



29 November 2024

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held remotely on Thursday, 5 December 2024 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of Personal and Prejudicial Interests**
3. **Chair Announcements**
4. **To consider the Minutes of the previous meeting and any matters arising (Pages 3 - 6)**
5. **To consider a report upon proposals in relation to e-learning modules available to all Members (Pages 7 - 12)**
6. **To consider a report upon the protocols for Members of the Public attending Local Authority Meetings in person (Pages 13 - 20)**
7. **To consider items for the Forward Work Programme**
8. **Any other matter which the Chair decides is for the urgent attention of the Committee**

Members are reminded to sign the Attendance Register

A Translation Services will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

**Miss Lowri Edwards**  
**Corporate Lead Officer: Democratic Services**

**To: Chairman and Members of Democratic Services Committee**  
The remaining Members of the Council for information only.