



Ty-Nant,
Old Trap Road,
Gilwern,
Monmouthshire,
NP70HW
Tel: 01873 832017

Members are summoned to the next **Annual General Meeting** of Raglan Community Council which will be held on Wednesday 11 May 2021 at 7:00 pm. This meeting will convened at the Fellowship Centre, Usk Road, Raglan. Members are to consider the following agenda items and reports. Members are invited to declare Personal and Prejudicial interests on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. The council may consider excluding members of the press and public from a meeting of a council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. Copies of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from the Clerk to the Council on 01873 832 017. Please note: you will need to give 3 days' notice prior to the meeting in order to provide you with this agenda.

Adrian Edwards
Clerk to the Council
Date 6 May 2021

Agenda

1. Chairman welcome and address
2. Report from former Chairman.
3. Election of Chairman for 2022/23.
4. Chairman to sign the Acceptance of Office. (Copy attached to this agenda)
5. Election of Vice Chairman for 2022/23.
6. To note the minutes of the AGM held on Wednesday 26 May 2021. (Minutes agreed as an accurate record in the June 2021 meeting)
7. Adopt the Community Council Constitution inclusive of the "Members Code of Conduct, Standing Orders and Finance Regulations, Risk Assessment and all other community council policies". These documents are on the Community Council website for members to consult due to its size for printing.
8. To receive amended register of members interests since the previse AGM. (Copy attached)
9. To confirm the dates for the next twelve months Community Council meetings (the fourth Wednesday in the month)

10. To agree a remuneration payment to members, under the Local Government (Wales) Measure 2011, for Community and Town Council members, and, whether and how to recover any payments made to a member who leaves their role during the financial year
11. The Council shall appoint a Data Protection Officer in line with standing orders
12. Confirm that all Councillors are members of the Finance & Tenders Committee and agree to form further Committees if and when required.
13. Appointment of Allotment and Dog-Walk Committee-4 members plus three current tenants.
14. Nominations to other Bodies.
 - 14.1 Raglan School Governors.
 - 14.2 One Voice Wales area group meeting.
 - 14.3 Community, forward planning, and community plan committee including the Community Led Plan. (4 members).
 - 14.4 Project/s committee (4 members) Consider inviting individuals with an interest or knowledge of a project. (Max 3).
 - 14.5 Co-opted member to Raglan Village Hall Association Committee (1 Member).
 - 14.6 Complaints Panel members (Min of three)
15. To accept the Statement of Accounts for year ended 31 March 2021.
16. Confirmation of Council Cheque Signatories.

Raglan Community Council

Apology for Absence

I, Community Councillor _____

give the Community Councils, Proper Officer written notification for an Apology for Absence for not attending the meeting which I was summoned to on the date below:

Held on ____/____/____ details of which are set out below:

REASON FOR ABSENCE (see note)

Guidance Note:

Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all. Members are requested to indicate the reason for non-attendance. Approval may be given by the council to an absence in advance; for example, where a member is intending to work abroad for an extended period.

Please Note: in addition to the written Apology for Absence, members have an obligation to declare the Apology for Absence orally or by emailing the Clerk/Proper Officer before the meeting.

Signed: _____

Date: _____

MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor _____

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Raglan Community Council:

Held on _____/_____/_____ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest, but I have received dispensation from the Standards Committee.**

Agenda item: _____

Details of the business on the agenda which the Personal Interest relates to:

Details of the personal/prejudicial interest:

Please Note: in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

Signed: _____

Date: _____

If the minutes of a preceding meetings have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read as per the councils SO.