

# 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 28<sup>th</sup> March 2022 at 7pm

**COUNCILLORS:** Cllr N Baicher (19.11pm), Cllr S Bailey, Cllr Bisi (19.11pm), Cllr J Crook (Chair), Cllr C Hopkins, Cllr D James, Cllr P Kirkham, Cllr Plow, Cllr S Raggett (19.11pm), Cllr F Taylor (19.05pm),

**IN ATTENDANCE:** Beverly Cawley – Clerk to Council

**APOLOGIES:** Cllr J Wilson

Min  
2021/22

### **Open Forum**

#### **Public Open Forum (15 minutes at discretion of Chair)**

There were no members of the public present

### **306 Chair's Announcements**

#### **306.1 To receive apologies for absence from Councillors**

Apologies received as noted above, and noted that Cllr Bisi would be arriving late.

**The Chair confirmed that the meeting would be recorded.**

306.2 Chair made reference to Councillors who received paper copies of the agenda and corresponding paperwork and confirmed that the papers relating to the IRPW agenda item had already been printed for the 14/03/22 Ordinary meeting, and were not reissued.

#### **306.3 To receive any update and feedback from the Chair on remote meetings**

The Chair confirmed he had attended a planning enforcement meeting held at Greystone Meadows regarding several issues, as well as a meeting regarding flooding issues and confirmed that the culvert under the railway had finally been cleared. He had also attended the War Memorial on 23<sup>rd</sup> March when it was lit up in yellow to remember those who lost loved ones or were affected by Covid-19 and had been present when the first of the Village Maps was installed on Undy Pound.

### **307 Declarations of interest in items on the agenda – Forms to be completed**

#### **307.1 To receive any declarations of interest in items on the agenda**

Cllr Bisi – Min No 311.4 – Clerk at Rogiet Community Council

### **308 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>**

#### **308.1 To consider:**

308.1.a **DM/2022/00017: - The application proposes to create a front kitchen extension as well as two vertical gabled extensions perpendicular to the existing bungalow to create additional bedroom and storage space at first floor level - 8 The Orchard, Church Road, Undy**

**Resolved:** To recommend that planning application DM/2022/00017 be approved, subject to full consultation with neighbours.

308.2 **To note Mon CC weekly new and decided planning lists**  
<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>  
Noted.

### **309 Working Groups**

#### **309.1 Summer & Winter Planting Working Group**

##### **309.1.a To receive feedback from the working group and agree any actions**

Cllr Taylor requested details of a budget in which to work, and confirmed that she had obtained a quote, on a 'worst case scenario', as many of the planters would need their compost replacing before planting up. It was hoped that the summer planting could be done in red, white and blue to complement the Queen's Platinum Jubilee year. The clerk had supplied a list of the companies/individuals asked to quote in 2021. Cllr Bailey would supply details of a company she was using to undertake gardening jobs. The working group would go out for three quotes, the specification would include watering for the first few weeks following planting, but the watering throughout the summer would need to be addressed separately.

**Resolved:** That Cllr Bailey and the Clerk would provide contact details for various companies and individuals that undertake gardening projects.

**Resolved:** That the subject of succession planting be added to the April agenda for further discussion

**Resolved:** That a budget of £2500 (within the Village Improvements budget) be allocated for the succession planting for 2022/23.

**Resolved:** That Cllr John Crook would approach the Magor Baptist Church about use of their outside tap, in connection with watering the planters.

#### **309.2 Queen's Platinum Jubilee Working Group**

##### **309.2.a To consider the future of this working group following the 5<sup>th</sup> May Elections, and consider an offer from the current members to remain on this working group (either as Councillors or residents) in order to deliver and bring the celebrations to fruition in June 2022 on behalf of the Council.**

Members noted that the Queens Platinum Jubilee Facebook Page had been set up, and that the working group had asked for volunteers to assist with the various events. Members noted Cllrs Kirkham, Raggett and Wilson's offer to remain on the working group in the capacity of Councillor or resident, and take the lead on delivering the events, regardless of the outcome of the elections, to ensure continuity of delivery.

**Resolved:** To accept the offer of Cllrs Kirkham, Raggett and Wilson to take the lead on delivering the Platinum Jubilee events (regardless of the outcome of the elections) in order to ensure continuity of delivery.

**310 Exclusion of Press & Public Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**

To consider exclusion of the Press and Public to the following agenda item pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as *some of the business to be transacted is considered confidential, the disclosure of which would be prejudicial*

**Resolved:** To exclude the Press & Public from the following agenda item, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

**Meeting recording was halted for the duration of the confidential item**

**311 Staffing**

**311.1 To receive feedback, on the recruitment process and the advertisement of the job vacancy for a new Clerk and RFO**

Members noted that Cllr Raggett had circulated feedback following a meeting with Paul Egan of One Voice Wales, in respect of the recruitment process and the timeline of the recruitment process. The advert was now live. Cllr James wished the following be noted: *"I note the timeline provided for shortlisting on the 11/4/22 and interviews on 21/4/22 but for the purpose of the minutes I wish it to be recorded that I am extremely concerned that even though the Clerk provisionally informed us at our meeting in August 2021 of her intention to retire in April 2022, and she reaffirmed this at the budget meeting in December '21 as a Council we have not dealt with the recruitment of a new Clerk as a matter of urgency, nor has our Human Resources Committee met since June 2021 to discuss this."*

**311.2 To note the timeline for reviewing job applications and interviewing candidates.**  
Members noted the date for closure of applications, shortlisting and interviews.

**311.3 To appoint, in line with the Council's Recruitment and Selection Policy a candidate interview panel.**

The Chair advised that he would prefer not to be on the interview panel, as he felt other members had a greater knowledge of the workings of a Council, which would help them in making an informed recommendation to Full Council. Discussion followed regarding membership of the panel, gender and experience of interviewing. Members of the panel would need to ensure that each applicant received exactly the same question, with no deviation. Members noted that Paul Egan One Voice Wales would provide a draft set of questions and model answers/written exercises for the Shortlisting panel to consider. Members noted the Paul Egan, would sit in on the interview as an observer only, and would conduct the tests for the applicants.

**Resolved:** That Cllrs Raggett, Taylor, James and Bisi form the interview panel, and that Cllr Raggett Chair the panel.

311.4 **To consider the options available in respect of the handover to the newly appointed clerk, and agree any actions.**

Members noted that the Clerk had offered to remain in employment for a further month, with a new leaving date of 31/05/22 to ensure the transition to the new Council runs smoothly following the elections on the 5<sup>th</sup> May. The clerk further offered to act in a consultancy basis beyond that date to ensure a handover to the newly appointed clerk, and keep the financial side of the Council ticking over. Members discussed other options such as calling on other local clerks to assist in the short-term.

**Cllr Bisi declared an interest**

***Resolved:*** *To accept the offer from the clerk to remain in employment for a further month (to end May 2022).*

***Resolved:*** *That Council would explore the possibility of seeking assistance from other local council clerks, locum clerks as well as the offer of consultancy from the current clerk and any other options that occur.*

311.5 **To note a request from the Chair of Human Resources Committee for permission to call a meeting of the Human Resources Committee (in line with the Terms of Reference) to discuss staffing contingency and the handover to the new clerk and RFO.**

Cllr Crook pointed out that the Chair of HR had attempted to call a HR meeting back in September to look at Occupational Assessment, contracts etc., in line with the Committee's Terms of Reference, but Full Council had not allowed the meeting. He further advised that he and Cllr Raggett had started to put in place contingency arrangements. The clerk would look at some dates.

***Resolved:*** *That a Human Resources Committee meeting be called as a matter of urgency to discuss staffing contingency and the handover to the new clerk and RFO, as well as several other outstanding issues.*

**312 Independent Remuneration Panel for Wales**

312.1 **To note a Council resolution is required to adopt (or not) non-mandatory determination 45 (see table 12 of IRPW Annual Report 2022-2023)**

Members noted that Determination 45 was for a £500 payment to members undertaking a senior role. This payment was 'optional' and available up to 3 members. Members felt that this was a decision for the new Council following the elections, as it could depend on what committees they appoint/set up.

***Resolved:*** *That this agenda item be deferred, and added to the Annual Meeting agenda for discussion and agreement by the new Council.*

**313 Meeting Dates**

313.1 **Ordinary Meeting – 11<sup>th</sup> April 2022 at 7pm**

Noted.

313.2 **Human Resources Committee**  
A date to be circulated.

**MEETING CLOSED AT 20.25PM**