

Llantrisant Fawr Community Council

Clerk: Mrs. Jayne Stoodley, Llan Y Nant Cottage, Usk, Monmouthshire, NP15 1HG.
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Dear Councillor,

You are summoned to attend the **Annual General Meeting** of Llantrisant Fawr Community Council on **Tuesday 21 May 2024** at Llangwm Parish Hall at **7.00pm** for the purpose of transacting the business set out in the agenda below.

Yours faithfully,
Jayne Stoodley (Clerk)

AGENDA

1. Apologies for absence
2. To receive the minutes of the Annual General Meeting held on 16 May 2023 (sent electronically)
3. Retiring Chairman's Report
4. Election of Chairman
5. Election of Vice Chairman
6. Review and Adoption of Governance Documents:
 - a) Code of Conduct for 2021/2022 (sent electronically)
 - b) Standing Orders (sent electronically)
 - c) Financial Regulations (sent electronically)
 - d) Annual Governance Statement (sent electronically)
7. Annual Review of Risk Assessment (sent electronically)
8. Annual Accounts 2023/2024 (distributed at meeting)
9. Review Signatories to the Bank Account

THE ORDINARY MEETING WILL FOLLOW THE AGM

Press and Public are welcome to attend.