

Langstone Community Council



Members are summoned to the **Extraordinary Meeting** of Langstone Community Council which will be held on Tuesday 25th May 2021 at 7:00 pm to consider the following agenda items. In accordance with the Local Authorities (Coronavirus)(Meetings)(Wales) Act 2021 this meeting will take place remotely using the Zoom video-conferencing platform recommendations. Members are invited to declare **Personal and Prejudicial** interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. The council may consider to exclude members of the press and public from a meeting of a council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. Copies of this agenda can be made available to members of the public attending a meeting by requesting a copy from the Clerk to the Council on 077 70 41 73 55 or by email at clerk@langstonecommunitycouncil.org.uk . **Please note:** Requests will need to be made giving 3 clear days' notice prior to the meeting in order to provide you with this agenda.

Cllr *Carol Bryant* (Chair)

Clerk to the Council
Date 19 May 2021

Agenda

1. Apologies for absence.
2. Declarations of interest.
3. 15 minutes set aside for Community interaction and members of the community to ask the Clerk or elected members questions of local interest. **Any questions should be submitted to the clerk 3 clear working days before the meeting. All questions need to be relevant to the agenda.**
4. To receive and if appropriate agree the Community Councils AGM and Ordinary Meetings on the 17 May 2021 as a true and accurate record:
5. From agenda Item 6: on this agenda where the press and public under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. To consider the clerks reports on:
 - 6a) Personnel matters:
 - 6b) Contracts the community council have entered into:
 - 6c) Data protection issues members of the community council need to consider:

If the minutes of a preceding meeting/s have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, the council will deem the minutes are accurate they shall be accepted as a true record. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i).

7. Members request for items for inclusion on the agenda: (Motions need to be tabled with the Proper Officer at least 10 clear days before the meeting.)

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| <u>Langstone Community Council</u> | | | |
| <u>Apology for Absence</u> | | | |
| I, Community Councillor _____ | | | |
| give the Community Councils, Proper Officer written notification for an Apology for Absence for not attending the meeting which I was summoned to on the date below: | | | |
| Held on _____ / _____ / _____ | | | details of which are set out below: |
| <p>REASON FOR ABSENCE (see note)</p> | | | |
| Guidance Note: | | | |
| <p><i>Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all. Members are requested to indicate the reason for non-attendance. Approval may be given by the council to an absence in advance; for example, where a member is intending to work abroad for an extended period.</i></p> | | | |
| <p>Please Note: in addition to the written Apology for Absence, members have an obligation to declare the Apology for Absence orally or by emailing the Clerk/Proper Officer before the meeting.</p> | | | |
| Signed: _____ | | | |

If the minutes of a preceding meeting/s have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, the council will deem the minutes are accurate they shall be accepted as a true record. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i).

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| Date: _____ | | | | |
| <u>MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12</u> | | | | |
| I, Community Councillor _____ | | | | |
| give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Langstone Community Council: | | | | |
| Held on ____/____/____ details of which are set out below: | | | | |
| <p>Please tick the relevant box below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal Interest <input type="checkbox"/> It was not a prejudicial interest <input type="checkbox"/> It was a prejudicial interest and I left the meeting <input type="checkbox"/> It was a prejudicial interest but I have received dispensation from the Standards Committee. | | | | |
| Agenda item: _____ | | | | |
| <u>Details of the business on the agenda which the Personal Interest relates to:</u> | | | | |
| <u>Details of the personal/prejudicial interest:</u> | | | | |
| <p>Please Note: in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.</p> | | | | |

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| | | | | |
|----------------------|--|--|--|--|
| Signed: _____ | | | | |
| | | | | |
| Date: _____ | | | | |
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