



**CYNGOR
CYMUNED
LLANTRISANT
COMMUNITY
COUNCIL**

Parish Office
Newbridge Road
Llantrisant
RCT
CF72 8EX

Swyddfa'r Plwyf
Heol Pontnewydd
Llantrisant
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Gofalu am y Gymuned
Caring for the Community
**Beddau
Llantrisant
Talbot Green
Tynant**

Clerc/Clerk
Miss Catherine Craven

Siarter o Gyfeillgarwch
Charter of Friendship
Crécy-en-Pontheu



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30 August 2018

You are summoned to attend the **Scrutiny Committee Meeting** of LLANTRISANT COMMUNITY COUNCIL to be held at Caerlan Hall, on Wednesday the 5 September 2018 at 1.30pm for transacting the following business.

Yours sincerely,

Miss C Craven
CLERK

1	To appoint a Chair to the Scrutiny Committee.
2	To receive apologies for absence.
3	To receive Disclosures for Personal Interest from Members in accordance with the Code of Conduct. <i>Members are requested to declare any personal and/or prejudicial interests that they may have in matters to be considered at this meeting in accordance with the Local Authorities Code of Conduct Order (Wales) Order 2008.</i>
4	To confirm and sign the minutes of the 16 January 2018. <i>Appendix 1</i>
5	To agree the following policies and future review dates: a) Standing Orders – using NALC 2018 Model b) Information and Data Protection Policy c) Data Breach Policy d) Public Space CCTV e) Document Retention and Disposal Policy f) Guidance for Councillors on Data Protection g) Consent Form h) Privacy Notices – Councillor/Recruitment/Workforce/ General/Consultation i) Subject Access Request Form for internal use j) Adoption Leave Policy k) Adverse Weather Policy l) Alcohol and Drug Abuse Policy m) Capability and Policy and Procedure n) Equal Opportunities Policy o) Dignity at Work, Bullying and Harassment Policy p) Disability Policy q) Tailored Adjustment Record r) Disciplinary Rules and Procedures s) Public Attendance at Councils Meetings t) Community Grant Policy u) Grant Aid Application Form
6	To consider the purchase of an Incumbents Board.
7	Site visit to review the floral display and open space areas.