

Clerk to the Community Council  
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Website: [www.dwrCouncil.co.uk](http://www.dwrCouncil.co.uk)  
Friday 13<sup>th</sup> May 2022



**NOTICE OF ANNUAL MEETING  
THURSDAY, 19<sup>th</sup> MAY, 2022 AT 6.00 P.M.**

Zoom Link – Meeting: ID 892 6913 4306  
Passcode: DWRccAM123

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

You are summoned to attend the Annual Meeting of Draethen, Waterloo & Rudry Community Council to be held on 19<sup>th</sup> May 2022 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. The public may observe but may not intervene unless they have a pre-arranged item on the agenda.

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

Jayne Garland - Clerk and Proper Officer to the Council

A handwritten signature in blue ink, appearing to read 'Jayne Garland'.

**AGENDA**

**Retiring Chair to deliver the first item of business:**

**1. To Elect the Chair of the Council**

- (i) Elect a Chair for the ensuing year 2022/23
- (ii) Elected Chair to sign and date Acceptance of Office and continue to Chair the meeting

**2. To Elect the Vice-Chair of the Council**

- (i) Elect a Vice Chair for the ensuing year 2022/23.
- (ii) Vice Chair to sign and date Acceptance of Office

**3. Members Acceptance of Office and completed Register of Interests**

Wards	Elected	Elected			
Rhydygwern	S Parks-Jones	M Rich			
Llanfedw	M Garland	R Heaton-Jones			
Rudry	T Hall	K Stanworth			

**4. Co-option of vacant position(s)**

**5. Retiring Chair's Comments**

**6. 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.*

**7. To Agree the Minutes of the Annual Meeting held on 27.05.2021 Minute Ref: Noted 121/21 to be agreed at this meeting.**

8. **To receive, note and resolve to adopt the following policies and documents for 2022/23.** All policies and documents have been reviewed during 2020/21 and have been adopted or remain unchanged. Next revision date 2022/23

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 |                                     |

iii **Policies**

- |  |  |
|--|--|
| i Annual Leave Policy                      | xi Whistleblowing Policy                 |
| ii Anti-harassment & Bullying Policy       | xii Welsh Language Scheme                |
| iii Disciplinary Procedure                 | xiii Protocol Between Members & Officers |
| iv General Privacy Policy                  | xiv Dealing with Unacceptable Actions    |
| v Health & Safety                          | Policy (adopted 2021/22 min ref 122/21)  |
| vi Lone Working Policy                     |  |
| vii Privacy Notice for Councillors & Staff |  |
| viii Capability Policy                     |  |
| ix Social Media                            |  |
| x Stress Management                        |  |

9. **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 Rudry Primary School
- (v) To act as DWRcc’s representative on Rudry Parish Hall Board as outlined in the Charities Governing Document for Rudry Parish Hall and Social Centre

**10. To resolve Chair’s Allowance 2022/23**

**11. To resolve Members Allowance**

(acceptance or opt out forms to be completed by Members and returned to Clerk RFO)

**12. To resolve the cycle of meetings for 2022/23**

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

Meeting Date	Meeting Type	Meeting Date	Meeting Type
30.06.2022	Ordinary	29.09.2022	Ordinary
24.11.2022	Ordinary	15.12.2022	Extra-ordinary Budget
26.01.2023	Ordinary	30.03.2023	Ordinary

**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)