

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Dear Councillor

You are hereby summoned to attend the Annual Statutory Meeting of Magor with Undy Town Council on Thursday 16<sup>th</sup> May 2024 at 7.00pm at Magor Baptist Church for the purpose of transacting the business on the below Agenda.

This meeting may also be joined via remote access of Zoom Conference Calling:

<https://us06web.zoom.us/j/81186121086>

*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>

William Lewis



11<sup>th</sup> May 2024

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 2024/2025

**2.2** Mayor to sign Declaration of Acceptance of Office.

In accordance with Standing Order 5.j.i Council may resolve to attend to this as soon as practicable following this meeting.

### **3 ELECTION OF DEPUTY MAYOR**

**3.1** To elect a Deputy Mayor for the year 2024/2025

**3.2** Deputy Mayor to sign Declaration of Acceptance of Office.

In accordance with Standing Order 5.j.i Council may resolve to attend to this as soon as practicable following this meeting.

- 4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED**
- 5 MAYORS REPORT 2023-24**
- 5.1** To defer the publishing of Mayors report for 2023/2024 to a later date.
- 6 MINUTES OF THE LAST ANNUAL MEETING**
- 6.1** To note that the minutes of the Annual Statutory Meeting of 15<sup>th</sup> May 2023 were adopted (Minute 16.4) at the Ordinary Meeting held on Monday 12<sup>th</sup> June 2023.
- 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](http://www.magorundy.org.uk/Policies_19341.aspx)**
- 10.1** To note that all Council Policies have been fully reviewed and adopted during the 2023/24.
- 11 FINANCE**
- 11.1** To review of End of Year Accounts for 2023-2024, together with the review of Section 137 expenditure
- 11.2** To defer the publish of the Annual Investment Strategy for the year 2024/2025 to a later date.
- 11.3** To review the inventory of land and other assets
- 12 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.**
- 12.1** To review current appointment of members and agree actions as necessary. (Appendix A)
- 13 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: MUTC ANNUAL STATUTORY MEETING

Time: May 16, 2024 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/81186121086>

Meeting ID: 811 8612 1086

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- +1 646 931 3860 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 929 205 6099 US (New York)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US

Meeting ID: 811 8612 1086

Find your local number: <https://us06web.zoom.us/j/kc5PYvELOj>

## Appendix A

### Current list of Cllr appointments to external organisations and bodies

Body/Organisation	Requirement	Current Appointment
MONCAB		Vacant
School Governors <i>(Minor Authority representatives – for term of Council)</i>		
Undy Primary School	1	Cllr Neeta Baicher
Magor CiW Primary School	1	Cllr Victoria Hammet-Johnson
Emergency Contacts (Mon CC)		Mayor, Deputy mayor and Clerk
Sevenside Area Committee (Mon CC)		Vacant
Caldicot and surrounding area Cluster Group (Mon CC)		
Give Dog Fouling the Red Card Working Group (Mon CC)		Cllr Catherin Baker/Clerk
One Voice Wales		Cllr Penny Kirkham and Cllr D James
One Voice Wales - Larger Council's Committee		Cllr Penny Kirkham and Cllr D James
NRW Internal Drainage Board/ Caldicot and Wentlooge Levels <ul style="list-style-type: none"> <li>• IDB Advisory Water Level Management Forum/Gwent Levels</li> <li>• Flood Defence Alliance/ Severn Estuary Partnership</li> </ul>		Cllr Paul Cawley and Councillor Catherine Baker
MAGOR - Magor Action Group on Rail		Vacant
Magor Brewery		Cllr Catherine Baker
MUCH - Magor and Undy Community Hub		Cllr Penny Kirkham
Undy AFC		Cllr M James
Patient's Voice - Grayhill Surgery		Cllr Donna James and Cllr Paul Cawley
Residents Against Speeding		No longer required?