

MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of Human Resources Committee meeting of Magor with Undy Community Council held remotely via Zoom on Monday 14th June 2021 at 6.00pm

COUNCILLORS: Cllr M Bisi, Cllr C Hopkins, Cllr D James,
Cllr S Raggett (Chair), Cllr F Taylor,

IN ATTENDANCE: Cllr J Crook, Cllr K Plow
Beverly Cawley – Clerk,

APOLOGIES: Cllr S Bailey, Cllr J Wilson

Mins
2021-2022

13 Chair's Announcements

13.1 To receive and accept apologies for absence from Councillors

Apologies received as noted above

13.2 Chair advised that she had been in contact with BeCommunity about bespoke training, and there may be funding available if a trainer could be found for a specific subject.

14 Declarations of Interest

14.1 To note any declarations of interest in items on the agenda – Forms to be completed

There were no Declarations of Interest

15 To Note, that if deemed necessary this Committee will Resolve to Exclude the Press and Public:- *by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public may be 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*

15.1 Noted

16 Additional Support Staff (*deferred from HR 7/6/21*)

16.1 To note list of Council's contracted roles (and costs) the Council has in place for maintenance [(as requested March 2021) (and 7th June 2021)]

Noted.

Cllr Taylor requested details of employment costs for current litter pickers.

Members noted possible duties for a new Village Warden. Discussion took place in respect of the current state of areas of the village which were unkempt, including grassed areas, signs etc.

Cllrs Plow & Hopkins volunteered to undertake a visual check of the village identifying areas of concern, for future reference.

16.2 To note draft business case (as requested March 2021)

The business case had been drafted in line with the recommendations of the WAO, by using the HM Treasury's 'Five Case Model'.

The business case made reference to a 'litter picker', but members felt that the post should be for a 'Village Warden' who may undertake litter picking. The clerk to amend the draft as appropriate.

16.3 To undertake a SWOT (*Strengths, Weaknesses, Opportunities and Threats*) Analysis for inclusion in the business case.

[Cllr Taylor left the meeting at 18.55pm](#)

After a short general discussion about Council's Strengths, Weaknesses etc., members began to go through the Business case identifying various points for the SWOT analysis.

Due to meeting time constraints members did not complete the task, and they agreed to re-visit the Business case identifying points for the SWOT analysis, in readiness for another meeting.

MEETING CLOSED AT 18.59PM