

# Llanelly Community Council

## By Email

### Dear Councillor

You are summoned to attend an **Annual General Meeting** of Llanelly Community Council, at the Gilwern Community Centre, Common Road, Gilwern on **Monday 8 May 2017** commencing at **7.00 pm** for the purpose of transacting the business on the agenda.

Members are invited to declare personal and prejudicial interests in items 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. Copies of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copies from the Clerk to the Council on 01873 832 550. Please note: you will need to give 3 day's notice prior to the meeting in order to provide you with this agenda.

### **Ten General Principles Llanelly Community Council members need to consider.**

*Selflessness, Honesty and Integrity, Objectivity, Accountability, Openness, Personal Judgement, Respect for Others, Duty to Uphold the Law, Stewardship, Leadership.*

*Adrian Edwards*

**Clerk to the Council  
Date 20 April 2017**

### **Agenda**

1. Members to sign the declaration of acceptance of Office.

Note: (All elected members, elected on the 4 May 2017 will need to attend the council's office before the AGM is convened to sign the member's declaration)

2. To receive completed register of members interests.
3. Election of Chairman 2017/2018
4. Chairman to sign declaration of acceptance of office
5. Election of Vice Chairman
6. Adoption of any amendments to the Standing Orders, Financial Regulations and community council polices.
7. Confirm that all Councillors shall be members of the Finance & Tenders, along with the Planning Committee.
8. To accept the new members Code of Conduct 2017

Note: Members Code of Conduct training will be convened week commencing 24 May 2017, all member are required to attend.

## 9. **Nominations to other outside bodies and groups**

- i) Community and forward planning and community plan committee 4 members.
- ii) Gilwern School Governors 1 Member (No minutes or reports received for 2 years)
- iii) Clydach Village Hall Committee 2 Members (No minutes or reports received for 2 years)
- iv) Llanelly Hill Welfare Hall Committee 2 members
- v) One Voice Wales Group 2 Members
- vi) Ebenezer Chapel Fund 1 Member (No minutes or reports received for twelve months)
- vii) Bryn-y-Cwm Cluster Forum 2 members
- viii) Bryn-y-Cwm Area Committee "Llanelly Community Council Member" 1 Member to sit with local members if any items of interest on the agenda
- ix) Eagles Community Association 2 Members (No minutes or reports received for 3 years)
- x) Tyr-Hooper Charity 2 Members (No minutes or reports received for 1 year)
- xi) Christmas lights committee (No limit)
- xii) Gilwern Community Centre sub-committee (3 members) Members of the public will be invited to nominate to the committee.
- xiii) Project/s committee (4 members)
- xiv) Personal committee (4 members)
- xv) Complaints committee (3 members)
- xvi) Annual Report 2016/2017
- xvii) Confirmation of Council Cheque Signatories
- xviii) Agree to form further Committees if and when required, considering the Councils resources.
- xix) 15 minutes set aside for Community interaction and members of the community to ask the Chairman or Council questions of local interest. Any questions should be submitted to the clerk 3 working days before the meeting.

# Llanelly Community Council

## LOCAL GOVERNMENT ACT 2000

### MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor \_\_\_\_\_

Gives the Community Councils, Proper Officer written notification of a personal interest declared by me at a meeting of Llanelly 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 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:** \_\_\_\_\_

# Llanelly Community Council

## Apology for absence

I, Community Councillor \_\_\_\_\_

Gives the Community Councils, Proper Officer written notification of a reason for absence for the meeting on the date below. (see note)

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

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### Guidance Note

*It is the policy of the Council, and Standing Orders if a member is unable to attend a meeting, that member should submit an apology in writing by completing this form, whenever possible, the form should be returned to the Clerk of the Council before the start of the meeting.*

*Members must be mindful there is no requirement to do so, but the verbal apology may not be acceptable indicating a member's reason for non-attendance.*

*Failure to attend any meeting of the Council for a continuous period of six months will render a member unable to continue in office unless their absence was due to some reason approved by the Council before the expiry of six months since the date of the last meeting attended.*

Print Name: .....

Date: .....

Sign: .....