



C/o Risca Palace Library,  
75 Tredegar Street, Risca, NP11 6BW  
Office Opening Hours: Mon 2.00 pm - 5.50  
pm  
Tel: 01443 864780 Ext 23476  
[www.riscatowncouncil.org.uk](http://www.riscatowncouncil.org.uk)  
Town Clerk/RPO: Bob Campbell  
email < [clerk2riscatc@gmail.com](mailto:clerk2riscatc@gmail.com) > or  
[clerk@riscatc.uk](mailto:clerk@riscatc.uk)

**8 May 2017**

**To: The Mayor and Members of Risca Town Council**

**Dear Sir/Madam**

You are summoned to attend the  
**Annual Meeting of Risca Town Council** that will be held on  
**Monday 15<sup>th</sup> May 2017 at 6.30 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 of the Council**
- 2 Appoint a Vice-Chairperson of the Council**
- 3 Apologies**

**4     **Declarations of Interest****

**5     **Minutes****

To receive the minutes of the fourth annual general meeting that was held on 9<sup>th</sup> May 2016, agreed and signed on 13 June 2016

**6     **Standing Orders****

To review and adopt the Council's Standing Orders for the ensuing year 17/18 – this document is reviewed annually

**7     **Policy Documents****

To review and adopt the Council's Policy Documents for ensuing year 17/18 – the documents are reviewed annually

- Policy Document
- Financial Regulations
- Social Media Policy

**8     **Appoint Representatives to Outside Bodies****

To appoint representatives for the ensuing year 17/18

**9     **Cycle of Meetings****

To consider and approve the suggested cycle of meetings for 2017/18