

Clerk to the Community Council  
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To: The Chair and Members of Draethen, Waterloo & Rudry Community Council

Dear Chair/Councillors

The next Ordinary Full Council Meeting of Draethen, Waterloo & Rudry Community Council will be held on **Wednesday, 12<sup>th</sup> August 2020 at 6.30 pm**. The meeting will be held by remote video conference in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

**Please note that due to the Covid-19 restrictions and procedures this meeting will be held remotely. Consequently, because of the exceptional circumstances it will not be practical to include the public nor press.**

A link will be emailed to Members 15 minutes before the meeting is to start.

The business to be transacted is set out in the agenda below.

Yours sincerely

**Val Steel**

**Clerk to the Council / Proper Officer**

- 1. To note members' attendance and to receive apologies for absence**  
*Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.*
- 2. To receive Declarations and Register of Interest**  
*Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Clerk.*
- 3. To approve minutes of the Council meeting held on 29<sup>th</sup> January 2020**
- 4. To discuss Matters Arising**

5. **To approve minutes of the Council meeting held on 18<sup>th</sup> June 2020**
6. **To discuss Matters Arising**
7. **To discuss and resolve whether to exclude the press and public from future remote meetings until further notice**
8. **To agree the Term of Office Extension for the current Chair and Vice Chair – (can be up to 1<sup>st</sup> May 2021)**
9. **To Consider and Agree the deferral of DWR CC AGM for 2020**
10. **To Consider and Agree Delegated Powers During COVID-19 Restrictions**
11. **To Ratify the Financial Report**  
**Balance of Funds:** To receive, confirm and approve 'Balance of Funds' document  
**Bank Statements:** To receive, confirm and approve Bank Statements  
**Reconciliation:** To receive, confirm and approve reconciliation document  
**Income:** To receive, confirm and approve income from HMRC – VAT Reclaims for 2017/18 £498.23 received on 6.3.2020; 2018/19 £462.60 received on 4.3.2020; 2019/20 £2,120 received on 31.7.2020  
To receive, confirm and approve income from Community Infrastructure Levy (CIL) received on 5<sup>th</sup> June 2020 - £926.14  
**Payments to creditors:** To confirm and approve payments
12. **To consider the Independent Remuneration Panel Annual Report 2020/21 (Effective from the 1<sup>st</sup> July 2020)**  
(Pages 1-9, 42-51, 55, 58-59, 77-80 and the Supplementary Report "The Principles relating to the Reimbursement of Costs of Care" are applicable to Community & Town Councils – see copies attached)
  - (i) Council is requested to consider the approval of Determination Nos. 43, 45, 46, 47, 49, 50
  - (ii) Mandated items that do not require a Council decision are:-  
Determination Nos. 42 - £150 to each member, 48 – care costs up to £403 per month and Determination 51 i.e. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (CCBC) i.e. Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim and wish to do so.
  - (iii) Members who wish to forego payment are to write individually to the Clerk.
  - (iv) Members who wish to claim the remuneration will need to complete a standard form and return it to the Clerk either by post to the relevant address or via Council email.
  - (v) Council is requested to make and record a policy decision in respect of:-
    - (i) When the payment is actually made to the member

- (ii) How many payments the total amount payable is broken down into
- (iii) Whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

- 13. To discuss and approve changing the Payroll Bureau Service to an alternative provider**
- 14. To approve the publication of the Community Council's report in accordance with Section 6 of the Environment (Wales) Act 2016 – The Biodiversity and Resilience of Ecosystems Duty**
- 15. To receive and discuss Planning Applications and to agree a procedure for responding to planning applications**  
Comments or enquiries must be emailed to [planadmin@caerphilly.gov.uk](mailto:planadmin@caerphilly.gov.uk) within 21 days of receipt of the email date
- 16. To discuss and agree a process for responding to funding opportunities**
- 17. To receive Chair's announcements**
- 18. To receive Clerk's Report and Correspondence**
- 19. To receive Councillor reports**
- 20. To receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project**
- 21. To discuss and agree Terms of Reference for the development of a DWR CC Newsletter**
- 22. To discuss and agree installation of chevrons at Rudry Lane**
- 23. To agree items to be discussed at next meeting**
- 24. To agree the date and time of the next Council Meeting**

**HOW WE WILL USE YOUR INFORMATION** Those individuals that attend Community Council meetings to speak/give evidence will be named in the minutes of that meeting. Sometimes this will include their place of employment or business and opinions expressed. Minutes of meetings including details of speakers will be publicly available to all via the Council web site at [www.dwrcouncil.co.uk](http://www.dwrcouncil.co.uk) except for discussions involving confidential or exempt items. You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please view the Council's Privacy Notice on our website <http://www.dwrcouncil.co.uk> or contact the Clerk to the Council by email at [clerk@dwrcouncil.co.uk](mailto:clerk@dwrcouncil.co.uk)