

# MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Annual Meeting of Magor with Undy Community Council held  
remotely on Thursday 6<sup>th</sup> May 2021 at 7pm

**COUNCILLORS:** Cllr N Baicher (7.10pm), Cllr S Bailey (retiring Chair), Cllr M Bisi (7.02pm), Cllr G Cook (new Chair), Cllr J Crook, Cllr D James, Cllr C Hopkins, Cllr P Kirkham, Cllr K Plow, Cllr S Raggett, Cllr F Taylor (left 8.22pm) Cllr J Wilson,

**IN ATTENDANCE:** Beverly Cawley – Clerk,  
Residents (1)

**APOLOGIES:** Cllr A Zagozda

Min  
2020/21

## 01 CHAIR'S ANNOUNCEMENTS

The Chair welcomed members to the meeting and advised she had requested the Clerk to read her report (agenda item 5.1) as she was suffering with laryngitis.

01.1 **To receive apologies for absence from Councillors** – See above

## 02 ELECTION OF CHAIRPERSON

### 02.1 To elect a Chairperson for the year 2021/2022

Cllr S Bailey requested nominations for Chairperson for the year 2021/2022  
Cllr C Hopkins nominated Cllr Geoff Cook, seconded by Cllr F Taylor

Cllr Geoff Cook was duly elected to the office of Chair for the year 2021/2022.

### 02.2 Chairperson 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.**

**RESOLVED:** That Cllr Cook sign the Declaration of Acceptance of Office in the presence of the Clerk in due course.

Cllr Geoff Cook took the Chair

## 03 ELECTION OF VICE-CHAIRPERSON

### 03.1 To elect a Vice Chairperson for the year 2021/2022

Cllr Cook requested nominations for the office of Vice Chair for 2021/2022.  
Cllr Taylor nominated Cllr Crook, seconded by Cllr Hopkins  
Cllr Raggett nominated Cllr Bisi, seconded by Cllr Bailey

A vote ensued and Cllr John Crook was duly elected to the office of Vice Chair for the year 2021/2022.

**04 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED**

None

*Cllr Baicher joined the meeting at 7.10pm and apologised for being late.*

**05 OUTGOING CHAIR’S REPORT**

**05.1 To receive and note the Outgoing Chair’s Report for 2020/2021**

The Clerk read the report on behalf of Cllr Bailey (retiring Chair)

Members noted that the report will be available to the public via the Council’s website and Facebook pages.

Cllr Taylor thanked Cllr Bailey for her term as Chair, and her style of chairing. This was endorsed by Cllrs Plow and Baicher.

**06 MINUTES OF THE LAST ANNUAL MEETING**

**06.1 To note that the minutes of the last Annual Meeting held 19<sup>th</sup> October 2020 were adopted at the Ordinary Meeting held on 09/11/20 Min No 24.2**

Noted

**07 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS**

**07.1 Human Resources Committee**

**a. To agree the terms of reference for the Human Resources Committee**

**RESOLVED:** *To approve the terms of reference for the Human Resources (HR) Committee*

**b. To appoint members**

**RESOLVED:** *To appoint Cllrs S Bailey, M Bisi, C Hopkins, D James, S Raggett, F Taylor and J Wilson to the Human Resources (HR) Committee*

**c. To appoint a Chairperson**

**RESOLVED:** *To appoint Cllr S Raggett as chair to the Human Resources (HR) Committee*

**d. To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 ‘Discharge of Functions’**

**RESOLVED:** *To note there would be no discharge of functions under S101 LGA 1972 ‘Discharge of Functions’*

**07.2 Planning Committee**

**a. To agree the terms of reference for the Planning Committee**

**RESOLVED:** *To approve the terms of reference for the Planning Committee*

**b. To appoint members**

It was noted that Planning Committee consisted of Full Council

**c. To appoint a Chairperson**

**RESOLVED:** *To appoint Cllr G Cook as chair to the Planning Committee*

**d. 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’**

**RESOLVED:** *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’*

**07.3 Emergency Planning Committee (plenary)**

**a. To agree the terms of reference for the Emergency Planning Committee**

**RESOLVED:** *To approve the terms of reference for the Planning Committee*

**b. 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 4 Councillors (one of which must be the Chair or Vice Chair)***

**RESOLVED:** *To Discharge Functions to the Chair or Vice Chair and three Councillors: ‘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’*

**07.4 Emergency Committee (Plenary)**

**a. To agree the terms of reference for the Emergency Committee**

**RESOLVED:** *To approve the Terms of Reference subject to the following amendments:*

- *Removing the reference to the ‘Admin Assistant’ calling a meeting during the Clerk’s absence’*
- *Adding a reference to the Vice-Chair be able to call a meeting*
- *Adding reference to the calling of the meeting when an item ‘is governed by time restraints.’*

**b. 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)***

**RESOLVED:** *To Discharge Functions: “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 of Vice Chair)*

07.5 **To consider the need for any additional Committees, Sub Committees or Working Groups and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.**

Council considered the need for additional Committees, sub committees or working groups and were mindful that a working group may be required in respect of the Sycamore Playing Field but would appoint at a future date.

Members noted that Working Groups have no delegated authority other than reporting back any recommendations to Full Council, and noted that where possible/feasible members of the public would be invited to join working groups.

- **MUGA Working Group**

**RESOLVED:** *To appoint Cllrs G Cook, P Kirkham, S Raggett and A Zagozda to a MUGA Working Group.*

- **Signage Working Group**

**RESOLVED:** *To appoint Cllrs S Bailey, N Baicher, M Bisi, C Hopkins, K Plow and S Raggett*

- **Allotments Working Group**

**RESOLVED:** *To appoint Cllrs S Bailey, J Crook, K Plow and J Wilson to an Allotments Working Group*

- **Five Year Development Plan Working Group**

**RESOLVED:** *To appoint Cllrs S Bailey, D James, P Kirkham, K Plow and S Raggett to a Five Year Development Plan Working Group*

## **08 EXTERNAL BODIES AND ORGANISATIONS**

### **08.1 To elect representatives to external bodies:**

Members also considered additional representatives in case the need arise.

**RESOLVED:** *The following appointment of representatives to external bodies:*

- Monmouthshire County CAB (*for term of Council*) (1)  
Cllrs S Raggett & G Cook
- 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) (Chair, Vice + clerk)  
Cllrs G Cook, J Crook + Clerk
- Severnside Area Committee (Mon CC) (1)  
Cllr Raggett + Clerk
- Caldicot and surrounding area Cluster Group (Mon CC) (Chair +2 + clerk)  
Cllrs G Cook, K Plow, S Bailey + Clerk
- Give Dog Fouling the Red Card Working Group (Mon CC) (2 + clerk)  
Cllrs K Plow, N Baicher + Clerk

- One Voice Wales (2)  
Cllrs K Plow, P Kirkham
- One Voice Wales - Larger Council's Committee (2)  
Cllrs K Plow, P Kirkham
- NRW Internal Drainage Board/ Caldicot and Wentlooge Levels IDB Advisory Water Level Management Forum/  
Gwent Levels Flood Defence Alliance/Severn Estuary Partnership (1 + clerk)  
Cllr J Crook + Clerk
- MAGOR - Magor Action Group on Rail (2)  
Cllrs G Cook & J Wilson
- Magor Brewery (5)  
Cllrs S Bailey, M Bisi, G Cook, C Hopkins, J Crook
- MUCH - Magor and Undy Community Hub (3)  
Cllrs G Cook, J Crook & J Wilson
- Residents Against Speeding ( 4)  
Cllrs Plow, Wilson, Bisi, Baicher
- Undy AFC (1)  
Cllr J Crook
- Patient's Voice – Grayhill Surgery (2)  
Cllrs K Plow & N Baicher

08.2 **To agree arrangements for reporting back to Full Council.**

**RESOLVED:** *For members on external bodies to submit a brief written report to Council, if possible*

*Cllr Baicher left the meeting for approximately 10 minutes.*

**09 POLICIES :** [http://www.magorundy.org.uk/Policies\\_19341.aspx](http://www.magorundy.org.uk/Policies_19341.aspx)

09.1 **To note Standing Orders were adopted at Ordinary Meeting on 08/03/21 Min No 105.2 and agree a review date**

Noted.

**RESOLVED:** *To review Standing Orders in January/February 2022*

09.2 **To note Financial Regulations were adopted at Ordinary Meeting on 08/03/21 Min No 105.2 and agree a review date**

Noted

**RESOLVED:** *To review Financial Regulations in January/February 2022*

09.3 **To note that the following policies were adopted at Ordinary Meeting on 08/03/21 Min No 105.2:**

- 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

Noted.

**RESOLVED:** *To review Policies in January/February 2022*

- 09.4 **To note that a new policy ‘Lone Working & Working from Home’ is in draft stage and will be presented to Council shortly for approval and publication.**

Noted

- 09.5 **To adopt risk policy statements and consequential risk management arrangements**

**RESOLVED:** *To adopt the risk policy statements and consequential risk management arrangements and schedule and to undertake a review in January/February 2022.*

## **10 FINANCE**

- 10.1 **To review End of Year Accounts for 2020-2021, together with the review of Section 137 expenditure**

Members considered and noted the end of year accounts

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

**RESOLVED:** *To confirm bank signatories as Cllrs S Bailey, K Plow, Sally Raggett, Penny Kirkham and the Clerk Mrs B Cawley.*

- 10.3 **To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically**

**RESOLVED:** *To appoint Cllr G Cook as the independent member to review Council’s bank reconciliations periodically*

- 10.4 **To adopt the Annual Investment Strategy for the year 2021/2022**

**RESOLVED:** *To adopt the Annual Investment Strategy for the year 2021/2022*

- 10.5 **To note that the Independent Remuneration Panel for Wales Annual Report was adopted at the Ordinary Meeting held 26/4/21**

Noted

10.6 **To review the inventory of land and other assets**

Council considered and noted the inventory of land and other assets

10.7 **To review Insurance cover arrangements in respect of all insured risks**

Members noted that it is currently tied/contracted in to a five-year agreement with Zurich Municipal which expires in June 2022.

10.8 **To review Council's and/or staff subscriptions to other bodies**

**RESOLVED:** *To approve 2021/2022 subscriptions/memberships to the following bodies as agreed at Finance Meeting December 2020:*

- *One Voice Wales*
- *Gwent Wildlife Trust*
- *SLCC*
- *Clerks & Councils Direct*

**11 MEETINGS**

11.1 **To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.**

Members noted that at present it is not known when meetings can recommence in person. So venue/place of meetings will be determined at a future time.

**RESOLVED:** *That Ordinary Meetings of the Council will be held at 7pm on the 2<sup>nd</sup> Monday of each month with the exception of two trial meetings which will commence at 6pm. Details to be published.*

*Cllr Taylor left the meeting at 8pm*

**RESOLVED:** *Planning Meetings of the Council will be held at 7pm on the 4<sup>th</sup> Monday of each month (with the exception of December) and may be followed by an Extraordinary Meeting to pick up any items carried over from the Ordinary Meeting. Details to be published.*

**RESOLVED:** *That the Finance and Annual Meetings will be held on Thursdays at 7pm. Details to be published.*

11.2 **To confirm the date of the Next Ordinary Meeting**

- Monday 10<sup>th</sup> May 2021 – Ordinary Meeting, 7pm via Zoom

The meeting closed at 8.25pm

.....  
Chair/Vice Chair