



15 March 2024

Dear Sir / Madam

I write to inform you that a Special Meeting of the Overview and Scrutiny Co-ordinating Committee will be held at the NEUADD CYNGOR CEREDIGION, PENMORFA, ABERAERON AND REMOTELY VIA VIDEO CONFERENCE on Thursday, 21 March 2024 at 11.25am or immediately following Council if later for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal interest/prejudicial interests**
3. **To elect a Chairman for the Committee for the 2024/25 municipal year, with effect from 17 May 2024.**
4. **To elect a Vice-Chairman for the Committee for the 2024/25 municipal year, with effect from 17 May 2024.**

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

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

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

**To: Chairman and Members of Overview and Scrutiny Co-ordinating Committee**

The remaining Members of the Council for information only.