

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend remotely the Annual Meeting of Magor with Undy Community Council to be held via zoom <https://zoom.us/j/99618015300> on Thursday 6th May 2021 at 7.00pm for the purpose of transacting the following business:

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.



Beverly Cawley
Clerk to the Council

30th April 2021

AGENDA

1 CHAIR'S ANNOUNCEMENTS

- 1.1 To receive apologies for absence from Councillors

2 ELECTION OF CHAIRPERSON

- 2.1 To elect a Chairperson for the year 2021/2022
- 2.2 Chairperson to sign Declaration of Acceptance of Office
- a. In accordance with Standing Order 5.j.i Council to resolve for this to be done at a later date due to the fact that the meeting is being held remotely.

3 ELECTION OF VICE-CHAIRPERSON

- 3.1 To elect a Vice Chairperson for the year 2021/2022

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED

5 OUTGOING CHAIR'S REPORT

- 5.1 To receive and note the Outgoing Chair's Report for 2020/2021

6 MINUTES OF THE LAST ANNUAL MEETING

- 6.1 To note that the minutes of the last Annual Meeting held 19th October 2020 were adopted at the Ordinary Meeting held on 09/11/20 Min No 24.2

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 7.1 Human Resources Committee
- a. To agree the terms of reference for the Human Resources Committee
- b. To appoint members
- c. To appoint a Chairperson
- d. To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions'
- 7.2 Planning Committee
- a. To agree the terms of reference for the Planning Committee

- b. To appoint members
- c. To appoint a Chairperson
- d. To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'

7.3 Emergency Planning Committee (plenary)

- a. To agree the terms of reference for the Emergency Planning Committee
- b. To discharge Functions to the Emergency Planning Committee: *'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'*

7.4 Emergency Committee (Plenary)

- a. To agree the terms of reference for the Emergency Committee
- b. To discharge Functions to the Emergency Committee: *That this Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'*

7.5 To consider the need for any additional Committees, Sub Committees or Working Groups and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.

- MUGA Working Group
- Signage Working Group
- Allotments Working Group
- Five Year Development Plan Working Group

8 EXTERNAL BODIES AND ORGANISATIONS

8.1 To appoint representatives to external bodies:

- Monmouthshire County CAB (*for term of Council*) (1) Cllr S Bailey
- School Governors
(*Minor Authority representatives – for term of Council*)
- Undy Primary School (1) Cllr N Baicher
- Magor Church in Wales Primary School (1) Cllr M Bisi
- Emergency Contacts (Mon CC) (Chair + Clerk)
- Severnside Area Committee (Mon CC) (1 + Clerk)
- Caldicot and surrounding area Cluster Group (Mon CC) (2 + Clerk)
- Give Dog Fouling the Red Card Working Group (Mon CC) (1 + Clerk)
- One Voice Wales (2)
- One Voice Wales - Larger Council's Committee (2)
- NRW Internal Drainage Board/ Caldicot and Wentlooge Levels
IDB Advisory Water Level Management Forum/Gwent Levels
Flood Defence Alliance/ Severn Estuary Partnership (1 + Clerk)
- MAGOR - Magor Action Group on Rail (1)
- Magor Brewery (4 + Clerk)

- MUCH - Magor and Undy Community Hub (1)
- Undy AFC (1)
- Patient's Voice - Grayhill Surgery (1)
- Residents Against Speeding (3)

8.2 To agree arrangements for reporting back to Full Council.

9 POLICIES : http://www.magorundy.org.uk/Policies_19341.aspx

9.1 To note Standing Orders were adopted at Ordinary Meeting on 08/03/21 Min No 105.2 and agree a review date

9.2 To note Financial Regulations were adopted at Ordinary Meeting on 08/03/21 Min No 105.2 and agree a review date

9.3 To note that the following policies were adopted at Ordinary Meeting on 08/03/21 Min No 105.2:

- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equal Opportunities
- Freedom of Information
- General Privacy Notice
- Grant Funding
- Information & Data Protection Policy
- Local Resolution
- Overtime
- Press, Media & Publicity
- Safeguarding
- Social Media
- Unacceptable Actions by Individuals

9.4 To note that a new policy 'Lone Working & Working from Home' is in draft stage and will be presented to Council shortly for approval and publication.

9.5 To adopt risk policy statements and consequential risk management arrangements

10 FINANCE

10.1 To review of End of Year Accounts for 2020-2021, together with the review of Section 137 expenditure

10.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Barclays Bank plc

10.3 To nominate a Councillor independent (of cheque signing process) to review monthly bank reconciliations periodically

10.4 To adopt the Annual Investment Strategy for the year 2021/2022

10.5 To note that the Independent Remuneration Panel For Wales Annual Report was adopted at the Ordinary Meeting held 26/04/2021

10.6 To review the inventory of land and other assets

10.7 To review Insurance cover arrangements in respect of all insured risks

10.8 To review Council's and/or staff subscriptions to other bodies

11 MEETINGS

11.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.

11.2 To confirm the date of the Next Ordinary Meeting