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**NOTICE OF FULL COUNCIL EXTRAORDINARY MEETING
THURSDAY, 22ND OCTOBER, 2020 AT 6.30 P.M.**

19th October, 2020

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

Dear Chair/Councillors

You are summoned to attend an EXTRAORDINARY Full Council Meeting of Draethen, Waterloo & Rudry Community Council that will be held on **Thursday, 22nd October 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 to access the meeting will be emailed to Members on the day of the meeting.

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 receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project – item 121/20 deferred from 12th August 2020 meeting**
4. **To discuss and agree the laying of wreaths for Armistice Day/Remembrance Day 2020**
5. **To approve the appointment of the Internal Auditor for 2020/21**
6. **The next Full Council Ordinary Meeting has been agreed as Thursday, 26th November 2020 at 6.30 p.m. The meeting will be held remotely.**

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 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