



VAN COMMUNITY COUNCIL/ CYNGOR CYMUNED Y FAN

Michelle Moore. Clerk to the Council
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NOTICE OF ANNUAL GENERAL MEETING

11th May 2022

To: Chair and Members of Van Community Council.

You are summoned to attend a Remote Annual Meeting to be undertaken by Van Community Council using MS Teams on **Wednesday 18th May 2022, at 6 p.m.**

If you are unable to attend, please contact the Clerk on clerk@vancc.co.uk or 07387 885132 to advise in advance of the meeting.

In line with legislation, all community council meetings are open to members of the public and press to attend. During current Covid restrictions, please contact the Clerk in advance of the meeting to advise that you wish to attend, and appropriate arrangements will be made. Members of the public cannot speak during the meeting.

The business to be transacted is set out in the agenda attached.

Yours faithfully,

Michelle Moore Clerk to the Council/ Clerc Y Cyngor

Or phone in (audio only)

020 7660 8459

Phone Conference ID: 421 049 342#

AGENDA

Clerk to Chair the first item of business

1. Elect a Chair of the Council

- Elect a Chairperson for the ensuing year
- Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

2. Appoint a Vice-Chair of the Council

- Appoint a Vice Chairperson for the ensuing year.
- Vice Chairperson to sign and date Acceptance of Officer, in the presence of the Clerk/Proper Officer

3. Retiring Chair's Comments (if applicable)

4. Apologies

5. Declarations of Interest

6. Minutes

To receive and note the minutes of the ANNUAL GENERAL MEETING that was held on 20th May 2021, which were approved and duly signed as an accurate record at Ordinary Full Council Meeting 19th May 2022.

7. To consider the Chairs allowance 2022/2023

Chair to vacate Chair for reason of prejudicial interest and the Vice Chair to take the Chair for this item of business only.

8. To confirm bank signatories.

Current signatories: Clerk, M Moore and Cllrs Nelder, Leek, T Graham. Any two to sign

9. To confirm the Clerk as the Responsible Financial Officer as required under section 151 of the LGA 1972 and to authorise the clerk to give instructions, request information on the bank accounts on behalf of Van Community Council. To confirm the Clerk as an Authorised Officer for internet banking. To confirm the use of a variable direct debit for regular payments such as payroll and other bills can be made directly by the Clerk subject to a satisfactory invoice being presented

10. To consider whether any committees be set up on a standing or ad hoc basis and to appoint members if required

11. To confirm that there be no meeting in August 2022 and December 2022 and that plenary powers to be given to the Chair/Vice Chair in consultation with the Clerk (including payment of creditors).

12. To appoint delegates and substitutes to the following:

- OVW Area Committee meetings
- CCBC Community Councils Liaison Sub Committee (one member)
- Town and Community Councils Liaison Committee (two members)

13. Documents & Policies for 2022/2023

To receive, note and resolve to adopt the following policies and documents for the ensuing year.

- Standing Orders for 2022/2023 (last review September 2020)
- Financial Regulations 2022/2023 (last review October 2019)
- Asset Register 2022/2023 (last review September 2020)
- Risk Management 2022/2023 (last review September 2020)

14. Internal Auditor

To reappoint Mr M Fisher for 2022/2023 audit.

A council resolution is required

15. Cycle of Meetings for 2022/2023

Members are requested to consider and agree the cycle of meetings.