

Trellech United Community Council
Annual General Meeting AGENDA 19th May 2025

Dear Councillor,

You are hereby summoned to attend the Annual General Meeting of Trellech United Community Council via Zoom or in person at Pelham Hall on **Monday 19th May 2025, at 7pm**, for the transaction of the business specified in the following agenda.

Yours faithfully,

Sue Baker

Clerk to Trellech United Community Council

<https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGlNTAochbLL.1>

Public Forum - 15 minutes may be allocated for members of the public to address the council on matters for future consideration.

(Note: Members of the Council are not required to respond, except to ask questions for the purposes of clarification. There is a maximum of 5 minutes speaking time per person.)

1 ELECTION OF CHAIR FOR 2024-2025

To receive nominations and elect the Chairman for 2025-2026.

For Chairman to sign declaration of acceptance of office

2 APOLOGIES

To receive apologies.

3 DECLARATIONS OF INTEREST

4 OUTGOING CHAIR'S ADDRESS

Cllr. Decker-Thomas to address the Council on the year 2024-5 Council year

5 ELECTION OF VICE-CHAIR FOR 2025-26

To receive nominations and elect a Vice Chair.

6 Approval of Minutes

To approve the minutes of the last Annual Meeting

[Minutes-AM-2024-watermarked-approved-by-RDT.pdf](#)

7 REVIEW OF POLICIES

To review and confirm use of the policies with any changes agreed.

- I. Standing Orders
- II. Financial Regulations
- III. Code of Conduct
- IV. Local Resolution Protocol
- V. Freedom of Information
- VI. Complaints Policy
- VII. Unacceptable Actions Policy
- VIII. Data Protection Policy

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- IX. Document and Retention Policy
- X. Grant Funding (under review)
- XI. E-Mail address
- XII. Sickness Policy
- XIII. Health and Safety
- XIV. TUCC Resignation of Councillors

8 ADVISORY GROUPS

To appoint members to:

- a) Finance Working Group
- b) Biodiversity Group
- c) Staffing Group
- d) Rights of Way

9 OUTSIDE BODIES

To appoint/confirm representative to outside bodies.

Body	Representative	
Village Hall-Pelham		
Village Hall-Llanishen		
Village Hall- Whitebrook-		
Village Hall-Catbrook		
Babington Meadow		
Babington Centre		
Trellech School Governor		
Wye Valley Consortium		
Catbrook Educational Trust		
Wye Valley Villages Group		
Others		

10 REGULAR PAYMENTS

To authorise the regular bank payments which may be paid prior to meetings but reported to the next meeting.

- a) Merlin Waste (monthly)
- b) Pelham Hall Hire (annually)
- c) Councillors' Annual Remuneration Payments
- d) One Voice Wales annual membership for Clerk and RFO (annually)
- e) SLCC membership (for Clerk and RFO (annually)
- f) Information Commissioners' Office (annually)
- g) Monthly salary and admin allowance for Clerk and RFO (monthly)
- h) Microsoft Office annual subscription
- i) Zoom annual subscription
- j) Catherine Williams payroll provider (monthly)
- k) Audit Fees (annually)

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- l) Bank Charges (monthly)
- m) Mobile Phones (monthly)
- n) Cloud Next Website (annually)
- o) Insurance (annually)

11 **PAYMENT AUTHORISATION**

To agree the schedule of payment authorisations and bank reconciliations.

12 **MEETING DATES**

To agree the schedule of meeting dates on the third Monday of the month.

13 **AOB**