/2023	None	
/09/2023	Council	Review budget
/10/2023	Council	
/11/2023	Council	
/12/2023	Council	Set and agree Precept
/01/2024	Council	Approve and submit Precept
/02/2024	Council	Appoint Internal Auditor
/03/2024	Council	Review budget
/04/2024	Council	Review asset reg/risks/insurance
/05/2024	Annual Meeting & Council	Approve 2023/24 Accounts
Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary. Meetings will start at 7.00 pm		

14. ITEMS FOR A FUTURE MEETING:

1. Financial Report – 2022-22 end of year accounts to be approved as required by Audit Wales (JUNE 2022).
2. Acceptance & Signing of Audit Return as required by Audit Wales (JUNE 2022).
3. Insurance and Fidelity Guarantee (due January 2024)
4. Bank Signatories

5. Staff Pay Reviews
6. Governance Policy Documents review
7. Document Archiving

15. CLOSE

Members of the public wishing to join the meeting will be required to comply with COVID-19 restrictions applying to both public gatherings and the venue in place at the time. Members of the public wishing to join remotely should advise the Clerk by 10.00 am on the morning of the meeting, by email, in order that arrangements for meeting access may be made. Thank you.