

MAGOR WITH UNDY COMMUNITY COUNCIL

Admin & Personnel Committee

Minutes of Meeting held on Wednesday 8th August 2018 at 6.00pm
at Undy Church & Community Hall

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

Other Councillors in Attendance: Cllr J Barrell

In Attendance/ minutes Catherine Baker (CB)
Apologies Cllr S Bailey, Cllr Neeta Baicher

Min
2018/2019

019 Chair's Announcements

The Chair made the following announcements:

- The Chair advised the Committee that, as no members of the press or public were present at the meeting, there was no requirement to read the 'Exclusion of Press and Public under Section 1(2) of the Public Bodies Act' 1960; she would, however, move for the Committee to resolve to exclude any should any arrive during the course of the meeting.
- 35 hours work undertaken since the last meeting and provided details of tasks undertaken.
- The Chair provided an update on the Clerk's absence and referred to an email sent to all Councillors advising of special leave being given to the Clerk whilst necessary assessments are conducted.
- Chair provided an update on the vetting situation and advised that, following the latest email from Cllr Raggett in this matter, a full response would be sent in due course.
- Cllr Raggett had requested a copy of the Clerk's Occupational Health Report. The Chair explained that, due to the confidential nature of this report, this request could not be accommodated at this time. It would be difficult to justify why this had been shared.
- A complaint had been received by a member of the public regarding a County Council issue; and that a register of Declarations of Interests was not available on the Council's website. The Chair advised that she had sent a response to the complainant.
- A 13-week review had been undertaken with the Admin Assistant; the Chair informed the Committee that performance was deemed to be 'Satisfactory'

020 Apologies

Received and accepted from Cllr N Baicher and Cllr S Bailey

021 Declarations of Interest in items on the Agenda

Cllr G Cook declared an interest in Min 023.2 as a Committee member
CB declared an interest in Min 023.4 as a Committee member

022 To adopt the minutes of Admin & Personnel Committee held 19.7.18 (attached)

a) Chair to sign the minutes

The minutes were approved and duly signed by the Chair

023 To consider grant applications received:

Council considered its budget of £3,000 for Community Grants for 2018/19.

The Chair advised the Committee that the funding available was for provision of grant payments requests received up to 31 January 2019.

Resolved: to split the £3,000 budget equally and allocate £1,500 for applications received between 1.4.18 – 31.7.18 and £1,500 for applications received up to 31.1.19.

023.1 Undy Yum Yums

The Committee considered a request from Undy Yum Yums for £600 to cover the cost of Level 2 Hygiene Course for 5 persons, a sandwich board for advertising and one year's entertainment costs.

Consideration was given to the number of persons benefitting from the grant.

Resolved: to donate £100 to Undy Yum Yums.

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

The Committee considered a request from M.A.G.O.R. for £500 towards campaign running costs and the Chair commended the efforts of the M.A.G.O.R. group.

Consideration was given to the number of residents who could potentially benefit from this project and also the efforts of the group to fund raise by other means

Resolved: to donate £500 to M.A.G.O.R.

Cllr G Cooke declared an interest in this item. He remained in the room and took no part in the discussion.

023.3 Patients' Voice

The Committee considered a request for £250 from Patient's Voice to expand the knowledge of the organisation.

It was considered that the application was not specific enough to meet the Council's grant criteria as there was no clear indication of what the money would be spent on or indicative costs.

Resolved: not to donate to Patient's Voice on this occasion but to request the group re-applies in future with a more specific application in order to meet Council's grant criteria.

023.4 Magor and Undy Crime Prevention Panel

The Committee considered a request for £1,000 start-up grant to purchase marketing equipment and materials in order to promote the group.

Consideration was given to the number of residents who could potentially benefit from this project

Resolved: to donate £500 to Magor and Undy Crime Prevention Panel

CB declared an interest in this item but remained in the meeting for minute-taking purposes.

023.5 Wales Air Ambulance

The Committee considered a request for £380 from Wales Air Ambulance to purchase 20 breathing circuits to be used in conjunction with on-board ventilators.

Resolved: to donate £380 to Wales Air Ambulance

- 024** **Resolved:** that £20 remaining from the £1,500 allocated to this round of grant applications would be carried forward to January 2019.
- 025** **Resolved:** that the next meeting of Admin & Personnel Committee will take place on Monday 5th November 2018.
- 026** Cllr J Barrell requested to join the Admin & Personnel Committee but was advised that the Committee was, in accordance with the Terms of Reference for the Council, currently at full capacity.

The meeting closed at 7.47pm

Chair/Vice Chair