

CYNGOR CYMUNEDOL DRAETHEN, WATERLOO A RYHDRI

DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL

DRAFT MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING

Due to the COVID-19 Pandemic, this meeting was held remotely and consequently because of these exceptional circumstances the meeting was not open to the public or press

The meeting was held on Tuesday, 16th February 2021 at 6.30 p.m.

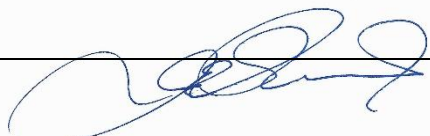
The meeting commenced at 6.30 p.m.

Present: Councillors	Jayne Garland (Chair) (JG) Michael Garland (MG) Rob Heaton-Jones (RHJ) Zoe Hewer (ZH)	Terry Hall (TH) Kevin Stanworth (KS) Kayleigh Hayes (KH) Sarah Parks-Jones (SPJ)
Also present Clerk/RFO	Val Steel (VS)	

Min Ref		Action
25/21	To note members' attendance and to receive apologies for absence	
	The Chair welcomed Councillors to the remote meeting. Members' attendance was noted. There were no apologies for absence.	
26/21	To receive Declarations and Register of Interest	
	None noted	
27/21	To discuss Terms of Reference for DWR CC communications (Committee Members have already agreed Minute Ref: 122/20 (12.08.2020) & 137/20 (01.10.2020). Item 22/21 deferred from the meeting held on 28th January 2021	
	The Chair proposed a motion to change the order of the Agenda and discuss Item No. 4 first. It was agreed and the first item of The Draft Terms of Reference for DWR CC Communications Committee and the Internal Communications Strategy were discussed. Resolved: to approve the Communications Strategy and the Terms of Reference and to review the documents at each AGM. KS proposed to approve the Communications Strategy and KH seconded the proposal with a unanimous show of hands in favour. Resolved: Members of the Communications Committee are Councillors JG as Chair; SPJ; KH; RHJ ability to co-opt others as and when required.	
28/21	To discuss and agree Committees incorporating new Members for current and future roles and activities. Item 21/21 deferred from the meeting held on 28th January 2021	

	<p>It was proposed, now we have more Members, to review committee representatives to share responsibility and ensure those best placed to appropriately represent and attend groups/meetings.</p> <p>Resolved: the following Committees are established and Members of the Committees agreed:-</p> <ul style="list-style-type: none"> i. Planning & Environment Committee – Councillors MG and KS. Recommendations to be fed back to full Council for decisions to be made. <p>Councillor ZH left the meeting at 19.17.</p> <ul style="list-style-type: none"> ii. Finance – Councillors KS; JG; and the Clerk VS will continue to be cheque signatories together with TH; SPJ RHJ non signatories. iii. Employment Committee – JG; KH; TH. Terms of Reference to be drawn up. ACTION: re-draft capability policy to note Committee. iv. Complaints Committee – MG; KH and to co-opt others as and when required. Refer recommendations to full Council. ACTION: send Terms of Reference (ToR) to all. v. Well-Being of Future Generations Act – Proposals within Communications Committee which is a cross-cutting theme to be embedded in everything the Council is involved with. vi. Aneurin Bevan Health Board – SPJ. RHJ to hand over to SPJ. vii. Minor Authority School Governor – RHJ. ACTION: Contact to EAS to propose RHJ. viii. Rudry Parish Hall (RPHSC) – RHJ chose to step back from the RPHSC representative and KH was nominated to take on the role. A unanimous show of hands in agreement for KH to act as representative for DWR CC on the board of RPHSC. ix. Town & Community Council Liaison Committee. Qtly TH, JG x. Joint Town & Community Council Liaison Committee. Qtly TH, JG xi. RCT/MT/Caerphilly Area Committee – JG agreed to continue. Tbc if ZH wishes to continue to remain as representative on this group defer to next meeting. xii. Individual working activities to be brought to the attention of Council through reports and if required DWR Clerk can intervene from Council as and when required. xiii. Speed watch. need to look for Terms of reference and steering group to continue to take the project forward. Defer to obtain ToR xiv. Social Media. JG; KH to work on Social Media particularly FaceBook <p>Meeting closed 20:27</p>	<p>MG</p> <p>JG</p> <p>VS</p> <p>ZH</p> <p>JG</p>
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Minutes produced by Clerk/RFO: Val Steel

Signed by Chair of Council/Meeting:	
Dated: 25.03.2021	Print Name: Jayne Garland