

MAGOR WITH UNDY COMMUNITY COUNCIL

Admin & Personnel Committee

**Minutes of Meeting held on Thursday 19th July 2018 at 6.00pm
at Ebenezer Baptist Chapel, Main Hall**

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

Other Councillors in Attendance: Cllr J Barrell, Cllr R Montgomery (6.42pm)

In Attendance: Alison Sandiford, Catherine Baker (6.30pm)

Min

2018/2019

011 Chair's Announcements

The chair advised she had undertaken 50 hours works since the last Admin & Personnel Cttee meeting.

012 Apologies

Cllr N Baicher

013 Declarations of Interest in items on the Agenda

None

014 To adopt the minutes of Admin & Personnel Committee held 4.5.18 (attached)

a) Chair to sign the minutes

The minutes were approved and duly signed by the chair.

015 To adopt the minutes of Admin & Personnel Committee held 30.6.18 (attached)

a) Chair to sign the minutes

The chair referred the committee to an error in the date of the meeting on the agenda.

The minutes of Admin & Personnel Committee held 30.5.18 were approved and duly signed by the chair.

016 Office update in absence of the Clerk

The chair updated members on the clerk's absence – *see confidential report*

A member expressed concern that the clerk's absence was being considered in open council. The Chair stated she was aware that no members of the press or public were present and she had her statement to remove them ready to read out if required. The chair pointed out that she had provided only a brief outline update, some of which was in response to specific questions from committee members. The chair reminded the committee that all personnel issues were confidential.

The chair stated that OVW had advised that MUCC needed to put in place a Sickness Policy. A model policy provided by OVW was circulated and read by members present at the meeting.

No comments, other than formatting issues were made on the model sickness policy.

It was agreed to circulate a re-formatted model sickness policy to all council members following the meeting in order for them to fully digest the document pending the committee's recommendation to full council at its meeting on 23.7.18 that MUCC adopts the model sickness policy.

Resolved: to recommend to full council at its Ordinary Meeting on 23.7.18 that it considers and adopts the model sickness policy provided by OVW.

017 General Data Protection Regulations (GDPR)

017.1 To note OVW visit to council office 25.7.18

The committee noted the date for OVW visit to the council office to undertake a review of data handling and provide MUCC with a report and recommendations relative to GDPR.

The chair advised that a provisional date of 11.9.18 had been set for GDPR training and urged all members to attend.

018 To consider grant applications received:

The chair referred to the closing dates for grant applications being 31st January and 31st July.

Reference was made to the annual budget of £3,000 for community grants and following a brief discussion it was agreed that as the closing date of 31st July was imminent and further grant applications could potentially be received by then the committee would only consider Undy Yum Yums at this time, as their application had been received following the closing date of 31.1.18.

018.1 Undy Yum Yums

On consideration of a grant application for Undy Yum Yums it was noted that the current bank statement had not been received in time for the meeting.

Resolved: to defer this item to Admin & Personnel Cttee 6.8.18 pending receipt of current bank statement

018.2 M.A.G.O.R. Magor Action Group on Rail

Resolved: to defer this grant application to Admin & Personnel Cttee 6.8.18

018.3 Patients' Voice

Resolved: to defer this grant application to Admin & Personnel Cttee 6.8.18

018.4 Crime Prevention Panel

Resolved: to defer this grant application to Admin & Personnel Cttee 6.8.18

The meeting closed at 6.47pm

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Chair/Vice Chair