

MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of an Extra-Ordinary Meeting of Magor with Undy Community Council held remotely on Monday 13th January 2022 at 7pm

- COUNCILLORS:** Cllr J Crook, Cllr G Cook (Chair), Cllr D James, Cllr P Kirkham (left 21.09pm), Cllr Plow, Cllr F Taylor (arrived 19.06pm),
- IN ATTENDANCE:** Beverly Cawley – Clerk,
- APOLOGIES:** Cllrs S Bailey, M Bisi, C Hopkins, S Raggett and J Wilson,

Min
2021/22

The Chair confirmed that the meeting would be recorded.

232 Chair's Announcements

- 232.1 **To receive apologies for absence from Councillors**
Apologies received as noted above.

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

- 233.1 **To receive any declarations of interest in items on the agenda**
There were no declarations of interest in items on the agenda

234 Policy Reviews

234.1 Equal Opportunities:

- 234.1.a **To note Council's existing Equal Opportunities policy**
Noted

- 234.1.b **To receive and consider a draft alternative policy entitled 'Equality & Diversity' policy**
Members considered the new Equality & Diversity policy with a view to it replacing the existing Equal Opportunities Policy.

- 234.1.c **To amend and agree as required/if applicable.**

Resolved: *To accept the new Equality & Diversity policy, to replace the existing Equal Opportunities Policy subject to the following amendment: Under final paragraph "How we will make things happen" on bottom of second page the second point to read 'All Committees and Working Groups will be responsible...'*

234.2 Standing Orders:

Cllr F Taylor joined the meeting at 19.06pm

- 234.2.a **To undertake a review of the Council's Standing Orders to ensure that they are relevant and fit for purpose (refers EXOM 22/11/21 Min No 191.1)**
Members went through each section within the Standing Orders reviewing the items to

ensure they were fit for purpose, robust and clearly understandable.

Members noted that the Orders still made reference to 'Chairman' or 'Vice Chairman' and felt that it was not gender-neutral – for today's society. The Clerk confirmed that under the Interpretation Act 1889 Section 1 it states "...whether before or after the commencement of this Act, unless the contrary intention appears, - (a) words importing the masculine gender shall include females: and (b) word in the singular shall include the plural, and words in the plural shall include the singular." which is why most legal documentation refers to Chairman, albeit verbal reference when addressing a meeting Chairman can be Chair, or Madam Chair/Madam Chairman.

It was noted that Standing Order 24.a was not strictly adhered to, in respect of physically sending an agenda out to the County Councillor representing the local wards.

Resolved: *That the Clerk amend all reference to 'Chairman' or 'Vice-Chairman' in the Standing Orders, and all other Council policies to 'Chair' or 'Vice-Chair'.*

Resolved: *That the Clerk forward to all County Councillors representing the local wards copies of meeting agenda's.*

Resolved: *That the Clerk would 'track-change' all amendments, additions etc. to the Standing Orders and send a copy to every Councillor, with those not present at this meeting, required to confirm in writing that they have read and understood the Standing Orders as a whole, including the changes.*

234.2.b **To amend and agree as required**

Members made several amendments and additions.

Resolved: *That Standing Order 25.1.iii be amended to read "... for advice, (with the exception of the Chair or Vice-Chair)"*

Resolved: *That once amended, the Standing Orders be ratified (at the next Full Council meeting) as the most current version for uploading to the Council's website.*

234.3 **Financial Regulations:**

234.3.a **To undertake a review of the Council's Financial Regulations, ensure that they are relevant and fit for purpose (refers EXOM 22/11/21 Min No 191.1)**

Members went through each section within the Financial Regulations reviewing the items to ensure they were fit for purpose, robust and clearly understandable.

Members noted Financial Regulation 7.6 in respect of personal performance management for senior officers, and that an annual appraisal system was already in place.

Members noted Financial Regulation 11.2 in respect of maintenance of the register of personal interests, including for a senior member of staff, and that the clerk had declared interests (in meetings) at several points in time.

When reviewing section 11 of the Financial Regulations, members were mindful of the Wales Audit Office comments in respect of considering the estimated total value of a contract over the life of the contract rather than for a single year. The clerk had been unable to find any reference to a 'cumulative contract'.

Members noted section 13 and 14 in respect of stores, equipment and assets and acknowledged that an asset list is held, and checked annually with the exception of several items held at a local farm.

Members noted the section on Insurance, and noted that the Council's Insurance comes up for renewal and tender in June 2022.

Resolved: *That in view of the fact that Council would be appointing a new Clerk shortly, it would take the opportunity to undertake a review of the Personal Performance Management system in place.*

Resolved: *That the clerk would complete an up-to-date Register of Personal Interests, giving sight of it to the Chair and Vice-Chair, prior to it being filed on the staff file.*

Resolved: *That Council would seek guidance and advice in respect of 'cumulative contracts' from SLCC or OVW, and if it were necessary to take further paid advice a budget would be sourced at a future meeting.*

Resolved: *That Cllr Crook and the Clerk would undertake a full asset list check at the earliest opportunity, including those held off site at a local farm.*

Resolved: *That the Clerk would 'track-change' all amendments, additions etc. to the Financial Regulations and send a copy to every Councillor, with those not present at this meeting, required to confirm in writing that they have read and understood the Financial Regulations as a whole, including the changes.*

234.3.b To amend and agree as required

Members made several amendments and additions.

Resolved: *That Financial Regulation 3.2 be changed to read "... Council's Development Plan ..." instead of "... Council's 5-Year Plan ..."*

Resolved: *That Financial Regulation 5.5.c be changed to read "Internal fund transfers between the Council's Current and Savings Accounts, and within the Council's banking arrangements up to the sum of £20,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council, (but with the exception of when the Council's Precept is received for a larger amount and requires transferring from the Council's current account to the savings account.)"*

Resolved: *That Financial Regulation 6.10 be changed to read "Payment for certain items may be made by on-line internet banking transfer provided evidence is retained showing which members approved the payment. The clerk raises the payment of an invoice via on-line banking and prints a copy of the transaction. The transaction is then approved and released on-line by one Councillor who signs the documentation, and a second councillor countersigns all the documents."*

Resolved: *That Financial Regulation 6.14 be changed, with the last sentence 'The bank mandate will stated number of approvals' being deleted.*

Resolved: *That Financial Regulation 10.1 be changed to read "...letter or email quoting the Purchase Order Number shall be issued..."*

Resolved: *To add a new Financial Regulation 11.1.k to read "All quotes, estimates*

and tenders will be kept either in paper or electronic form.”

**Chair invoked Standing Order No 3.v to extend the meeting beyond 9pm
Cllr Penny Kirkham left the meeting at 21.09pm**

Resolved: *That once amended, the Financial Regulations be ratified (at the next Full Council meeting) as the most current version for uploading to the Council’s website.*

235 Governance & Internal Control

235.1 **To note the requirements of the Internal Audit and their relevance to the completion of the Annual Governance and Annual Return Statements**

Resolved: *To defer this item to an Extra-Ordinary Meeting on Monday 24th January, 2022. Cllr James extended her apologies for the meeting.*

235.2 **To review the effectiveness of the Internal Auditor**

Resolved: *To defer this item to an Extra-Ordinary Meeting on Monday 24th January, 2022. Cllr James extended her apologies for the meeting.*

235.3 **To note the requirements of the Council and its relevance to the completion of the Annual Governance and Annual Return Statements**

Resolved: *To defer this item to an Extra-Ordinary Meeting on Monday 24th January, 2022. Cllr James extended her apologies for the meeting.*

235.4 **To review the effectiveness of Council’s Internal Control Procedures in respect of Governance.**

Resolved: *To defer this item to an Extra-Ordinary Meeting on Monday 24th January, 2022. Cllr James extended her apologies for the meeting.*

MEETING CLOSED AT 21.16PM