

# **MAGOR WITH UNDY COMMUNITY COUNCIL**

## **Admin & Personnel Committee**

**Minutes of Meeting held on Thursday 30<sup>th</sup> May 2018 at 7.00pm  
at Magor Church Centre Garden Room.**

**Committee Members Present:** Cllr A Boyland (Chair), Cllr D James, Cllr N Baicher,  
Cllr S Bailey, Cllr M Boyland, Cllr G Cook,  
Cllr S Raggett

**Other Councillors in Attendance:** Cllr J Barrell, Cllr K Plow

**In Attendance:** Alison Sandiford (AS)

**Min  
2018/2019**

**001 Chair's Announcements**

The chair stated she had undertaken 49 voluntary hours in her capacity of chair of Admin & Personnel Cttee since the last meeting.

**002 Apologies**

None

**003 To elect a chair for the year 2018/2019**

Cllr D James nominated Cllr A Boyland, seconded by Cllr M Boyland. There were no other nominations.

**Resolved:** To elect Cllr A Boyland as chair for the year 2018/2019.

**004 To elect a vice chair for the year 2018/2019**

Cllr M Boyland nominated Cllr D James, seconded by Cllr A Boyland. There were no other nominations.

**Resolved:** To elect Cllr D James as vice chair for the year 2018/2019.

**005 Declarations of Interest in items on the Agenda**

AS declared an interest in Min 009.2

**006 To adopt the minutes of Admin & Personnel Committee held 4.5.18 – To follow**

Confidential draft minutes of Admin & Personnel Cttee 4.5.18 were circulated at the meeting. The chair advised that the draft minutes contained detailed information that was intended for committee information only and not for public consumption.

**Resolved:** To retain the draft minutes on file as a confidential record of the meeting and to produce official minutes to contain the decision only of the committee.

**007 Office update in absence of the Clerk**

The chair updated on the Clerk's absence and requested the committee consider additional office support in the meantime – *see confidential notes attached*

**Resolved:** to employ CB as temporary admin assistant in the absence of the clerk to be funded out of council's reserves.

**008 General Data Protection Regulations (GDPR)**

**To consider council's responsibilities/compliance under GDPR due to come into effect from 25<sup>th</sup> May 2018**

The chair outlined GDPR and requested the committee consider either setting up a working party to consider council's responsibilities and compliance under GDPR or engage a consultant to advice and guide council in the first instance.

A discussion ensued and it was requested if OVW would provide bespoke training on GDPR.

**Resolved:** to engage One Voice Wales to advice and guide council on its responsibilities and compliance under GDPR and provide bespoke training to council.

**009 Resolved to Exclude Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

**009.1 MUCC Insurance – Cllr D James to update**

Cllr James updated the committee in relation to MUCC insurance.

**Resolved:** to recommend council ratify insurance renewal payment of £2,009.22 to Zurich

*AS declared an interest in the following items and left the room*

**009.2 Contract of Employment for Admin Assistant**

**Resolved:** that Cllr A Boyland email a draft contract of employment and job description for the position of Admin Assistant for consideration by Admin & Personnel Committee.

**009.3 To confirm SCP for Admin Assistant**

**Resolved:** to confirm SCP 25 for Admin Assistant to Magor with Undy CC.

*Normal proceedings resumed*

**010 Future meetings**

The chair updated the committee on future meetings:

- Mon CC Hub scheduled for 12.6.18 has been cancelled due to staff leave.
- MUCC Ordinary Meeting – 10am on 14.6.18 at Undy Church & Community Hall
- Communications & Community Liaison Cttee – Change of date from 2.7.18 to 5.6.18 – time and venue to be confirmed.

The meeting closed at 7.55pm

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Chair/Vice Chair