



**C/o Risca Palace Library,  
75 Tredegar Street, Risca, NP11 6BW  
Office Opening Hours: Tues 3.15 pm  
- 7.15 pm  
Tel: 01443 864780 Ext 23476  
www.riscatowncouncil.org.uk  
Town Clerk/RPO: Mr Bob Campbell  
email < clerk2riscatc@gmail.com >**

**5 May 2015**

**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  
**Tuesday 12<sup>th</sup> May 2015 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 Chairman of the Council**
- 2 Appoint Vice-Chairman of the Council**
- 3 Apologies**

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

**5     **Minutes****

To receive the minutes of the second annual general meeting that was held on 6<sup>th</sup> May 2014.

**6     **Standing Orders 2015/16****

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

**7     **Policy Document 2015/16****

To review and adopt the Council's Policy Document for ensuing year

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

To appoint representatives for the ensuing year

**9     **Cycle of Meetings****

To approve the suggested cycle of meetings for 2015/16