

MAGOR WITH UNDY TOWN COUNCIL

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Dear Councillor

You are hereby summoned to attend remotely the Annual Meeting of Magor with Undy Town Council to be held via zoom <https://us06web.zoom.us/j/95363440342> on Thursday 12th May 2022 at 7.00pm for the purpose of transacting the following business:

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

<http://www.magorundy.org.uk/UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%202021.pdf>

Members of the Public are reminded that when they join a remote meeting, they do so in line with the Council's Virtual Public Meetings Protocol

<http://www.magorundy.org.uk/UserFiles/Files/Virtual%20Public%20Meetings%20Protocol%20Aug%202021.pdf>



Beverly Cawley
Clerk to the Town Council

6th May 2022

AGENDA

- 1 CHAIR'S ANNOUNCEMENTS**
 - 1.1 To receive apologies for absence from Councillors
- 2 ELECTION OF MAYOR**
 - 2.1 To elect a Mayor for the year 2022/2023
 - 2.2 Mayor 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 DEPUTY MAYOR**
 - 3.1 To elect a Deputy Mayor for the year 2022/2023
- 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 the year 2021/2022
- 6 MINUTES OF THE LAST ANNUAL MEETING**
 - 6.1 To note that the minutes of the last Annual Meeting held 6th May 2021 were adopted at the Ordinary Meeting held on 10/05/21 Min No 14.2
- 7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS**
 - 7.1 To consider the Council's existing Committees, whether they are fit for purpose and/or still

required, and if so, consider and agree Terms of Reference etc.

- 7.1.a Human Resources Committee
- a. To consider the need for the Human Resources Committee
 - b. To agree any terms of reference for the Human Resources Committee
 - c. To appoint members
 - d. To appoint a Chairperson
 - e. To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions'
- 7.1.b Planning Committee
- a. To consider the need for the Planning Committee
 - b. To agree any terms of reference for the Planning Committee
 - c. To appoint members
 - d. To appoint a Chairperson
 - e. 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'
- 7.1.c Emergency Planning Committee (plenary)
- a. To consider the need for an Emergency Planning Committee
 - b. To agree any terms of reference for the Emergency Planning Committee
 - c. 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'*
- 7.1.d Emergency Committee (Plenary)
- a. To consider the need for an Emergency Committee
 - b. To agree any terms of reference for the Emergency Committee
 - c. 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)'*
- 7.2 To consider the need for any additional Committees, and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.

8 WORKING/STEERING GROUPS, TERMS OF REFERENCE

- 8.1 To consider the Council's existing Working Groups, whether they are fit for purpose and/or still required, and if so, consider and agree Terms of Reference etc.
- a. MUGA Working Group
 - b. Allotments Working Group
 - c. Village Improvements & Signage Working Group
 - d. Play Parks Working Group
- 8.2 To note suggestions from previous Council meetings for new working and steering groups, and consider the need for any additional Working/Steering Groups and agree if necessary the Terms of Reference and appointment of members and Lead member.
- a. Summer & Winter Planting Working group
 - b. Town Regeneration Steering Group

8.3 To consider a sifting and interview panel for the recruitment of a new Clerk and RFO (refers EXOM 3/5/22 min No. 341.4.1 & 2 &3) with regard to the Recruitment & Selection Policy and agree any requirements.

9 EXTERNAL BODIES AND ORGANISATIONS

9.1 To appoint representatives to external bodies:

Current membership

- Monmouthshire County CAB (*for term of Council*) (1 + Reserve)
- School Governors
(*Minor Authority representatives – for term of Council*)
- Undy Primary School (1)
- Magor Church in Wales Primary School (1)
- Emergency Contacts (Mon CC) (Mayor, Deputy + Clerk)
- Severnside Area Committee (Mon CC) (1 + Clerk)
- Caldicot and surrounding area Cluster Group (Mon CC) (Mayor + 2 + Clerk)
- Give Dog Fouling the Red Card Working Group (Mon CC) (2 + 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 (2)
- Magor Brewery (5)
- MUCH - Magor and Undy Community Hub (3)
- Undy AFC (1)
- Patient's Voice - Grayhill Surgery (2)
- Residents Against Speeding (4)

9.2 To consider appointment to Monmouthshire County Council Climate Champions Working Group – position not previously filled when new group set up.

9.3 To consider appointment to One Voice Wales' Nature Forum and Green Hub – position not previously filled when new group set up.

9.4 To agree arrangements for reporting back to Full Council.

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

10.1 To note Standing Orders were adopted at Ordinary Meeting on 13/1/22 Min No 234.2.b, with changes ratified on 24/1/22 Min No 240.2 and agree a new review date

10.2 To note Financial Regulations were adopted at Ordinary Meeting on 13/1/22 Min No 234.3.b with changes ratified on 24/1/22 Min No 240.3 and agree a new review date

10.3 To note that the following policies were adopted at Ordinary Meeting on 08/03/21 Min No 105.2 (or at later meetings) and to agree a schedule for review:

- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equality & Diversity
- Freedom of Information
- General Privacy Notice
- Grant Funding

- Health & Safety
- Information & Data Protection
- Local Resolution
- Lone Working
- Overtime
- Press, Media & Publicity
- Publication Scheme
- Recruitment & Selection
- Safeguarding
- Sickness
- Social Media
- Unacceptable Actions by Individuals
- Virtual Public Meetings

- 10.4 To review and adopt risk policy statements and consequential risk management arrangements, and schedule future reviews
- 10.5 To review and adopt the Internal Control Procedures and schedule future reviews
- 10.6 To review and adopt the Effectiveness of Internal Audit and schedule future reviews

11 FINANCE

- 11.1 To review of End of Year Accounts for 2021-2022, together with the review of Section 137 expenditure
- 11.2 To consider and agree signing authority with regards to the Town Councils Banking requirements at Barclays Bank plc
- 11.3 To nominate a Councillor independent (of cheque signing process) to review monthly bank reconciliations periodically
- 11.4 To adopt the Annual Investment Strategy for the year 2022/2023
- 11.5 To note that the Independent Remuneration Panel for Wales Annual Report was adopted at the Ordinary Meeting held 14/03/2022 with the exception of Determination 45. Determination 45 is for a £500 payment to members undertaking a senior role. This payment is 'optional' and available for up to 3 members.
- 11.5.a To consider and agree Determination 45, and confirm the recipient of any Senior Allowance/s.
- 11.6 To review the inventory of land and other assets
- 11.7 To review Insurance cover arrangements in respect of all insured risks
- 11.8 To review Council's and/or staff subscriptions to other bodies
- 11.9 To note that the Council's Schedule of Charges for Service and Facilities was reviewed at the Finance Meeting on 16/12/21 Min No 213.2 with the exception of MUGA fees
- 11.9.a To review and consider charges in respect of MUGA hire fees.

12 INTERNAL AUDITOR

- 12.1 To appoint a replacement Internal Auditor for the financial year 2021/2022 & 2022/2023 (*refers Finance Meetings 17/12/20 Min No 4.1 & 16/12/21 Min No 211.1 & EXOM3/5/22 min No 339.1*)

13 MEETINGS

- 13.1 To determine the date of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.
- 13.2 To confirm the date of the Next Ordinary Meeting

Magor with Undy Town Council is inviting you to a scheduled Zoom meeting.

Topic: Ordinary Meeting

Time: May 12, 2022 19:00 London

May 12, 2022 19:00

Jun 13, 2022 19:00

Jul 11, 2022 19:00

Aug 8, 2022 19:00

Sep 12, 2022 19:00

Oct 10, 2022 19:00

Nov 14, 2022 19:00

Dec 12, 2022 19:00

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

https://us06web.zoom.us/meeting/tJEuceqsqjspHtZkblwKaLgj7IpG7D5HIJkN/ics?icsToken=98tyKuCtrT0pHtCVsx2FR0wMA4_ob-jwiGJegrnlx3pFAAtSTgT8YctSFeVbRfD5

Join Zoom Meeting

<https://us06web.zoom.us/j/95363440342>

Meeting ID: 953 6344 0342

One tap mobile

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Meeting ID: 953 6344 0342

Find your local number: <https://us06web.zoom.us/u/kjyeKVszO>