

# MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of EMERGENCY COMMITTEE Meeting of Magor with Undy Community Council held remotely, via 'Zoom' on Thursday 28<sup>th</sup> May 2020 at 6pm

**COUNCILLORS:** Cllr S Bailey (Chair),  
Cllr G Cook (Vice Chair),  
Cllr S Raggett (Chair of Human Resources Committee),

**IN ATTENDANCE:** Beverly Cawley – Clerk,  
Alison Sandiford –Admin Assistant

Min  
2019/2020

<b>187</b>	<b>Chair's Announcements</b>
187.1	<p><b>To note any announcements from the Chair</b></p> <p>The Chair noted that currently it was still not advisable for the Council to meet as normal, and that the Clerk had invoked a meeting of the Emergency Committee in line with minute number 169.2 (Ex-O Meeting 16/3/20) due to the continued Covid-19 pandemic.</p> <p>The Chair further advised new regulations [<i>The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020</i>] allow for Councillors to attend and fully participate in formal meetings remotely via audio/video link. Under the new regulations for remote meetings there is no requirement to open the meetings to the public and press.</p> <p>The Chair advised that the date for the Council's Annual Meeting had passed (11<sup>th</sup> May). Part 3 of the new regulations removes the requirement for the 2020 Annual Meeting to be held in May. It enables the Annual Meeting to be held on such a day in 2020 as the Proper Officer of the Council may determine, also making provision for the persons holding office prior to that date to continue to do so until the Annual Meeting is called.</p>
<b>188</b>	<b>Declarations of interest in items on the agenda – Forms to be completed electronically</b>
188.1	<p><b>To receive any declarations of interest in items on the agenda</b></p> <p>There were no declarations of interest</p>
<b>189</b>	<b>Zurich Municipal Insurance Renewal 2020-2021</b>
189.1	<p><b>To consider and approve payment of policy premium for year 2020-2021 - £2111.69 payable as at 1<sup>st</sup> June 2020 as per long term agreement</b></p> <p>Clerk confirmed that recently purchased assets had been added to the schedule, and adjustments made for the tennis courts following refurbishment and the new floodlighting. The company did not insure for 'key personnel' cover. An alternative supplier would be required.</p> <p><b>RESOLVED:</b> To authorise the clerk to pay the invoice to Zurich Municipal by 1<sup>st</sup> June to ensure continuity of insurance cover.</p>
<b>190</b>	<b>Summer Bedding</b>
190.1	<p><b>To consider quotation received from Willow Landscapes in respect of summer bedding for 2020 and cost of ad hoc watering for 2020.</b></p> <p>Members noted that Willow Landscapes had undertaken the job of planting summer</p>

	<p>bedding in 2019 and was the only contractor willing to undertake watering of the planters as well. Members acknowledged that the quote submitted for 2020 was value for money considering the addition of 8 new large planters. It was noted no further quotations had been received to date. Members were mindful of the Council's Financial Regulations in respect of Budgetary Control, Authority to spend and Contracts (<i>Fin Regs 4.1, 10.3 &amp; 11.g</i>)</p> <p><b>RESOLVED:</b> To accept and approve the quotation from Willow Landscapes to clear tubs/planters of weeds, dig and top up as necessary and supply and plant summer bedding at a cost of £520 with watering of £25 per visit – as and when required.</p>
190.2	<p><b>To consider quotation received from Willow Landscapes in respect of additional compost for use in planters for summer bedding 2020</b></p> <p>Willow Landscapes had identified that the eight new planters from Mon CC, had been filled with soil, but not sufficiently topped up to allow the average bedding plant to be displayed to its full advantage. He recommended additional compost be added to the large planters. It was noted no further quotations had been received to date for this. Members were mindful of the Council's Financial Regulations in respect of Budgetary Control, Authority to spend and Contracts (<i>Fin Regs 4.1, 10.3 &amp; 11.g</i>)</p> <p><b>RESOLVED:</b> To accept and approve the estimate from Willow Landscapes to purchase and collect 8 bales of compost to top up the Council's planters.</p>
<b>191</b>	<b>Ground Maintenance</b>
191.1	<p><b>To consider quotation received from Llanvair Landscapes in respect of ground maintenance at Withy Walk, Undy Pound, Procurators House and Common-y-coed Plantation.</b></p> <p>Llanvair Landscapes (3-year contract – expires 5/6/20) submitted a quotation in December 2019 for the 2020 season for the same schedule of work, at the same rate. Their work was fully satisfactory. It was noted no further quotations had been received to date for this. Members were mindful of the Council's Financial Regulations in respect of Budgetary Control, Authority to spend and Contracts (<i>Fin Regs 4.1, 10.3, 11.1.a.iv &amp; 11.1.g</i>)</p> <p><b>RESOLVED:</b> To accept and approve the quotation of £2000 for the 2020 season from Llanvair Landscapes (extending their contract for 2020 season - Fin Regs 11.1.a.iv), with a view to going out to full tender in October/November 2020 for the 2021 season.</p>
<b>192.</b>	<b>Full Council Meetings</b>
192.1	<p><b>To consider date for a 'virtual/remote' Council Meeting via zoom, with limited agenda</b></p> <p><b>RESOLVED:</b> To hold a remote meeting via Zoom on Monday 8<sup>th</sup> June, 2020 to deal with a limited agenda. All members are to be reminded to read documentation prior to the meeting, agenda items will have a time limit for discussion.</p> <p><b>RESOLVED:</b> That the clerk would run a 'test' meeting via Zoom, to ensure that all Councillors are able to access the platform.</p> <p><b>RESOLVED:</b> To authorise the clerk to upgrade from the 'free' Zoom meeting if necessary.</p>
	<b>MEETING CLOSED AT 18.40PM</b>