

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Annual Statutory Meeting

Minutes of the Annual Statutory Meeting of Magor with Undy Town Council held At Magor Baptist Church and remotely via Zoom Conference Thursday 16th May 2024

COUNCILLORS IN ATTENDANCE

Chair Mayor: Cllr Carole Hopkins <i>In person</i>	Cllr Frances Taylor <i>In person</i>	Cllr Paul Cawley <i>In person</i>	Cllr Penny Kirkham <i>In person</i>	Cllr Victoria Hammett-Johnson <i>In person</i>

APOLOGIES:

Cllr Dr Mario Bisi Remotely	Cllr Donna James	Cllr Mike James	Cllr Neeta Baicher	Cllr Catherine Baker
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IN ATTENDANCE: William Lewis – Clerk to Council

COUNTY COUNCILLOR: Angela Sandles

MEMBERS OF PUBLIC: Mrs R Jones

1 CHAIR'S ANNOUNCEMENTS

- 1.1 To receive apologies for absence from Councillors.
As detailed above.

Cllr Donna James communicated hers and Councillor Mike James apologies earlier today in a report which contained matters consequent to the meeting Agenda. At the permission of the 'Chair' the report was presented by the Clerk verbally and administratively with members. (See Appendix 1)

2 ELECTION OF MAYOR

- 2.1 To elect a Mayor for the year 2024/2025.

The Clerk requested nominations for the office of Mayor.

One nomination was received for Cllr Carole Hopkins, no other nominations were presented.

Cllr Carol Hopkins accepted the nomination.

Resolved.

Cllr Carole Hopkins was elected to the office of Mayor for the year 2024-2025

- 2.2 Mayor to sign Declaration of Acceptance of Office.

In accordance with Standing Order 5.j.i Council may resolve to attend to this as soon as practicable following this meeting.

Resolved.

Declaration of acceptance to be signed as soon as practicable.

3 ELECTION OF DEPUTY MAYOR

3.1 To elect a Deputy Mayor for the year 2024/2025

The Clerk requested nominations for the office of Deputy Mayor.

One nomination was received for Cllr Frances Taylor, no other nominations were presented.

Cllr Frances Taylor accepted the nomination.

Resolved.

Cllr Frances Taylor was elected to the office of Deputy Mayor for the year 2024-2025

3.2 Deputy Mayor to sign Declaration of Acceptance of Office.

In accordance with Standing Order 5.j.i Council may resolve to attend to this as soon as practicable following this meeting.

Resolved.

Declaration of acceptance to be signed as soon as practicable.

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

4.1 Declarations submitted.

None received.

5 MAYORS REPORT 2023-24

5.1 To defer the publishing of Mayors report for 2023/2024 to a later date.

6 MINUTES OF THE LAST ANNUAL MEETING

6.1 To note that the minutes of the Annual Statutory Meeting of 15th May 2023 were adopted (Minute 16.4) at the Ordinary Meeting held on Monday 12th June 2023.

Noted and agreed

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. a **Emergency Planning Committee (plenary)**

a. To consider the need for an Emergency Planning Committee

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

c. To discharge Functions to the Emergency Planning Committee: *'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 Chair or Vice Chair 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'*

Resolution:

To retain the Emergency Planning Committee (plenary).

7.1. b **Emergency Committee (Plenary)**

a. To consider the need for an Emergency Committee

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

c. To discharge Functions to the Emergency Committee: *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 Chair or Vice Chair)'*

Resolution:

To retain the Emergency Committee (plenary).

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.

Resolved

It was agreed that no additional committees were required.

8 WORKING/STEERING GROUPS, TERMS OF REFERENCE

8.1 To consider the implementation of Working Groups, and if so, consider and agree Terms of Reference etc.

OR

To arrange Full Council workshop meetings as need arises.

Resolved.

To arrange full Council workshop meetings as need arises.

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

10.1 To note that all Council Policies have been fully reviewed and adopted during the 2023/24. The Clerk informed members that it had been identified that Standing Orders as published required some amendment in respect of indexing.

Resolved.

It was noted that policies had been reviewed as detailed and that the clerk shall make the required amendments to the indexing error in standing orders. It was further agreed that a schedule of policy revue shall be developed as soon as practicable.

11 FINANCE

11.1 To review of End of Year Accounts for 2023-2024, together with the review of 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.

Resolved.

Section 137 (1) approved. Members shall consider EOY accounts to be brought back to next Ordinary meeting for approval.

11.2 To defer the publish of the Annual Investment Strategy for the year 2024/2025 to a later date.

Resolved.

The Annual Investment Strategy shall be published as soon as practicable following Councils Internal Audit.

11.3 To review the inventory of land and other assets.

The Clerk identified to members that an amendment/write off was required in respect of an Alcatel mobile phone which was unserviceable.

Resolved.

Deferred for approval at a future meeting following full review of assets.

12 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.

12.1 To review current appointment of members and agree actions as necessary. (Appendix A)

Resolved:

That no changes are required in respect of current appointments. Councillors Kirkham and Victoria Hammett-Johnson are appointed representatives of "Sevenside Area Committee (Mon CC)" and that vacant appointments be deferred to next full council meeting.

13 MEETINGS

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

Resolved:

Full Council meetings shall be scheduled for 1900 hours on the second Monday of each calendar month

- 14. *Annual Strategy Meeting concluded at 20:00 hrs***