

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

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/89714279301>

on Monday 15th May 2023 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%2021.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%2021.pdf>

William Lewis



10th May 2023

Clerk to the Town Council

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 2023/2024
- 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 as soon as practicable consequent to this meeting being held remotely.

3 ELECTION OF DEPUTY MAYOR

- 3.1 To elect a Deputy Mayor for the year 2023/2024

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 2022/2023

6 MINUTES OF THE LAST ANNUAL MEETING

- 6.1 To note that the minutes of the last Annual Meeting held 12th May 2022 were adopted at the Ordinary Meeting held on Monday 27th May 2022 Min No 17.4

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 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.b 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 implementation of Working Groups, and if so, consider and agree Terms of Reference etc.
OR
To arrange Full Council workshop meetings as need arises.

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

- 10.1 To note that a review of Standing Orders remains outstanding (Min 10.1 of Annual Meeting 27th May 2022) and action as necessary.
- 10.2 To note Financial Regulations were reviewed and adopted at Ordinary Meeting of Wednesday 12th April 2023 (Min no 231.1)
- 10.3 To note that the following policies previously adopted at Ordinary Meeting on 08/03/21 Min No 105.2 (or at later meetings) and that the scheduled review (Min 10.3 of Annual Meeting 27th May 2022) remains outstanding and action as necessary.
- 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 schedule a review of the policies listed at 10.3 and note that amendments to policies are required in respect of change of title to Magor with Undy Town Council.
- 10.5 To note that the review of Risk Policy statements and consequential risk management arrangements (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.
- 10.6 To note that the review of the Internal Control Procedures (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.
- 10.7 To note that the review of the Effectiveness of Internal Audit (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.

11 FINANCE

- 11.1 To review of End of Year Accounts for 2022-2023, together with the review of Section 137 expenditure
- 11.2 To adopt the Annual Investment Strategy for the year 2023/2024
- 11.3 To receive the Independent Remuneration Panel for Wales Annual Report 2023/24 and to note and discuss changes as detailed in Determination 4.
- 11.3a To consider the appointment of Senior Roles in accord with IRPW report 2023/2024
- 11.4 To review the inventory of land and other assets
- 11.5 To review Insurance cover arrangements in respect of all insured risks
- 11.6 To review Council's and/or staff subscriptions to other bodies
- 11.7 To note that the Council's Schedule of Charges for Service and Facilities was reviewed at the Finance Meeting on 19th January 2023 (Min No 170) where matter was deferred pending completion of improvements to allotments and examination of income and expenditure associated with MUGA.

12 MEETINGS

13.1 To determine the scheduling of Ordinary Meetings for the forthcoming year up to and including the next annual meeting of the Council.

Topic: Annual Statutory Meeting

Time: May 15, 2023 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/89714279301>

Meeting ID: 897 1427 9301

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+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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