



Bedwas, Trethomas & Machen Community Council

Council Offices
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Bedwas
Caerphilly
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Tel: (029) 2088 5734
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25th November 2020

To: All Councillors of Bedwas, Trethomas & Machen Community Council

You are summoned to attend a Full Council Meeting to be undertaken by remote access of BEDWAS, TRETTHOMAS & MACHEN COMMUNITY COUNCIL using MS Teams, to be held on Thursday 3rd December 2020 at 6.30 pm

Please Note; This Meeting will be held in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by existing legislation to admit the public and press in person to certain meetings and to provide facilities to inspect certain documents in person at offices of the authority are relaxed for the duration of the Regulations. All documentation about and relating to this and any other Community Council Meeting undertaken by remote access will be made available on the Community Council Website. <https://www.btmcc.co.uk/>

If you are unable to attend this meeting, please send your apologies to clerk@btmcc.co.uk or telephone (029) 20885734 prior to the meeting.

The business to be transacted is set out in the agenda below. If any member requires further information on any item, please contact the Clerk prior to the meeting.

Yours sincerely,

Marcia Jones
Clerk to the Council

AGENDA

1. Police & Community Safety Matters
2. Declarations of Interest
Members who consider that they have an interest to declare are asked to state the item in which they have an interest and the nature of the interest. Any Member who is unsure about the above should seek advice prior to the meeting to expedite matters at the meeting itself.
3. To note Member attendance and to receive any apologies for absence.
4. To consider, and if correct, arrange for the Chair to sign the minutes of the Ordinary FULL COUNCIL Meeting held on 12th November 2020 to confirm a true and accurate record
5. Matters arising from Ordinary Meeting held on 12th November 2020
6. Finance Matters
 - 6.1 To note and approve Bank statement 933 and reconciliation and as at 23.11.2020
 - 6.2 Applications for Financial Assistance - to determine grant awards:
None
7. Finance, Employment & Policies Committee (FEPC)
 - 7.1 To receive and note the draft minutes of the FEPC meeting on 26.11.2020*
 - 7.2 To receive and agree the following policies;
 - 7.2.1 Publication Scheme for BTMCC
 - 7.2.2 Health & Safety Policy & Procedures
 - 7.2.3 Concerns & Complaints Policy
 - 7.2.4 Anti-Harassment and Bullying (Dignity at Work) Policy and Procedures
 - 7.2.5 Disciplinary Policy & Procedures
 - 7.2.6 Whistleblowing Policy & Procedures
 - 7.2.7 Grievance Policy & procedure
 - 7.2.8 Equality & Diversity Policy
 - 7.2.9 Capability Policy & Procedure
8. To receive and note the 'Meeting and Event Schedule' for 2020-2021
9. Planning Applications
To consider the Community Council's response to planning applications in the Bedwas, Trethomas and Machen area received for since the last council meeting. Any comments or enquiries to be emailed to; planning@caerphilly.gov.uk within 21 days of receipt of the email date
NONE
10. Date of next meeting

*will be sent via email week commencing 30/11/2020