

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend remotely an Extra-Ordinary meeting of Magor with Undy Community Council to be held via Zoom <https://us06web.zoom.us/j/84468085524> on Thursday 19th August 2021 at 7pm 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.



(signed on behalf of)
Geoff Cook
CHAIR

13th August 2021

AGENDA

1 Chair's Announcements

- 1.1 To receive apologies for absence from Councillors
- 1.2 To receive any update and feedback on Chair's attendance at outside events/functions

2 Declarations of interest in items on the agenda – Forms to be completed

- 2.1 To receive any declarations of interest in items on the agenda

3 Office Accommodation

- 3.1 To receive and consider a business case in respect of moving the Community Council Office to rented premises – off Magor Square. *(attached)*
- 3.2 To consider any actions required in the implementation of Council's decision to take on the lease of the Hayloft for the purposes of use as council office accommodation, subject to the approval of the business case.
- 3.3 That Council note the detailed content of the motion already agreed by Council on the 12th July 2021 *(attached)* without amendment and further agree, with immediate effect to create a budget heading for Office Accommodation for the 2021/22 year by virement of unspent and available amounts as specified in financial regulations and agree any necessary expenditure.
- 3.4 That Council commission legal advice in respect of the lease
- 3.5 That Council consider whether any action is necessary in respect of the lone working policy
- 3.6 That Council review the risk assessment in respect of Health and Safety at work and consider any action necessary *(attached)*
- 3.7 That Council review the risk assessment in respect of Covid – 19 in the workplace in view of the Welsh Government move to alert level 0 as at 07/08/21 and consider any action necessary

- 4. **To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by**

reason of the confidential nature of the business to be transacted

5. Wales Audit Office Draft Consideration Report – March 2020

- 5.1 To receive an update from the Clerk and former Chair Cllr Bailey about the process set out by the Wales Audit Office in respect of the Report and the process for agreeing the final report and its publication by WAO.
- 5.2 To consider the Draft Report findings and agree any actions
- 5.3 To consider the Draft Recommendations and agree any actions and prepare an action plan as necessary
- 5.4 To agree how any action plan will be implemented and monitored
- 5.5 To agree any actions necessary to prepare for the final report

6 Meeting Dates

- 6.1 Extra-Ordinary – Monday 23rd August 2021 at 7pm
- 6.2 Ordinary Meeting – Monday 13th September, 2021 at 7pm