

MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of an Extra-Ordinary Meeting of Magor with Undy Community Council held remotely on Tuesday 3rd May 2022 at 10am

COUNCILLORS: Cllr S Bailey, Cllr Bisi, Cllr J Crook (Chair), Cllr P Kirkham, Cllr K Plow, Cllr S Raggett, Cllr F Taylor

IN ATTENDANCE: Beverly Cawley – Clerk to Council

APOLOGIES: Cllrs D James, C Hopkins

Min
2021/22

339 Chair's Announcements

339.1 The Chair advised that he had met with the Clerk regarding an issue arising in respect of the internal auditor. Auditing Solutions had advised the clerk that a 'lady' purporting to be a Councillor of Magor with Undy Community Council had telephoned the company, was rude to the Director taking the call, and had advised the Director that under no circumstances would the company ever undertake any further audits for the Council. The company had therefore removed the council from their books. The Chair asked that the Councillor concerned email him by Friday 6th May 2022 to discuss the matter, or he would have no alternative but to take legal advice on the matter. Meanwhile the Clerk would seek an alternative internal auditor that Council could appoint at their Annual Meeting on 12th May 2022

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

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

340.1 **To receive any declarations of interest in items on the agenda**
None.

341 Human Resources Committee Feedback and Recommendations

341.1 **The Human Resources Committee met on 25th April 2022 at 2pm.**

Cllr Raggett advised that at the recent meeting, members discuss staffing issues including contracts and a draft Employees handbook, as well as matter arising from the resignation of Cllrs James and Taylor from the sifting and interview panel for the new Clerk and RFO. Cllr Raggett wished it recorded that she was frustrated and disappointed at the decision by Cllrs James & Taylor to step down, which had resulted in the recruitment process yet again being delayed. Members had also discussed an outstanding complaint against the Clerk from November 2021, Cllr Raggett advised that the complainant Councillor had been asked to supply an un-redacted copy of the

complaint, but so far this had not been forthcoming to enable the matter to be resolved informally.

341.2 Employment Contracts

341.2.1 To note and consider recommendations from the HR Committee:

“To recommend to Full Council that they accept the draft employment contracts in respect of the Litter pickers and that they be placed at Spinal Column Point 1 for rate of pay purposes.”

The Clerk had already consulted with the Litter pickers regarding the proposed new contracts.

Resolved: *To accept the draft employment contracts in respect of the Litter Pickers, placing them on Spinal Column Point 1 for rate of pay purposes. The Clerk would implement these with immediate effect.*

341.3 Employee Handbook

341.3.1 To note and consider recommendations from the HR Committee:

“To recommend to Full Council that they accept the proposed handbook for employees, and that each member of staff be issued with a copy.”

Resolved: *To accept the proposed handbook for employees and issue each member of staff with a copy at the earliest opportunity.*

341.4 Recruitment & Selection

341.4.1 To note that following the resignation of Cllrs Taylor and James from the ‘named’ Sifting and Selection Panel (refers EXOM 28/03/22 Min No 311.3) the remaining panel were unable to proceed with sifting the job applications received.

Noted.

341.4.2 To note that the Recruitment & Selection Policy states on the matter of ‘Selection and Interview’: “The interview panel should consist of two (2) members of the Human Resources Committee, plus one other Councillor and/or the professional HR consultant (if applicable), and such other panel members as Council deems necessary.

Noted.

341.4.3 To discuss and agree how to proceed with the sifting, selection and interview, as the remaining named panel members cannot proceed as per EXOM 28/03/22 Min No 311.3 and in line with the Council’s Recruitment and Selection Policy.

Members were conscious that a new Council would take over as of the 9th May, and that the remaining members of the sifting and interview panel would no longer be part of the Council.

Resolved: *That the matter of the sifting and interview panel be added to the agenda of the Annual Meeting, at an appropriate point, for the new Council to make any decision.*

342 Date of Next Meeting

342.1 Annual Meeting – Thursday 12th May 2022 at 7pm

342.2 Cllr Taylor proposed a vote of thanks to all out-going Councillors for their time, effort and input over the years, and requested that the Council write to those members. The Clerk confirmed that a card, of thanks, was always sent out to retiring Councillors, as a matter of course.

MEETING CLOSED AT 10.27AM.