



## Cyngor Cymuned Blaenhonddan

Rowland Lanchbury  
Clerc y Cyngor / Clerk to the Council  
Canolfan Gymuned Llangatwg / Cadoxton Community Centre  
Heol Cwmbach / Cwmbach Road  
Llangatwg / Cadoxton  
CASTELL NEDD / NEATH  
SA10 8AR

Ffôn / Tel – 01639 632436  
Symudol / Mobile – 07873 129744  
e-bost / e-mail – [clerk@blaenhonddan-wcc.gov.uk](mailto:clerk@blaenhonddan-wcc.gov.uk)

13 May 2020

To all Members of the Council you are hereby summoned to attend the

### ANNUAL MEETING

and

### MONTHLY MEETING OF THE COUNCIL

Annual Meeting commencing at 7.30 pm

Monthly Meeting commencing  
as soon as possible thereafter

To be held Online

on

Monday 18 May 2020

Rowland Lanchbury

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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Agenda attached overleaf

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## **AGENDA : ANNUAL MEETING**

- 1 To receive apologies for absence.
  - 2 To receive declarations of interest from Members.
  - 3 To appoint a Chairman for 2020/21, and receive the Chairman's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
  - 4 To appoint a Vice-Chairman for 2020/21 and receive the Vice-Chairman's Declaration of Acceptance of Office or, if not received, to declare when it shall be received.
  - 5 To adopt the Members Code of Conduct.
  - 6 To consider the need for the following Committees and, where appropriate, to elect Members to Committees –
    - Resources Committee
    - Open Spaces Committee
    - Festivals Committee
    - Staffing Committee
    - Appeals Committee
  - 7 To elect Members to represent the Council on external bodies –
    - Neath Port Talbot CBC/Community Councils Liaison Committee
    - One Voice Wales Neath Port Talbot Area Committee
    - School Governing Bodies
  - 8 To consider the Income and Expenditure Report for 2019/20 and any issues arising therefrom.
  - 9 To consider the Draft Annual Investment Strategy for 2020/21.
  - 10 To consider adoption of the following –
    - Standing Orders
    - Financial Regulations
    - Health and Safety Policy
    - Freedom of Information Scheme
    - Risk Management Plan and Risk Assessment Schedule
  - 11 To consider the Draft Annual Report 2020
  - 12 To agree meetings of Council that will consider applications for financial assistance, and discuss policy for awarding grants.
  - 13 To consider financial management arrangements in 2020/21.
  - 14 To receive the Clerk's Report on Member Remuneration in 2020/21.
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## **AGENDA : MONTHLY MEETING OF COUNCIL**

- 1 To receive apologies for absence
  - 2 To receive Declarations of Interest from Members.
  - 3 To confirm the Minutes of the Extraordinary Meeting of Council held on the 04 May 2020 as a correct record thereof.
  - 4 Matters arising from the Minutes.
  - 5 To receive the Clerk's Report and approve Payments to be made in May 2020.
  - 6 To receive the Clerk's Report on Planning Applications.
  - 7 To consider and if thought fit adopt the Minutes of the Festivals Committee held on 11 March 2020 or pass such resolutions thereon as may be deemed expedient
  - 8 To receive the Clerk's Report on the following Casual Vacancies –
    - Aberdulais Ward
    - Bryncoch South Ward
  - 9 To receive, for information, the Clerk's Preliminary Report on the Cilfrew Community Centre Feasibility Study
  - 10 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following Item by virtue of the nature of the business to be transacted.
  - 11 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
  - 12 To receive the Clerk's Report on Correspondence.
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08 June 2020

**To Members of the Council you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 15 June 2020 at 7.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Annual Meeting of Council held on 18 May 2020
- 4 To confirm the Minutes of the Monthly Meeting of Council held on 18 May 2020
- 5 Matters Arising from the Minutes
- 6 To receive the Clerk's Report and approve Payments made in June 2020
- 7 To receive the Clerk's Report on Planning Applications in June 2020
- 8 To consider the draft Annual Report 2020
- 9 To review the Council's current arrangements in view of COVID-19
- 10 To receive the Clerk's Report on arrangements for Audit of the Council's 2019-20 Accounts
- 11 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following Item by virtue of the nature of the business to be transacted.
- 12 To discuss any Matters Arising from the Minutes (Items 3 and 4) of a confidential nature.
- 13 To receive the Clerk's Report on Correspondence.



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13 July 2020

To Members of the public and Press you are hereby invited to attend the  
**MONTHLY MEETING** of the Council

To be held as a **VIRTUAL MEETING ONLINE**  
on Monday 20 July 2020 at 6.30pm

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 15 June 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in July 2020
- 6 To receive the Clerk's Report on Planning Applications in July 2020
- 7 To review the Council's current arrangements in view of COVID-19
- 8 To receive the Internal Auditor's Report on the Council's Accounts for 2019/20 and if appropriate, to authorize the Responsible Financial Officer and the Chairman to certify the Annual Return accordingly.
- 9 To receive the Clerk's Report on the Casual Vacancies in the Bryncoch South Ward.
- 10 To consider adopting the Draft Health and Safety Manual as Council policy.
- 11 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two Items by virtue of the nature of the business to be transacted.
- 12 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 13 To consider the Clerk's Report on the terms and conditions of employment of staff following changes arising from COVID -19.
- 14 To receive the Clerk's Report on Correspondence.



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14 September 2020

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 21 September 2020 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 20 July 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in August 2020 and September 2020
- 6 To receive the Clerk's Report on Planning Applications in August 2020 and September 2020
- 7 To review the Council's current arrangements in view of COVID-19
- 8 To receive the Clerk's Report on the Casual Vacancies in the Bryncoch South Ward.
- 9 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two Items by virtue of the nature of the business to be transacted.
- 10 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 11 To receive the Clerk's Report on recommendations relating to the 2020-21 National Salary Award
- 12 To receive the Clerk's Report on Correspondence.



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12 October 2020

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 19 October 2020 at 7.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

**Please note the change of time to 7.30 pm**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 21 September 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in October 2020
- 6 To receive the Clerk's Report on Planning Applications in October 2020
- 7 To review the Council's current arrangements in view of COVID-19
- 8 To receive the Clerk's Report on the ROSPA Inspections of the Council's Playgrounds.
- 9 To receive the Clerk's Report on Capital Programme Priorities
- 10 To receive the Clerk's Report on actions relating to Trees on the Council's Estate
- 11 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two Items by virtue of the nature of the business to be transacted.
- 12 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 13 To receive the Clerk's Report on Maintenance of the Council's Website and agree any financial commitments arising therefrom
- 14 To consider any reports relating to Health and Safety
- 15 To receive the Clerk's Report on Correspondence.





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09 November 2020

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 16 November 2020 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 19 October 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in November 2020
- 6 To receive the Clerk's Report on Planning Applications in November 2020
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To receive the Clerk's Report on Casual Vacancies
- 10 To receive the Clerk's Report on Council's representation on the Governing Body of Cilffriw Primary School
- 11 To consider Applications for Financial Assistance
- 12 To receive the Clerk's Report on Capital Programme Priorities
- 13 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three Items by virtue of the nature of the business to be transacted.



- 14 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 15 To receive the Clerk's Report on Staffing Issues
- 16 To consider any reports relating to Health and Safety
- 17 To receive the Clerk's Report on Correspondence.



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07 December 2020

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 14 December 2020 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 16 November 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in December 2020
- 6 To receive the Clerk's Report on Planning Applications in December 2020
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To receive the Clerk's 2020/21 Budget Monitoring Report to 30 September 2020.
- 10 To review the Council's Hire Charges for Community Centres, Playing Fields and for the Use of Council Land
- 11 To receive the Clerk's Report on Budget Estimates for 2021/22 and determine a Precept arising therefrom.
- 12 To receive the Clerk's Report on Casual Vacancies and co-opt individuals to serve as councillors on the Bryncoch North, Bryncoch South and Cadoxton Wards
- 13 To consider Council's representation on the Governing Body of Cilffriw Primary School
- 14 To receive the Clerk's Report on Proposals for the Cilfrew Playground

- 15 To receive the External Auditor's Report on the 2019/20 Accounts and agree any actions arising therefrom
- 16 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two Items by virtue of the nature of the business to be transacted.
- 17 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 18 To consider any reports relating to Health and Safety
- 19 To receive the Clerk's Report on Correspondence



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11 January 2021

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 18 January 2021 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 14 December 2020
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in January 2021
- 6 To receive the Clerk's Report on Planning Applications in January 2021
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To receive the Clerk's Report on Casual Vacancies and co-opt individuals to serve as councillors on the Bryncoch North, Bryncoch South and Cadoxton Wards
- 10 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following five Items by virtue of the nature of the business to be transacted.
- 11 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.

- 12 To consider any reports relating to Health and Safety
- 13 To receive the Clerk's Report on Prices for Tree Work on the Council's Estate
- 14 To receive the Clerk's Report on Internal Audit
- 15 To receive the Clerk's Report on the vacant post of Assistant Clerk
  
- 16 To receive the Clerk's Report on Correspondence.



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08 February 2021

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 15 February 2021 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 18 January 2021
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in February 2021
- 6 To receive the Clerk's Report on Planning Applications in February 2021
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To receive the Clerk's Report on –
  - Policy on Unacceptable Actions by Individuals
  - Concerns and Complaints Policy
- 10 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following five Items by virtue of the nature of the business to be transacted.
- 11 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.



- 12 To consider any reports relating to Health and Safety
- 13 To receive the Clerk's Report on Procurement Arrangements in 2021/22
- 14 To receive the Clerk's Report on Correspondence.



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08 March 2021

**To Members of the Public and Press you are hereby invited to attend the  
MONTHLY MEETING of the Council**

**To be held as a VIRTUAL MEETING ONLINE  
on Monday 15 March 2021 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
CLERK TO THE COUNCIL**

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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 15 February 2021
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in March 2021
- 6 To receive the Clerk's Report on Planning Applications in March 2021
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To receive the Clerk's Report on the Council's Insurance Policy
- 10 To receive the Clerk's Report on Legionella Management and Control Risk Assessment Reports for the Council's Community Centres
- 11 To consider the Annual Report of the Independent Remuneration Panel for Wales
- 12 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three Items by virtue of the nature of the business to be transacted.

- 13 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 14 To consider any reports relating to Health and Safety
- 15 To receive the Clerk's Report on Grounds Maintenance Quotations
  
- 16 To receive the Clerk's Report on Correspondence.



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12 April 2021

**To Members of Public and Press you are hereby invited to attend the  
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**To be held as a VIRTUAL MEETING ONLINE  
on Monday 19 April 2021 at 6.30pm**

*Rowland Lanchbury*

**ROWLAND LANCHBURY  
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### AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Interest
- 3 To confirm the Minutes of the Monthly Meeting of Council held on 15 March 2021
- 4 Matters Arising from the Minutes
- 5 To receive the Clerk's Report and approve Payments made in April 2021
- 6 To receive the Clerk's Report on Planning Applications in April 2021
- 7 To receive the Clerk's Report on Community Centre Management
- 8 To review the Council's current arrangements in view of COVID-19
- 9 To consider Applications for Financial Assistance
- 10 To receive the Clerk's Report on progress with improvements at the following playgrounds and consider any further works Members may wish to explore –
  - Cilfrew
  - Leiros Parc
- 11 To consider whether improvements should be undertaken at Ynysygerwn Playground
- 12 To consider investment in additional seats at Council playgrounds and parks

- 13 To receive the Clerk's Report on further professional advice relating to Cilfrew Community Centre
- 14 To consider the implementation of Control Measures arising from the recent Legionella Management and Control Risk Assessment Reports for the Council's Community Centres
- 15 To consider the implications of the Welsh Government's recent Smoke Free Regulations
- 16 To consider renewal of the Council's Membership of One Voice Wales
- 17 To consider passing a resolution that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three Items by virtue of the nature of the business to be transacted.
- 18 To discuss any Matters Arising from the Minutes (Item 3) of a confidential nature.
- 19 To consider any reports relating to Health and Safety
- 20 To receive the Clerk's Report on the vacant position of Assistant Clerk
- 21 To receive the Clerk's Report on Correspondence.

