

Llanelly Community Council



Dear Councillor

You are summoned to attend a **Gilwern Community Centre Special Meeting** of Llanelly Community Council, at the Gilwern Community Centre, Common Road, Gilwern, on **Tuesday 20 November**. This meeting will follow the council meeting at **7.30 pm** for the purpose of transacting the business on the agenda.

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. Copies of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copies from the Clerk to the Council on 01873 832 550. Please note: you will need to give 3 day's notice prior to the meeting in order to provide you with this agenda.

Ten General Principles Llanelly Community Council members need to consider.

Selflessness, Honesty and Integrity, Objectivity, Accountability, Openness, Personal Judgement, Respect for Others, Duty to Uphold the Law, Stewardship, Leadership.

Adrian Edwards

**Clerk to the Council
Date 31 October 2018**

AMENDED Agenda

1. Apologies for absence.
2. Declaration of interest.
3. Presentation from Gilwern Roots
4. Consider the management structure of the community centre
5. Consider the remit and terms of reference of the committee.
6. Consider inviting interested individuals to be part of the management committee. Members of a committee may include non-Llanelly Community Councillors unless it is a committee which regulates and controls the finances of the Community Council. Co-opted members will need to comply with the council's Standing Orders and the Local Government Acts.
7. Agenda items from members for inclusion on the next agenda as Standing Orders 9 (b)

Llanelly Community Council

LOCAL GOVERNMENT ACT 2000

MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor _____

Gives the Community Councils, Proper Officer written notification of a personal interest declared by me at a meeting of Llanelly 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 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: _____

Llanelly Community Council

Apology for absence

I, Community Councillor _____

Gives the Community Councils, Proper Officer written notification of a reason for absence for the meeting on the date below. (see note)

Held on ____/____/____ details of which are set out below:

Guidance Note

If a member is unable to attend a meeting, that member should submit an apology in writing by completing this form, whenever possible, the form should be returned to the Clerk of the Council before the start of the meeting.

Members must be mindful there is no requirement to do so, but the verbal apology may not be acceptable indicating a member's reason for non-attendance.

Failure to attend any meeting of the Council for a continuous period of six months will render a member unable to continue in office unless their absence was due to some reason approved by the Council before the expiry of six months since the date of the last meeting attended.

Print Name:

Date:

Sign: