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| **RISCA****TOWN****COUNCIL** | **C/o Risca Palace Library,****75 Tredegar Street, Risca, NP11 6BW****Tel: 07779906517 www.riscatowncouncil.org.uk Town Clerk/RPO: Bob Campbell email < clerk2riscatc@gmail.com> or bob.campbell@riscatc.uk** |

**6 May 2023**

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

**Dear Councillors**

You are summoned to attend the :

# Annual General Meeting of Risca Town Council that will be held on

**Monday 13th May 2024 at 6.00 pm. The meeting will be ‘hybrid’ both in person indoors at Bethany Church Hall and via a remote virtual platform (only with prior notification of the Clerk).** 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.** The appointment will be for the year to April 2025
2. **Appoint a Vice-Chairperson/Mayor of the Council.** The appointment will be for the year to April 2025
3. **Apologies**

# 4 Declarations of Interest

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# 5 Minutes

 To receive the minutes of the ninth annual general meeting that was held on 15th May 2023, the minutes were agreed and signed at the 12th June 2023 Full Council

# 6 Standing Orders

To review and adopt the Council’s Standing Orders for the ensuing year 2024/25 – this document is reviewed annually

# 7 Policy Documents

To review and adopt the Council’s Policy Documents for the ensuing year

2024/25 – the documents are reviewed annually

* Policy Document
* Financial Regulations
* Social Media Policy
* Data Protection Policy
* Privacy Notice
* The Model Local Resolution Protocol
* Personnel Management Handling Grievance Protocol
* Biodiversity Statement
* Climate Emergency Statement
* and the Risk Assessment/Asset List for 2024/25
* Annual Report

**8 Appoint Representatives to Outside Bodies**

To appoint representatives for the ensuing year 2024/25

# 9 Cycle of Meetings

To consider and approve the suggested cycle of meetings for 2024/2025

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