

CYNGOR TREF MAESTEG
Swyddfeydd y Cyngor
Stryd Talbot
Maesteg CF34 9BY



MAESTEG TOWN COUNCIL
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26/01/2022

**To Members of the Policy Committee – R Martin (Chair)
P Jenkins, R Penhale-Thomas, C Reeves and I Williams**

Dear Councillor,

You are summoned to attend a **meeting of the Policy Committee** to be held in the **Council Chamber and remotely via Microsoft TEAMS** on **TUESDAY, 8th February 2022 at 6.30pm.**

Yours sincerely

Sian Teisar
Clerk to the Council

AGENDA

- 1. To receive apologies & Declaration of Interest.**
- 2. To Read, approve/create the following Policies received from OVW**
 - 2.1 Code of Conduct**
 - a) Code of Conduct – MTC current policy dated 2018**
 - b) BCBC Model Code of Conduct Town & Community Councils dated 2018**
 - c) Local Government Model Code of Conduct (provided by OVW)**
 - 2.2 Health & Safety**
 - d) Health and safety policy (provided by OVW)**
 - e) First Aid policy (provided by OVW)**
 - f) Display screen equipment policy (provided by OVW)**
 - g) Policy and procedure for the control of asbestos (provided by OVW)**
 - h) Policy on reducing health and safety risks of workplace equipment (provided by OVW)**
 - i) Policy and procedure on manual handling (provided by OVW)**
 - j) Form to record reportable injuries, diseases and dangerous occurrences (provided by OVW)**
 - k) Reporting of injuries, diseases and dangerous occurrences (provided by OVW)**
 - l) Policy and procedure on risk assessment and hazard identification (provided by OVW)**
 - m) Emergency protocol/business continuity plan (provided by OVW)**
 - 2.3 Archiving**
 - n) Retention and Disposal Policy (Archiving Policy provided by OVW)**
 - o) Appendix A: List of Documents for Retention or Disposal (provided by OVW)**

Any member of the public wishing to attend is to send their name and email address to the Town Clerk at clerk@maestegcouncil.org where you will be sent a link by email on the day of the meeting