

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Extraordinary meeting of Magor with Undy Community Council held in Ebenezer Baptist Church Main Hall Magor on Wednesday 1st May 2019 at 7pm

Councillors:	Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr S Raggett, Cllr J Wilson
In Attendance:	Beverly Cawley - Clerk
Members of the Public:	n/a
Apologies:	Cllr N Baicher, Cllr J Barrell, Cllr A Boyland, Cllr S Franklin, Cllr D James, Cllr K Plow,

In the absence of the Chair and Vice Chair of the Council, Cllr S Bailey was elected Chair for the meeting

	CHAIR'S ANNOUNCEMENTS
260	To receive and accept apologies for absence from Councillors Apologies for absence were received and accepted from Cllrs Baicher, Barrell, Boyland, Franklin, James & Plow
261	DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
261.1	To receive from Councillors declarations of interest in items on the agenda – (Forms to be completed)
	None declared.
262	STANDING ORDERS
262.1	To review Council's Standing Orders
	<p>The Clerk updated members on the wording of some standing orders discussed at the Meeting. Members acknowledged the changes.</p> <p>Members had carried forward discussion on section 19 of the standing orders from the last meeting and agreed to defer any discussion until they had discussed the agenda item relating to 'Terms of Reference of Committees'</p> <p>Members noted current standing order number 15.b.xv which made reference to the calling of extraordinary meeting for planning applications. Members agreed to discuss the possibility of having a Planning Committee during discussion of the agenda item relating to 'Terms of Reference of Committees'.</p> <p>Resolved: <i>To add a new standing order under '15. Proper Officer'; 'That the Proper Officer shall contact One Voice Wales for advice, in writing, as necessary and relay any response to Council'</i></p> <p>Resolved: <i>To add a new standing order under '25. Restrictions on councillor activities'; 'that unless duly authorised no councillor shall contact One Voice Wales for advice'</i></p>

	<p>Members noted the various amendments to standing order 11 regarding 'Management of Information' and were mindful that the Council's laptop is currently stored off-site.</p> <p>Resolved: <i>To contact Bridewell Consultants regarding IT security</i></p>
263	FINANCIAL REGULATIONS
263.1	To review Council's Financial Regulations
	<p>The Clerk updated members on the wording of some Financial Regulations discussed at the 29th April Meeting. Members acknowledged the changes.</p> <p>Resolved: <i>For the office to type up and amend the Financial Regulations as discussed and for them to be presented as a draft to the Annual Meeting for adoption.</i></p>
264	TERMS OF REFERENCE OF COMMITTEES
264.1	To review the role and Terms of Reference for the Admin & Personnel Committee following disbandment of Council's committees 26.11.18
	<p>Members acknowledged that all but the Admin & Personnel Committee had been disbanded and therefore the current Terms of Reference of Committees should be amended accordingly to reflect the current situation.</p> <p>Members considered the format of the Admin & Personnel Committee.</p> <p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, to dissolve the Admin & Personnel Committee with immediate effect.</i></p> <p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, to set up a Human Resources (HR) Committee, with the following terms of reference: (a) seven (7) members/Quorum 4 –Non-Decision making (unless specific Discharge of Functions made to Committee by Full Council) (b) to meet Quarterly, or as required (c) to meet to consider staffing, personnel and HR issues when directed by Council and make any recommendations to Council (d) to meet as an interview panel making recommendations to Council in respect of permanent or casual positions as directed by Council.</i></p> <p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, to set up a Planning Committee, with the following terms of reference: (a) Full Council – a Decision making committee (13 members/Quorum 5). (b) to meet on the second and fourth Monday of the month (second Monday committee to form part of the Council's ordinary meeting) (c) to make recommendations to Mon CC in respect of planning applications.</i></p> <p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, 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'.</i></p> <p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, 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.</i></p>

	<p>Resolved: <i>To add a proposal to the agenda of the Annual Meeting, to 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'.</i></p>
262	STANDING ORDERS
262.1	To review Council's Standing Orders
<i>Cont'd</i>	<p>Members considered section '19 Handling Staff Matters' and proposed amendments in line with the proposals for a Human Resources Committee which is subject to ratification at the Annual Meeting.</p> <p>Resolved: <i>For the office to type up and amend the Standing Orders as discussed and for them to be presented as a draft to the Annual Meeting for adoption.</i></p>
	MEETING CLOSED 20.45PM