

# MAGOR WITH UNDY COMMUNITY COUNCIL

Tel: 01633 882 842 e-mail [admin@magorundy.co.uk](mailto:admin@magorundy.co.uk) web: [www.magorundy.org.uk](http://www.magorundy.org.uk)

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Magor with Undy Community Council to be held in Undy Church & Community Hall on Monday 20th May 2019 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.***

***Members of the Public and Press should note that the meeting will be recorded for minute purposes***



Beverly Cawley  
Clerk to the Council

13<sup>th</sup> May 2019

## **AGENDA**

- 1 CHAIR'S ANNOUNCEMENTS**
- 2 APOLOGIES**
- 3 ELECTION OF CHAIRPERSON**
  - 3.1 To elect a Chairperson for the year 2019/20
  - 3.2 Chairperson to sign Declaration of Acceptance of Office.
- 4 ELECTION OF VICE CHAIRPERSON**
  - 4.1 To elect a Vice Chairperson for the year 2019/20
- 5 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED**
- 6 CHAIR'S REPORT**
  - 6.1 To receive and note the Chair's Report for 2018/19
- 7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS**
  - 7.1 To dissolve the Admin & Personnel Committee with immediate effect.
  - 7.2 To set up a Human Resources (HR) Committee, with the following terms of reference:
    - seven (7) members/Quorum 4 – Non-Decision making (unless specific Discharge of Functions made to Committee by Full Council)
    - to meet Quarterly, or as required
    - to meet to consider staffing, personnel and HR issues when directed by Council and make any recommendations to Council
    - to meet as an interview panel making recommendations to Council in respect of permanent or casual positions as directed by Council
  - 7.3 To appoint members and Chairman to 7.2 above

- 7.4 To set up a Planning Committee, with the following terms of reference:
- Full Council – a Decision making committee (13 members/Quorum 5)
  - to meet on the second and fourth Monday of the month (second Monday committee to form part of the Council’s ordinary meeting)
  - to make recommendations to Mon CC in respect of planning applications
- 7.5 To appoint members and Chairman to 7.4 above.
- 7.6 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’.
- 7.7 To put in place a mechanism to deal with responses to planning applications of an urgent nature during holiday and Council recess periods; that the Chair and/or Vice Chair and three Councillors respond/make recommendations to Monmouthshire County Council, reporting back at the next Ordinary Council meeting their actions for ratification.
- 7.8 To Discharge Functions to the Chair and/or Vice Chair and three Councillors: ‘That this Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ give delegated powers to the Chair and/or Vice Chair and three Councillors to respond/ make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods, where a decision is required within a statutory time period’.

## **8 EXTERNAL BODIES AND ORGANISATIONS**

- 8.1 To elect representatives to external bodies and arrangements for reporting back
- Monmouthshire County CAB (*for term of Council*) (1) Cllr S Bailey
  - School Governors (Minor Authority representatives)
    - Undy Primary School (1) Cllr N Baicher
    - Magor Church in Wales Primary School (1) Cllr M Bisi
  - Emergency Contacts (Mon CC) (1 + 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)
  - MUCH - Magor and Undy Community Hub (1)
  - Undy AFC (1)
  - Patient's Voice - Grayhill Surgery (1)

## **9 POLICIES**

- 9.1 To adopt Standing Orders following review at Extraordinary Meetings 29.4.19/1.5.19
- 9.2 To adopt Financial Regulations following review at Extraordinary Meetings 29.4.19/1.5.19
- 9.3 To review and adopt Council’s policies:
- Audio Recording of Meetings
  - 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 adopt risk policy statements and consequential risk management arrangements

## **10 FINANCE**

10.1 To review End of Year Accounts for 2018/2019 and note S.137 Expenditure and Council Assets *(attached)*

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

10.3 To nominate an independent (of cheque signing process) to review bank reconciliations periodically (b/f OM 13.5.19)

10.4 To receive and adopt the Annual Investment Strategy for the year 2019/2020 *(attached)*

10.4 Independent Remuneration Panel Wales (b/f OM 11.3. 19)

[Independent Remuneration Panel for Wales: annual report 2019 to 2020](#)

a) To note a Council resolution is required in relation to determinations 41, 43, 44, 45, 47, 48 *(attached)*

b) To consider item 13.38 of the Annual Report:

i) when the payment is actually to be made to the member (determinations 41, 47, 48).

ii) how many payments the total amount payable is broken down into;

iii) and, whether and how to recover any payments made to a member who leaves their role during the financial year

10.5 To approve specification for Sycamore Terrace MUGA tender *(to follow)*

## **11 MEETING DATES**

11.1 To confirm date of next meeting