

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evanc1@caerphilly.gov.uk)

Date: 30th January 2019

Dear Sir/Madam,

A meeting of the **Democratic Services Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 6th February, 2019** at **5.00 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

AGENDA

- 1 To receive apologies for absence.
- 2 Declarations of Interest.

Pages

Councillors and Officers are reminded of their personal responsibility to declare any personal

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

3 Democratic Services Committee held on 26th November 2018. 1 - 4

To receive and consider the following report(s): -

4 Notice of Motion - Parental Leave Councillors. 5 - 12

5 Review Mail Service Support for Agenda Despatch. 13 - 20

Circulation:

Councillors C. Andrews, P.J. Bevan, D. Cushing, W. David, D.T. Davies, Mrs C. Forehead, A. Hussey, L. Jeremiah, G. Kirby (Vice Chair), C.P. Mann (Chair), Mrs G.D. Oliver, Mrs M.E. Sargent, G. Simmonds, C. Thomas, R. Whiting and W. Williams,

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

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