



C/o Risca Palace Library,
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1 May 2019

To: The Mayor and Members of Risca Town Council

Dear Sir/Madam

You are summoned to attend the
Annual General Meeting of Risca Town Council that will be held on
Monday 13th May 2019 at 6.00 pm at
Bethany Baptist Church, Tredegar Street, Risca NP11 6BW

The business to be transacted is set out in the agenda below.

Yours sincerely

Bob Campbell
Clerk to the Council/RFO

AGENDA

- 1 Appoint a Chairperson/Mayor of the Council**
- 2 Appoint a Vice-Chairperson/Mayor of the Council**
- 3 Apologies**

4 Declarations of Interest

5 Minutes

To receive the minutes of the sixth annual general meeting that was held on 14th May 2018, agreed and signed on 10 June 2018

6 Standing Orders

To review and adopt the Council's Standing Orders for the ensuing year 2019/20 – this document is reviewed annually

7 Policy Documents

To review and adopt the Council's Policy Documents for ensuing year 2019/20 – the documents are reviewed annually

- Policy Document
- Financial Regulations
- Social Media Policy
- Data Protection Policy
- Privacy Notice
- The Model Local Resolution Protocol
- Personnel Management Protocol
- and the Risk Assessment/Asset List for 2019/20

8 Appoint Representatives to Outside Bodies

To appoint representatives for the ensuing year 2019/20

9 Cycle of Meetings

To consider and approve the suggested cycle of meetings for 2019/2020