

3rd May 2018

Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL**, to be held in the Council Chamber of Torfaen Civic Centre Pontypool at **6.30 P.M.** on **WEDNESDAY 9th MAY 2018.**

Gofynnir drwy hyn i chi fynychu yn **PWYLLGOR POLISI A CHYLLID yn , Y AMGYLCHEDD yn SIAMBR** am **6:30 PM, DYDD MERCHER 09 MAI 2018.**

Yours faithfully/ Yr eiddoch yn gywir

Mrs Ruth Tucker

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **APOLOGIES**
To receive apologies and accept reasons thereof.
2. **DECLARATIONS OF INTEREST**
Members to declare any interests they may have on any of the items to be discussed
3. **ELECTION OF CHAIR**
 - a) To elect a Chair of the Council for the ensuing year.
 - b) The retiring Chair to hand the new Chain of Office to the incoming Chairman and to give a brief address on his term of office as Chair.
 - c) Chair to sign the Declaration of Acceptance of Office.
 - d) To inform members of the charities that the Chair has decided to support during his term of office.

4. **ELECTION OF VICE CHAIR**
 - a) To elect a Vice-Chair of the Council for the ensuing year.
 - b) Vice-Chair to sign the Declaration of Acceptance of Office and receive the Chain of Office.
5. **LEADER AND DEPUTY LEADER**

To confirm the appointments of Leader and Deputy Leader.
6. **COMMITTEE STRUCTURE**
 - a) To confirm Statutory Committees and Sub-Committees as follows and membership thereof, Chair and Leader are ex officio members, except for Disciplinary and Appeals and are included in the total number:
 - Policy and Finance Committee (12)
 - Planning and Environment Committee (12)
 - Events Committee (12)
 - Establishment Committee (10)
 - Countryside and Environmental Sub Committee (8)
 - Disciplinary Panel (3)
 - Appeals Panel (3)

[Members of the latter 2 are not to be members of the Establishment committee]
7. **CHAIRS AND VICE CHAIRS**
 - a) To appoint Chairs to the said Committees and Sub-Committees.
 - b) To appoint Vice-Chairs to the said Committees and Sub-Committees.
8. **DATES OF MEETINGS 2018-2019**

To confirm the cycle of meetings as per attached schedule (attached: pages 1-5)
9. **REPRESENTATION ON OUTSIDE BODIES AND INTERNAL POSITIONS**

To nominate representatives to outside bodies (Including Governors) and to make internal appointments. (attached: pages 7-12)
10. **PRESS OFFICER**

To nominate a member to serve as the Press Officer with whom the Clerk and members can liaise with regard to the issue of press statements on behalf of the Council.

11. **CHEQUE SIGNATORIES**
To confirm current signatories of cheques for 2018-2019 (currently Cllrs N. Byrne, Mrs G James, Mrs N. Parrish and B. Taylor JP)
12. **OFFICIAL SIGNATORIES**
To appoint and authorise three Members to sign official documents on behalf of the Council.
13. **STANDING ORDERS**
To review and approve Standing Orders. (attached: pages13- to end)
14. **POWER OF WELL BEING s.126 LOCAL GOVERNMENT (WALES) MEASURE 2011/S.137 LOCAL GOVERNMENT ACT 1972**
To resolve to make payments under the Power of Well Being (s.126 Local Government (Wales) Measure 2011) and s.137 Local Government Act 1972 in accordance with the guidance issued from the Welsh Government following the Local Government Measure 2011.
15. **CHAIRMAN'S ALLOWANCE**
To authorise the payment of the Chairman's (£1500) and Vice Chairman's Allowance (£500) in accordance with Determination 53 of the Independent Remuneration Panel for Wales report for 2017
16. **PAYMENTS OF SPECIAL ALLOWANCES**
To determine which members should receive the allowance of £500 for specific responsibilities. (minimum of 1 and maximum of 5) as per Determination 46 of the Independent Remuneration Panel for Wales report for 2018

To: All Councillors