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## PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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**The Annual Meeting is to be held at 6:30pm, 20<sup>th</sup> May 2024 at Pentyrch Village Hall and online via Microsoft Teams.**

### AGENDA

- 1. To elect a Chairman of the Council**
- 2. To elect a Vice Chairman of the Council**
- 3. To receive apologies for absence**
- 4. To receive a report from the outgoing Chair of Council**
- 5. To appoint representatives to outside bodies (23/24 appointments attached)**
- 6. To appoint standing committees**

The Chairman and Vice Chairman are automatic members of all committees except Disciplinary and Appeals. There must be a minimum of 3 members/committee for it to be quorate.

- Staffing
- Planning
- Finance
- Building & Estates

- 7. To consider the Annual Report for 23/24**
- 8. To agree Standing Orders (Reviewed Dec 23) & Financial Regulations (Reviewed Sept 23)**
- 9. To review the Risk Assessment Schedule.**
- 10. To review the Fixed Assets Schedule as at 31<sup>st</sup> March 24.**
- 11. To approve rent payable to PCC by Dynevor Gardening Association**

In December 23 Council agreed:

- 24/25 annual rent of £200
- the annual rent thereafter to increase in line with changes in CPI, on an upwards only review basis

**11. To agree the continued appointment of the Internal Auditor for 24/25.**

**12. To approve payment of direct debits for:**

- British Telecom: phone and broadband
- 1&1 Ionos: email and website
- Cardiff Council: rates & waste charges
- EDF: electricity and gas supply t
- Sage: payroll service
- Siemens: printer lease
- Digital Systems: printer charges
- Good IT Company: IT support
- Squarespace – website
- Welsh Water - water charges

**13. To approve payments to Members for 24/25:**

- Chair Allowance (£200 agreed for 23/24)
- Basic Allowance of £156, as specified by the Independent Remuneration Panel for Wales
- Consumables Allowance of £52, as specified by the Independent Remuneration Panel for Wales

**Microsoft Teams Invitation – Open Hyperlink Below**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODdINWQ3ZDEtZTYwMi00MzQwLWE2MTktMmYwNWU5MjdmMjM1%40thread.v2/0?context=%7b%22id%22%3a%22474077ba-7575-4cb1-9312-c0c65f279ffe%22%2c%22oid%22%3a%22d2688bee-2c0c-485c-a6de-773c924d6f70%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODdINWQ3ZDEtZTYwMi00MzQwLWE2MTktMmYwNWU5MjdmMjM1%40thread.v2/0?context=%7b%22id%22%3a%22474077ba-7575-4cb1-9312-c0c65f279ffe%22%2c%22oid%22%3a%22d2688bee-2c0c-485c-a6de-773c924d6f70%22%7d)