

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Annual Meeting of Magor with Undy Community Council held in
Undy Church & Community Hall on Monday 20th May 2019 at 7pm

COUNCILLORS: Cllr N Baicher (left 7.15), Cllr S Bailey, Cllr J Barrell,
Cllr M Bisi, Cllr A Boyland (left 7.15), Cllr G Cook,
Cllr J Crook, Cllr S Franklin, Cllr D James (left 7.15),
Cllr K Plow, Cllr S Raggett, Cllr J Wilson

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford

MEMBERS OF THE PUBLIC: 4, County Cllr Frances Taylor

APOLOGIES: None

Min 2019/20

01 CHAIR'S ANNOUNCEMENTS

Cllr D James stated she would not be standing for Chair this year and thanked Cllr A Boyland, Vice Chair for her continued support.

02 APOLOGIES - None

03 ELECTION OF CHAIRPERSON

03.1 To elect a Chairperson for the year 2019/20

Cllr D James requested council nominate and elect a chair for 2019/2020.

Cllr D James nominated Cllr Jenny Barrell, seconded by Cllr A Boyland.

Cllr S Franklin nominated Cllr Sally Bailey, seconded by Cllr M Bisi.

A vote ensued and Cllr Bailey was duly elected to the office of Chair for the year 2019/2020.

3.2 Chairperson to sign Declaration of Acceptance of Office

Cllr Bailey signed the Declaration of Acceptance of Office which was witnessed and signed by the Clerk.

4 ELECTION OF VICE CHAIRPERSON

4.1 To elect a Vice Chairperson for the year 2019/20

Cllr S Bailey requested nominations for the office of Vice Chair for 2019/2020.

Cllr M Bisi nominated Cllr Geoff Cook to the office of Vice Chair. Cllr S Franklin seconded the nomination and Cllr Cook was duly elected to the office of Vice Chair for the year 2019/2020.

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

None

6 OUTGOING CHAIR'S REPORT

6.1 To receive and note the Chair's Report for 2018/19

Council noted the outgoing Chair's Report for 2018/19 – see Appendix A below

Cllr D James, Cllr A Boyland and N Baicher left the meeting at this point

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

7.1 To dissolve the Admin & Personnel Committee with immediate effect.

RESOLVED: *To dissolve the Admin & Personnel Committee with immediate effect.*

7.2 To set up a Human Resources (HR) Committee, with the following terms of reference:

- **seven (7) members/Quorum 4 – Non-Decision making (unless specific Discharge of Functions made to Committee by Full Council)**
- **to meet Quarterly, or as required**
- **to meet to consider staffing, personnel and HR issues when directed by Council and make any recommendations to Council**
- **to meet as an interview panel making recommendations to Council in respect of permanent or casual positions as directed by Council**

RESOLVED: *To set up a Human Resources (HR) Committee with the above terms of reference.*

7.3 To appoint members and Chairman to 7.2 above

RESOLVED: *To appoint Cllrs S Bailey, M Bisi, G Cook, S Franklin, K Plow, S Raggett and J Wilson to the Human Resources (HR) Committee.*

RESOLVED: *To appoint Cllrs S Raggett as chair to the Human Resources (HR) Committee*

7.4 To set up a Planning Committee, with the following terms of reference:

- **Full Council – a Decision making committee (13 members/Quorum 5)**
- **to meet on the second and fourth Monday of the month (second Monday committee to form part of the Council's ordinary meeting)**
- **to make recommendations to Mon CC in respect of planning applications**

RESOLVED: *To set up a Planning Committee with the above terms of reference.*

7.5 To appoint a Chairman to 7.4 above

RESOLVED: *To appoint Cllr G Cook as Chair to the Planning Committee.*

7.6 To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'.

RESOLVED: *That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications.*

- 7.7 To put in place a mechanism to deal with responses to planning applications of an urgent nature during holiday and Council recess periods; that the Chair and/or Vice Chair and three Councillors respond/make recommendations to Monmouthshire County Council, reporting back at the next Ordinary Council meeting their actions for ratification.**

RESOLVED: *To set up an Emergency Planning Committee (plenary) consisting of four Councillors to include the Chair and/or Vice Chair to deal with planning applications received during holiday and council recess periods.*

- 7.8 Discharge Functions to the Chair and/or Vice Chair and three Councillors: ‘That this Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ give delegated powers to the Chair and/or Vice Chair and three Councillors to respond/ make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods, where a decision is required within a statutory time period’.**

RESOLVED: *That this Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to four Councillors (to include the Chair and/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/ Council recess periods, where a decision is required within a statutory time period.*

8 EXTERNAL BODIES AND ORGANISATIONS

8.1 To elect representatives to external bodies and arrangements for reporting back

- Monmouthshire County CAB (*for term of Council*) (1) Cllr S Bailey
- School Governors (Minor Authority representatives)
 - Undy Primary School (1) Cllr N Baicher
 - Magor Church in Wales Primary School (1) Cllr M Bisi

Cllr M Bisi declared an interest in Magor Church in Wales Primary School

- Emergency Contacts (Mon CC) (1) Cllr S Bailey
- Severnside Area Committee (Mon CC) (1) Cllr Raggett
- Caldicot and surrounding area Cluster Group (Mon CC) (2) Cllrs K Plow, S Bailey
- Give Dog Fouling the Red Card Working Group (Mon CC) (1) Cllr K Plow
- One Voice Wales (2) Cllr K Plow + 1*
- One Voice Wales - Larger Council's Committee (2) Cllr K Plow + 1*

**Council to nominate a councillor prior to One Voice Wales meetings*

- NRW Internal Drainage Board/ Caldicot and Wentlooge Levels IDB Advisory Water Level Management Forum/Gwent Levels Flood Defence Alliance/Severn Estuary Partnership (1) Cllr J Crook
- MAGOR - Magor Action Group on Rail (1) Cllr G Cook

Cllr J Wilson declared an interest in MAGOR

- MUCH - Magor and Undy Community Hub (1) Cllr J Crook

Cllr S Raggett declared an interest in MUCH

- Undy AFC (1) Cllr S Franklin

Cllrs G Cook and J Crook declared an interest in Undy AFC

- Patient's Voice - Grayhill Surgery (1) Cllr K Plow

8.2 The method of reporting back to Council was discussed.

RESOLVED: To add a regular item to the Ordinary Meeting agenda to allow members on external bodies to report back to Council, preferably in writing, as necessary.

9 POLICIES

9.1 To adopt Standing Orders following review at Extraordinary Meetings 29.4.19/1.5.19

RESOLVED: To adopt Standing Orders subject to any reference to Admin & Personnel Committee being updated to Human Resources (HR) Committee.

9.2 To adopt Financial Regulations following review at Extraordinary Meetings 29.4.19/1.5.19

RESOLVED: To adopt Financial Regulations subject to any reference to Admin & Personnel Committee being updated to Human Resources (HR) Committee.

9.3 To review and adopt Council's policies:

- Audio Recording of Meetings
- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equal Opportunities
- Freedom of Information
- General Privacy Notice
- Grant Funding
- Information & Data Protection Policy
- Local Resolution
- Overtime
- Press, Media & Publicity
- Safeguarding
- Social Media
- Unacceptable Actions by Individuals

RESOLVED: To convene Extraordinary Meetings of Council as necessary to undertake a full review of Council's policies.

9.4 To adopt risk policy statements and consequential risk management arrangements

RESOLVED: To defer this item to an Extraordinary Meeting of Council - see 9.3 above.

10 FINANCE

10.1 To review End of Year Accounts for 2018/2019 and note S.137 Expenditure and Council Assets

Council considered its End of Year Accounts for 2018/2019 and noted S.137 Expenditure.

Clarification was sought in relation to Council's assets and the Clerk referred members to the expiry dates in relation to its leases.

RESOLVED: *To adopt the End of Year Accounts for 2018/2019 including S.137 expenditure and Council assets; and for the Clerk to make enquiries with Mon CC regarding the expiry dates of its leases.*

10.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Barclays Bank plc

Council confirmed its member signatories as Cllrs S Bailey, A Boyland, S Franklin and D James.

RESOLVED: *To add Cllr G Cook to its list of signatories.*

10.3 To nominate an independent (of cheque signing process) to review bank reconciliations periodically (b/f OM 13.5.19)

RESOLVED: *To appoint Cllr S Raggett as the independent member to review Council's bank reconciliations periodically.*

10.4 To receive and adopt the Annual Investment Strategy for the year 2019/2020

Council considered its Annual Investment Strategy for the year 2019/2020.

RESOLVED: *To adopt the Annual Investment Strategy for the year 2019/2020 subject to a change in heading at the top of page 2.*

10.5 Independent Remuneration Panel Wales (IRPW) (b/f OM 11.3. 19)

[Independent Remuneration Panel for Wales: annual report 2019 to 2020](#)

10.5.1 To note a Council resolution is required re: determinations 41, 43, 44, 45, 47, 48

Council considered the above determinations contained in the IRPW Annual Report 2019-20.

Ref: Determination 41

RESOLVED: *To make available an annual payment of £500 to the Chair of Human Resources (HR) Committee.*

S Raggett declared an interest in Determination 48 and took no part in the discussion or vote

Ref: Determinations 43, 44, 45

RESOLVED: *To adopt travel expenses (43), reimbursement of subsistence expenses (44) and financial loss compensation (45).*

Ref: Determination 47

RESOLVED: To provide a Civic Head payment to the Chair of the Council in the sum of £1,000.

Cllrs S Bailey declared an interest in Determination 47 and took no part in the discussion or vote

Ref Determination 48

RESOLVED: To provide a Deputy Civic Head payment to the Vice Chair of the Council in the sum of £500.

G Cook declared an interest in Determination 48 and took no part in the discussion or vote

10.5.2 To consider item 13.38 of the Annual Report:

- i) when the payment is actually to be made to the member (determinations 41, 47, 48).**
- ii) how many payments the total amount payable is broken down into;**

Council considered items i) and ii) above

RESOLVED: To make payment of determinations (to include 40), 41, 47 and 48 quarterly at the end of June 2019, September 2019, December 2019 and March 2020.

- iii) and, whether and how to recover any payments made to a member who leaves their role during the financial year**

In view of payments being made in arrears Council considered item (iii) to be irrelevant.

In relation to Min 233.1 the Clerk confirmed that although the letter had been sent no response had been received to date.

11 To approve specification for Sycamore Terrace MUGA tender

Council considered the specification for Sycamore Terrace MUGA tender as prepared by Mon CC.

RESOLVED: To approve the specification for Sycamore Terrace MUGA tender subject to minor amendments to be made by the Clerk.

12 MEETING DATES

12.1 To confirm date of next meeting

- Monday 10th June – Ordinary Meeting, 7pm at Ebenezer Baptist Church School Room

The meeting closed at 8.50pm

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Chair/Vice Chair

APPENDIX A

CHAIR'S REPORT 2018-2019

The last year has without question been the most challenging in my tenure as Chair.

Due to the long term absence of the Clerk last year, Council was faced with unprecedented challenge and a period of difficulty and uncertainty.

During this time, the Vice Chair, Committee Chairs and I, did our absolute best to maintain a steady state so that Council could continue to work for the benefit of residents.

This involved countless hours given over to Council business on a daily basis, often undertaking on a voluntary basis those tasks which would ordinarily have been completed by office staff. This was done willingly, so that the Community Council could continue to deliver on planned projects and also to support a newly appointed Admin Assistant.

Throughout this difficult time, expert advice was sought and provided from our advisory body One Voice Wales and shared with Council to ensure that, in the absence of our Proper Officer, Council continued to make informed and correct decisions.

However - a number of lessons have been learned from this time, including the need for robust contingency and continuity planning - and this needs to be addressed as a priority by Council in the coming year. I look forward to continuing to contribute to this process.

I was sad to receive a number of resignations recently from Councillors who felt that they had faced hostility and as such their position on the Community Council was simply no longer tenable. Council must carefully consider their opinions. This will be a key challenge for the incoming Chair. Council needs to be transparent in its actions, act with integrity and ensure that Council business is conducted at formal Council meetings.

This will go some way to begin to address the feelings of exclusion and mistrust which has prevailed of late. The office needs to work in partnership with Council and the Chair so that key projects and priorities are delivered for the community, without the time consuming distractions which are created when there is not a unity in approach.

I would like to express my sincere thanks to our former Chair of Parks and open spaces and Communications and Community Liaison Committees, former Councillor Mike Boyland, who gave up so much of his time during this period and who was instrumental in ensuring that the business case petitioning for the section 106 funding was successful.

Mike also played a key role in forging closer links with MUCH and this has resulted in Magor with Undy Community Council fully supporting the endeavours of MUCH and this will significantly benefit the community.

I would also like to thank Councillor Jenny Barrell for all her endeavours on behalf of the Council over recent months.

I am pleased that, despite the many challenges facing Council, we have been able to continue to support local community groups and events with funding and it is pleasing to see a wide diversity of community activity flourish within Magor and Undy, across all age groups.

There are many challenges facing Council and the new Chair in the year ahead - but perhaps a reminder of the mission statement of the Community Council and its reason for existence - which is **"To conserve and improve Magor with Undy as an attractive and sustainable place in which to live, visit and do business"** will set them on the right track.

Donna James
Chair