

Clerk to the Community Council
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19th February 2021

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 **Thursday, 25th February 2021 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.

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 28th January 2021**
- 4. To discuss Matters Arising**

5. **To Ratify the Financial Report**
Balance of Funds: To receive, confirm and ratify 'Balance of Funds' document
Bank Statements: To receive, confirm and ratify Bank Statements
Reconciliation: To receive, confirm and ratify the reconciliation document
Income: To receive, confirm and ratify income
Payments to creditors: To confirm and ratify payments
6. **To receive and discuss Planning Applications**
Comments or enquiries must be emailed to planadmin@caerphilly.gov.uk within 21 days of receipt of the email date
7. **To receive Chair's announcements**
8. **To receive Clerk's Report and Correspondence**
9. **To agree to appoint the Internal Auditor for 2021/22**
10. **To note recent casual vacancy and commence process**
11. **To discuss and agree Policies – (Items 184/20 and 10/21 deferred from previous meetings)**
12. **To discuss and approve procurement for a social media schedule tool**
13. **To discuss and agree award to The Friends of the Aneurin Bevan University Health Board.**
14. **To receive Councillor reports**
15. **To discuss highway signage at Waterloo**
16. **To discuss and agree ideas to slow drivers down in Draethen**
17. **To agree items to be discussed at next meeting**
18. **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 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