



C/o Risca Palace Library,
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2 May 2016

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 9th May 2016 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 third annual general meeting that was held on 8th May 2015, agreed and signed on 14 July 2015

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 2016/17