

MAGOR WITH UNDY TOWN COUNCIL

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Minutes of the Annual Meeting of Magor with Undy Town Council held remotely on Monday 15th May 2023 at 7pm

COUNCILLORS: Cllr C Hopkins, Cllr Frances Taylor, Cllr D James, Cllr M James and Cllr Amanda Graham

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

APOLOGIES: Cllr J Baynton, Cllr P Cawley, Cllr C Baker, Cllr Neeta Baicher, Cllr Penny Kirkham

1 CHAIR'S ANNOUNCEMENTS

To receive apologies for absence from Councillors

Apologies received as detailed above.

2 ELECTION OF MAYOR

2.1 To elect a Mayor for the year 2022/2023

The Clerk requested nominations for nominations for the office of Mayor for 2023/2024. One nomination was proposed: Cllr Hopkins.

Cllr Carole Hopkins was duly re-elected to the office of Mayor for the year 2023/2024.

3 ELECTION OF DEPUTY MAYOR

3.1 To elect a Deputy Mayor for the year 2022/2023

The Clerk requested nominations for nominations for the office of Deputy Mayor for 2023/2024. One nomination was proposed: Cllr Taylor.

Cllr Frances Taylor was duly elected to the office of Deputy Mayor for the year 2023/2024.

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

4.1 There were no declarations of interest in items on the agenda.

5 MAYOR REPORT FOR TER OF OFFICE 2022 TO 2023

5.1 To receive and note the Mayors Report for the year 2022/2023

Cllr Carole Hopkins declared that it had been a very busy year for the Council and despite the challenges that the Council had faced was very pleased and impressed by the teamwork, objectives and aspirations. She thanked everyone for their trust in her management of office.

5.2 Cllr Hopkins then requested that as she was having difficulties with viewing the VDU and that while she would remain in attendance that the Chair of the meeting be handed to Deputy

Mayor Taylor.

The meeting continued chaired by Deputy Mayor Taylor

6 MINUTES OF THE LAST ANNUAL MEETING

To note that the minutes of the Annual Meeting held 12th May 2022 were adopted at the Ordinary Meeting (Min 17.4) held on Monday 27th May 2022.

Noted.

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

7.1 To consider the Council's existing Committees, whether they are fit for purpose and/or still required, and if so, consider and agree Terms of Reference etc.

7.1.1 Emergency Planning Committee (plenary)

a. To consider the need for an Emergency Planning Committee

It was Resolved: *To retain the Emergency Planning Committee*

b. To agree any terms of reference for the Emergency Planning Committee

It was Resolved: *That the Emergency Planning Committee consist of 4 Councillors (must include Mayor or Deputy Mayor), to be called during a holiday or Council recess period, and any decisions made must be reported back to the next Full Council meeting.*

c. To discharge Functions to the Emergency Planning Committee

It was Resolved: *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 Mayor or Deputy Mayor 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.*

7.1.2 Emergency Committee (Plenary)

a. To consider the need for an Emergency Committee

It was Resolved: *To retain the Emergency Committee*

b. To agree any terms of reference for the Emergency Committee

It was Resolved: *That the Emergency Committee consist of 3 Councillors (must include Mayor or Deputy Mayor), meetings being called by email or telephone, depending on the urgency of the meeting by the Clerk, the Mayor or Deputy Mayor when a decision is required that has either financial, health and safety or operational implications for Council, or is governed by time restraints, making decisions on behalf of the Council under prevailing circumstances, with any decisions made reported back to the next Full Council meeting .*

c. To discharge Functions to the Emergency Committee.

It was Resolved: *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 Mayor or Deputy Mayor)*

- 7.2 To consider the need for any additional Committees, and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.

It was Resolved: *That no further committees are required at present.*

8 WORKING/STEERING GROUPS, TERMS OF REFERENCE

- 8.1 To consider the Council's existing Working Groups, whether they are fit for purpose and/or still required, and if so, consider and agree Terms of Reference etc
OR
To arrange full Council workshop meetings as need arises.

It was Resolved: *To arrange full Council workshop meetings as need arises.*

9 POLICIES : http://www.magorundy.org.uk/Policies_19341.aspx

- 9.1 To note that a review of Standing Orders remains outstanding (Min 10.1 of Annual Meeting 27th May 2022) and action as necessary.

It was Resolved: *Standing Orders shall be reviewed at Town Council Workshop on Monday 05th June 2023.*

- 9.2 To note Financial Regulations were reviewed and adopted at Ordinary Meeting of Wednesday 12th April 2023 (Min no 231.1)
Noted

- 9.3 To note that the following policies previously adopted at Ordinary Meeting on 08/03/21 Min No 105.2 (or at later meetings) and that the scheduled review (Min 10.3 of Annual Meeting 27th May 2022) remains outstanding and action as necessary. Code of Conduct

- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equality & Diversity
- Freedom of Information
- General Privacy Notice
- Grant Funding
- Health & Safety
- Information & Data Protection
- Local Resolution
- Lone Working
- Overtime
- Press, Media & Publicity
- Publication Scheme
- Recruitment & Selection
- Safeguarding
- Sickness
- Social Media
- Unacceptable Actions by Individuals
- Virtual Public Meetings

It was Resolved: To review the Council's policies at a Full Council Workshop to be convened on Monday 5th June 2023.

- 9.4 To schedule a review of the policies listed at 10.3 and note that amendments to policies are required in respect of change of title to Magor with Undy Town Council.

It was Resolved: To review the Council's policies at a Full Council Workshop to be convened on Monday 5th June 2023.

- 9.5 To note that the review of Risk Policy statements and consequential risk management arrangements (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.

It was Resolved: To review the Council's policies at a Full Council Workshop to be convened on Monday 5th June 2023.

- 9.6 To note that the review of the Internal Control Procedures (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.

It was Resolved: To review the Council's policies at a Full Council Workshop to be convened on Monday 5th June 2023.

- 9.7 To note that the review of the Effectiveness of Internal Audit (Min 42.1 of Ordinary Meeting of Monday 13th June 2022) remains outstanding and to action as necessary.

It was Resolved: To review the Council's policies at a Full Council Workshop to be convened on Monday 5th June 2023.

10 FINANCE

- 10.1 To review of End of Year Accounts for 2021-2022, together with the review of Section 137 expenditure

Members noted receipt of documentation and expressed Cllr Taylor and that a total of £250 had been spent under Section 137 expenditure.

Note: Under Section 137 (1) of the Local Government Act 1972 a local council may, subject to conditions, incur expenditure which in its opinion is in the interest of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants.

- 10.2 To adopt the Annual Investment Strategy for the year 2023/2024

The proposed Annual Investment Strategy for the year 2023/2024 was presented explaining the rationale behind the Ear-Marked Reserves for 2023/2024.

It was Resolved: To adopt the proposed Annual Investment Strategy subject to clarification re the sums allocated under the Grants and Donations budget to be heard at the next Ordinary Meeting.

- 10.3 To receive the Independent Remuneration Panel for Wales Annual Report 2023/24 and to note and discuss changes as detailed in Determination 4.

Council discussed the content of the report in particular to determination 4.

It was resolved:

- To adopt the IRPW report 23/24 and ensure that the statutory Councillor remuneration is increased to £156.00 per annum.
- To implement the IRPW recommendation that members are remunerated by £52.00 per annum.
- That remuneration to Councillors shall be made quarterly in arrears.
- That Council were committed to 'Care Costs' should this be required.

- 10.4 To consider the appointment of Senior Roles in accord with IRPW report 2023/2024

Deputy Mayor Taylor reminded that a commitment to this provision was agreed at the Annual Meeting in May 2022 but that no Cllr was nominated for the Senior Role.

Councillor Donna James raised some concern as to whether appointment of Senior Role may result in some division as The Council were working well as a group under the countenance of Mayor Hopkins.

Cllr Taylor stated that it was important to recognise additional skills, the efforts and time commitment of members in assisting the Council and new Town Clerk.

Mayor Carole Hopkins proposed that a Senior Role be awarded to Cllr M James for the work he had undertaken with the Town Clerk in respect of the allotment project and the need for ongoing assistance in the management of the proposed Service Level Agreement with Mon CC.

Councillor Donna James declared an interest at this point of the meeting and removed herself from the meeting.

Cllr M James accepted the Senior Role but declined the remuneration associated with the appointment.

Councillor Donna James resumed her place at the meeting

Mayor Carole Hopkins proposed that a Senior Role be awarded to Cllr Penny Kirkham for the invaluable assistance provided to the Council and the Town Clerk in matters of Financial Governance during the last year. This proposal was carried by show of hands.

Deputy Mayor Taylor proposed that a Senior Role be awarded for the arrangement of Community Events.

It was resolved:

- *To appoint Cllr M James in a Senior Role in respect of the SLA schedule of works and Allotments project.*
- *To appoint Cllr Kirkham (dependant upon her acceptance) in a Senior Role in respect of Finance and Governance.*
- *To defer appointment of a Senior Role for Community Events to the next Ordinary Meeting.*

10.5 To review the inventory of land and other assets.

Deputy Mayor Taylor announced that this review of land and assets had been commenced and was an ongoing project for the Clerk.

It was resolved: *To bring back to Council as soon as practicable and include Ordinary Meeting of July for progress report.*

10.6 To review Insurance cover arrangements in respect of all insured risks.

It was noted that the renewal of the Council insurance is required on the 01st June 2023 and that the Clerk has been seeking quotations beyond the renewal quotation provided by the current insurance providers.

10.7 To note that the Council's Schedule of Charges for Service and Facilities was reviewed at the Finance Meeting on 19th January 2023 (Min No 170) where matter was deferred pending completion of improvements to allotments and examination of income and expenditure

associated with MUGA.

It was resolved: *To include for further discussion at the Policy review workshop on 05th June 2023 and to include a review of the current Tenancy agreement for rental of an allotment plot.*

11

MEETINGS

11.1

To determine the scheduling of Ordinary Meetings for the forthcoming year up to and including the next annual meeting of the Council.

It was resolved:

- The next Ordinary Meeting shall be scheduled for 19:00 hours on Monday 12th June 2023.
- Thereafter, Ordinary Meetings shall be held at 19:00 hours on the second Monday of each calendar month up to and including Monday 13th May 2024.
- The Finance Meeting shall be scheduled for 19:00 hours on Thursday 16th December 2023.
- The Annual Statutory Meeting for year 2024/2025 shall be scheduled for 19:00 hours on Thursday 16th May 2024

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THE MEETING WAS CONCLUDED AT 2015 hrs