



BARGOED TOWN COUNCIL

Mrs Helen Williams
Town Clerk
The Town Hall
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Bargoed
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To the Mayor and Members of
Bargoed Town Council.

30th January 2020

Dear Councillor,

You are summoned to attend a Meeting of BARGOED TOWN COUNCIL Policy and Resources Committee that will be held at **6pm on Thursday 6th February 2020** at the Town Hall.

The business to be transacted is as set out below:

Yours faithfully,

H S Williams

Helen Williams
Clerk to the Council

Bargoed Town Council Policy and Resources Committee
Thursday 6th January 2020

AGENDA

1 Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declaration of interests or dispensations on any item(s) on this Agenda, if appropriate.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, and the Code of Conduct for both Councillors and Clerk.

3. To consider and approve the CiLCA Learning Agreement as provided by One Voice Wales and discuss study leave arrangements.

4. To review and adopt Policies as listed:

4.1 Disciplinary procedures

4.2 Grievance policy and procedure

4.3 Training and Development Policy

4.4 Document Retention & Disposal Policy

4.5 Equality and Diversity Policy

4.6 Lone Worker Policy

Unless there are significant changes to legislation which affects any of the above mentioned policies and procedures, upon which the policy will become immediately subject to review, the review date will be 3 years.

5. Items from the Clerk:

5.1 To discuss Line Management delegation of duties

5.2 To receive a banking update from the Clerk and consider card payments

5.3 To receive an update on the new Town Council Website

6. To consider Members Allowances.

Date of next meeting 9th April 2020