



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

To members of the Penhow Community Council

You are hereby invited to the **Annual Meeting** to be held on

Wednesday, 11th May at 7.15pm at St John's Hall, Penhow

Members of the public are invited to attend. The meeting will also be online. Please contact the clerk for joining details.

Clerk – Nicola Sutherland (01633 401106) email clerk@penhowcommunity.org

1. **Apologies** – to receive and accept apologies
2. **Election of Chairperson**
3. **Election of Vice-Chairperson**
4. **Previous Minutes**
 - To approve the minutes of the AM held in May 2021.
5. **Matters Arising**
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6. **Review of administration**
 - Councillor Allowances opt out form
 - Code of Conduct and acceptance of office form

Accounts & Financial Matters

 - Receive the internal auditor's report
 - Receive the Responsible Financial Officer report for 2021/22 (including the documents to be submitted to the Wales Audit Office)

Annual Documents

 - Review the Risk Assessment document
 - Review the Asset list
 - To agree the annual insurance policy payment
7. **To confirm meeting dates for 2022-23**
8. **AOB**
9. **Next Meeting** – normally May 2023