

Peterston-super-Ely Community Council Cyngor Cymuned Llanbedr-y-Fro



COUNCIL SUMMONS

You are hereby summoned to attend the ANNUAL meeting of Peterston-Super-Ely Community Council to be held in the Peterston-super-Ely Village Hall on the 11th May 2026 at 7pm for the purpose of transacting the business itemised below.

The meeting will be multi location. To attend remotely contact the Clerk by emailing council@peterstonsuperely.org.

Yours faithfully

A handwritten signature in blue ink that reads "Val Harvey".

Val Harvey (Clerk to the Council & Responsible Financial Officer)

AGENDA

1. To elect the Chair of the Council for 2026-27 and receive the Chair's Declaration of Acceptance of Office
2. To elect a Vice Chair of the Council for 2026-27
3. To receive apologies for absence
4. Disclosures of Personal/Prejudicial Interest from Members
5. To review WG & Committee Structures and appoint Members to serve
 - a) Finance Committee
 - b) Risk Assessment, Assets & Maintenance, Playing Field and Playground WG
 - c) Churchyard WG
 - d) MUGA WG
 - e) Employment WG
 - f) Village Environment WG
 - g) Merger of Community Council WG
6. To appoint representatives on the board of external bodies
 - a) OVW
 - b) Community Liaison Committee
7. To approve the attached schedule of dates for Ordinary Full Council meetings 2026-27

8. To review and re-adopt the following governance documents
 - a) Standing Orders 2026-27
 - b) Financial And Business Risk Register 2026-27
 - c) Financial Reserves & Funds Policy 2026-27
 - d) Financial Regulations 2026-27
 - Appoint a Member other than the Chair to verify bank reconciliations and statements quarterly (as per regulation 2.6)
 - e) Expenses Policy 2026-27
9. To approve the attached schedule of dates for the review of other Council policies and procedures.
10. To review and confirm the Fixed Asset Register
11. To review and confirm the banking arrangements with Unity Trust Bank for 2026-27
 - a) To confirm the following bank signatories and online banking users: Councillors Abigail Phillips, Huw Potter and John Drysdale.
 - b) To confirm the following online banking users: Victoria Andrew (Clerk/RFO)
12. To review the attached schedule and confirm the following arrangements:
 - a) To review the Insurance arrangements and agree a provider from the 1st June 2026
 - b) To approve the appointment of KLG Services as Internal Auditor for 2026-27
 - c) To confirm membership of One Voice Wales for 2026-27
 - d) To confirm membership for the Society of Local Council Clerks for 2026-27
 - e) To confirm contract arrangements for maintenance of churchyard and playground areas with 4 Seasons Tree & Garden Services
 - f) To confirm contract arrangements for maintenance of memorial playing fields and village green with Edenvale Garden Services.