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|  | Clerk: Vanessa L Garwood  Waun-y-Groes  Penybont  Llandrindod Wells  LD1 5SW  Tel: 07511 103922  e-mail: [clerk@rhayader.gov.wales](mailto:clerk@rhayader.gov.wales) |

TO: MAYOR and MEMBERS RHAYADER TOWN COUNCIL

Your attendance is requested at the ANNUAL **MEETING** of RHAYADER TOWN COUNCIL will be heldat **7.00 pm on 23rd MAY 2022** in the Chamber at Cwmdauddwr Community Centre**.**

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

Please also check for further correspondence about the venue and/or method of meeting (which due to the continuing Covid-19 restrictions may be changed at short notice).

Kind regards, Vanessa L Garwood, Clerk to the Council 18th MAY 2022

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# 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 2021-22): "that Councillor David Davies be elected Chairman of Rhayader Town Council for the Municipal Year 2022-23"

**On being elected, Councillor David Davies will assume the Chair**

1. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE** and confirmation of adherence to the **CODE OF CONDUCT**
2. **CO-OPTION OF NEW MEMBERS TO VACANT SEATS**
3. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE** and confirmation of adherence to the **CODE OF CONDUCT** by co-opted members.
4. **CO-OPTION TO REMAING SEATS –** if applicable, agree closing date.
5. **NOMINATION OF VICE CHAIRMAN FOR 2022-23:** Election/Approval
6. **APPOINTMENT OF VICE CHAIRMAN**
7. **MINUTES OF THE ANNUAL MEETING HELD ON 26th MAY 2021** for reference as approved and agreed 28th June 2021
8. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS ANNUAL MEETING** that were not dealt with in June 2021
9. **REVIEW OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS**
10. To review Committee continuation/need.
11. To agree subject to the outcome of I0/1 the continuation of and/or amendment of the appointments of Committee Members.
12. **RESPONSIBILITES and REPRESENTATION**
13. To review the need for the appointment of Portfolio Holders
14. To appoint Portfolio Holders subject to the outcome of 11/1
15. To agree continuation/amendments to the appointment of Council Representatives on Outside Organisations.
16. **GOVERNANCE:** To review and adopt Community Council Governance documents. Previously circulated.
17. Standing Orders – to consider and approve recommendations for amendment.
18. Financial Regulations – to consider and approve recommendations for amendment.
19. Risk Assessment and Asset Register.
20. Members Expenses (Opt-out form enclosed for completion).
21. To confirm the Grant/Donations Policy
22. To review other Policy Documents
23. To set a date for the completion of a training needs assessment (Staff/Councillors)
24. To set a date for the publication of the 2021-22 Annual Report
25. **TO CONSIDER THE DATES AND TIMES OF MEETINGS FOR THE ENSUING YEAR:**

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| Date | Meeting | Key Agenda Items |
| /06/2022 | Council | Approve 2021/22 Accounts |
| /07/2022 | Council | Review budget |
| /08/2022 | None |  |
| /09/2022 | Council | Review budget |
| /10/2022 | Council |  |
| /11/2022 | Council |  |
| /12/2022 | Council | Set Precept and agree precept |
| /01/2022 | Council | Approve and submit Precept |
| /02/2022 | Council | Appoint Internal Auditor |
| /03/2022 | Council | Review budget |
| /04/2022 | Council | Review asset reg/risks/insurance |
| /05/2022 | Annual Meeting & Council | Approve 2022/23 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 | | |

1. **ITEMS FOR A FUTURE MEETING:**
2. Financial Report – 2020-21 end of year accounts to be approved (JUNE 2021).
3. Acceptance & Signing of Audit Return by Retiring Chairman (JUNE 2021).
4. Insurance and Fidelity Guarantee
5. Bank Signatories
6. Staff Pay Reviews
7. Governance Policy Documents review
8. Document Archiving

1. **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.