

Langstone Community Council



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Members are summoned to a **Special Personnel Committee Meeting** of Langstone Community Council which will be held on Wednesday 5 April 2023 at 19:30 hrs at Llandevaud Village Hall to consider the following agenda items.

Please note this meeting will be accessible to essential attendees only (elected councillors and supporting officers). 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 excluding members of the press and public from a meeting of a council during any 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)
to the Council
Date 3 April 2023

Agenda

Under the LG&E (Wales) Act 21, paragraph 21 - 26 of Schedule 12 to the 1972 Act, after sub-paragraph (2C) (inserted by paragraph 19(6) of this Schedule) insert—(2E) If the chairman of a committee or sub-committee of a community council considers that a meeting of the committee or sub-committee should take place urgently, sub-paragraph (2D) has effect as if for the words “three clear days” there were substituted “ twenty four hours ”.

1. Apologies for absence.
2. Declarations of interest.
3. From agenda Item 4 on this agenda, 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 could be prejudicial to the public interest due to any confidential or contractual items of business to be transacted.
4. To Consider matters relating to staffing and personnel of the Community Council (Cllr M Harring-Burn)
5. To consider a formal complaint received by the Community Council. (Clerk)
 - 5.1 To consider formulating a hearing panel made up from three councillors.

Langstone Community Council

Apology for Absence

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:

REASON FOR ABSENCE (see note)

Guidance Note:

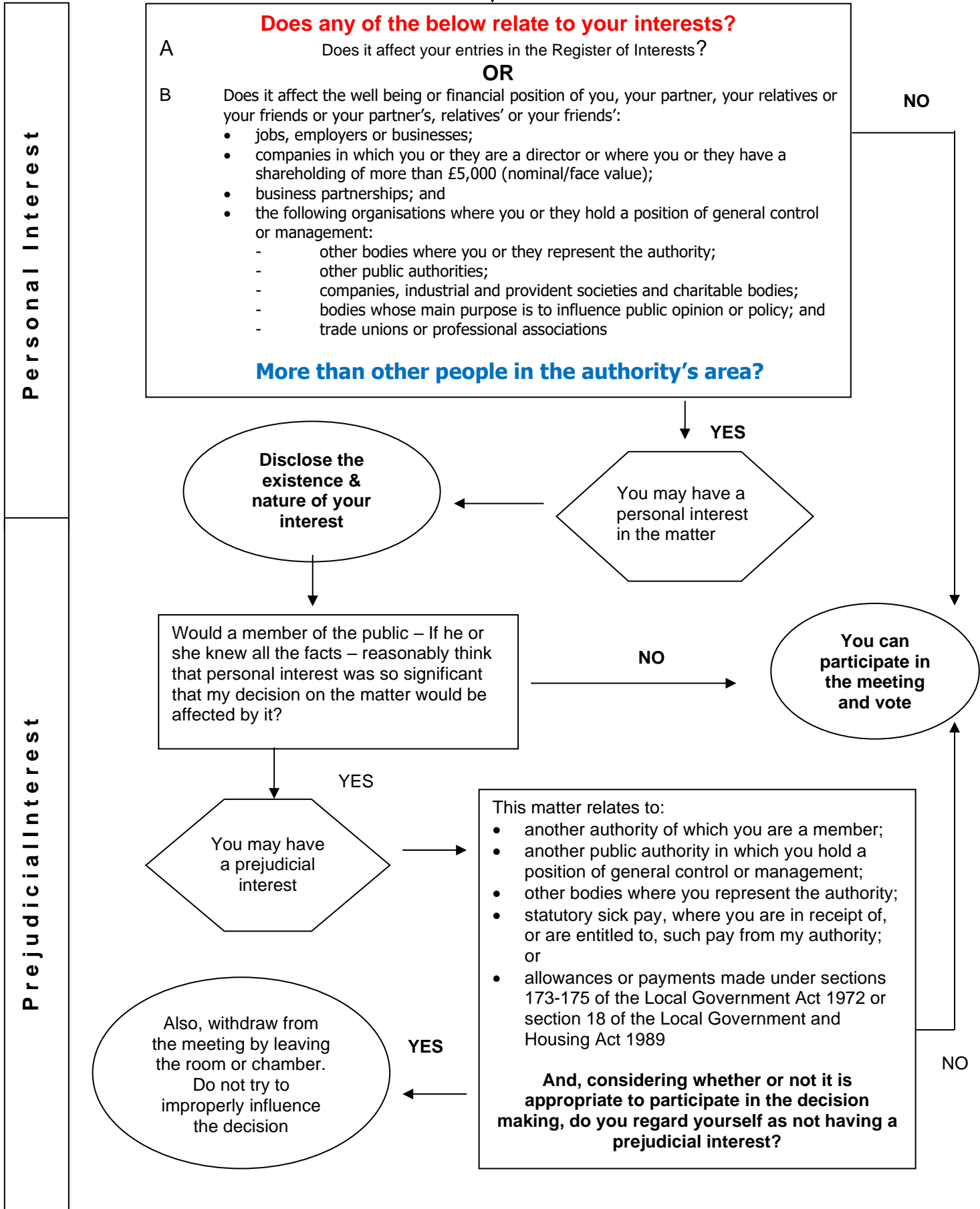
Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for 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.

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.

Signed: _____

Date: _____

Members Declaring an Interest Flowchart



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 Councils Standing Orders

MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

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:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest but I have received dispensation from the Standards Committee.**

Agenda item: _____

Details of the business on the agenda which the Personal Interest relates to:

Details of the personal/prejudicial interest:

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.

Signed: _____

Date: _____