

Clerk to the Community Council
Email: clerk@dwrcouncil.co.uk
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**NOTICE OF ANNUAL MEETING
THURSDAY, 27th MAY, 2021 AT 6.00 P.M.**

7th May 2021

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

Dear Chair/Councillors

You are summoned to attend the **Annual Meeting** of Draethen, Waterloo & Rudry Community Council to be held on **Thursday, 27th May, 2021 at 6.00 pm**. The meeting will be held by remote video conference in accordance with the IMPLEMENTATION OF THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 and current COVID restrictions.

A link to access the meeting will be emailed to Members prior to the meeting. The business to be transacted is set out in the agenda below.

Yours sincerely

Acting Clerk

AGENDA

Retiring Chairperson to Chair the first item of business:

- 1. To Elect a Chairperson**
 - (i) Elect a Chairperson for the ensuing year 2021/22
 - (ii) Chairperson to sign and date Acceptance of Office
- 2. Elect a Vice-Chairperson of the Council**
 - (i) Elect a Vice Chairperson for the ensuing year.
 - (ii) Vice Chairperson to sign and date Acceptance of Office
- 3. Retiring Chairpersons Comments**
- 4. 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.
- 5. To Receive and Note the Minutes of the Annual Meeting held on 10th December 2020 Minute Ref: 179/20**
- 6. To receive, note and resolve to adopt the following policies and documents for 2021/22.** All policies and documents have been reviewed during 2020 and have been adopted or remain unchanged. Next revision date 2021/22

i. **Insurance Cover**

ii. **Documents**

- | | | | |
|---|--------------------------|---|-----------------------------------|
| a | Standing Orders | i | Retention & Disposal of Documents |
| b | Financial Regulations | j | Standard Wording on Emails |
| c | Grants | k | Information Data Protection |
| d | Code of Conduct | l | Website Privacy |
| e | Consent Form | | |
| f | Asset Register | | |
| g | Risk Management | | |
| h | Data Back-up Advice Note | | |

Policies

- | | | | |
|------|--|------|-------------------------------------|
| i | Annual Leave Policy | xii | Whistleblowing Policy |
| ii | Anti-harassment & Bullying Policy | xiii | Welsh Language Scheme |
| iii | Disciplinary Procedure | xiv | Protocol Between Members & Officers |
| iv | General Privacy Policy | | |
| v | Health & Safety | | |
| vi | Lone Working Policy | | |
| vii | Privacy Notice for Councillors & Staff | | |
| viii | Capability Policy | | |
| ix | Social Media | | |
| x | Stress Management | | |

7. To appoint Members to serve as representatives of the Community Council on the following outside bodies:-

- (i) Town & Community Council's Liaison Committee
- (ii) Town & Community Council's Joint Liaison Committee
- (iii) One Voice Wales RCT/Merthyr/Caerphilly Area Committee
- (iv) Minor Authority Representative on the Board of Governors:
- (v) Rudry Parish Hall and Social Centre

8. To resolve Chairperson's Allowance 2021/22

9. Cycle of Meetings for 2020/21

Members are requested to consider and agree the cycle of meetings for the ensuing year.

Meeting Date	Meeting Type	Meeting Date	Meeting Type
Thurs 24 Jun 21	Ordinary Meeting	Thurs 29 Jul 21	Ordinary Meeting
Thurs 30 Sept 21	Ordinary Meeting	Thurs 25 Nov 21	Ordinary Meeting
Thurs 27 Jan 22	Ordinary Meeting	Thurs 31 March 22	Ordinary 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