

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held remotely via Zoom on Monday 8th June 2020 at 7pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr C Hopkins, Cllr D James, Cllr K Plow, Cllr F Taylor, Cllr J Wilson

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford
Member of Public

APOLOGIES: Cllrs S Raggett, A Zagozda

Min
2019/2020

193 Chair's Announcements

193.1 To receive written update in respect of the holding of meetings during the Covid-19 pandemic

RESOLVED: *To receive and accept the written update from the Chair*

193.2 To receive apologies for absence from Councillors - See above

194 Declarations of interest in items on the agenda – Forms to be completed at next

194.1 To receive any declarations of interest in items on the agenda

None

195 Minutes

195.1 To adopt the minutes of the Ordinary Meeting held on 10th February 2020 (b/f OM 16/03/20)

RESOLVED: *To approve the minutes of Ordinary Meeting held 10/02/20*

a. Chair to sign the minutes

Chair to sign the minutes in due course.

195.2 To adopt the minutes of the Planning Committee Meeting held on 24th February 2020 (b/f OM 16/03/20)

RESOLVED: *To approve the minutes of Planning Committee meeting held 24/02/20*

a. Chair to sign the minutes

Chair to sign the minutes in due course.

195.3 To adopt the minutes of the Human Resources Meeting held on 24th February 2020 (b/f OM 16/03/20)

RESOLVED: *To approve the minutes of Human Resources Committee meeting held 24/02/20*

a. Chair to sign the minutes

Chair to sign the minutes in due course

195.4 To adopt the minutes of the Extraordinary Meeting held on 16th March 2020

RESOLVED: To approve the minutes of Extraordinary Meeting held 16/03/20

a. Chair to sign the minutes

Chair to sign the minutes in due course

195.5 To adopt the minutes of the Emergency Committee Meeting held remotely on 28th May 2020 and ratify the resolutions of the meeting.

RESOLVED: To approve the minutes of Emergency Committee meeting held 28/05/20

a. To note and ratify the resolutions

RESOLVED: To note and ratify the resolutions of Emergency Committee including the subsequent upgrade to Zoom Standard Pro Monthly at a cost of £11.99/month.

b. Chair to sign the minutes

Chair to sign the minutes in due course

196 Finance

196.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31st May 2020

RESOLVED: To confirm the bank reconciliation to 31/05/20

196.2 To ratify decision by Clerk and Chair to purchase 3 boxes of dog waste bags (15,000) from Monmouthshire County Council at the total cost of £95.55

RESOLVED: To ratify the purchase of dog waste bags at a cost of £95.55 (Litter Act 1983, ss.5.6)

196.3 To approve list of payments

	Payee	Description	Net	VAT	Gross
Mar 20	South Wales Sports Ground	interim payment #3 tennis courts	23,131.78	4,626.36	£27,758.14
	A Boyland	mileage	28.00		£28.00
	Basics	Magor printers - programmes Commonwealth Day	150.00		£150.00
	B Cawley	PPE expenses - gloves hi/viz	19.60	3.42	£23.02
	MAGOR	grant	500.00		£500.00
	B Cawley	litter picker/ring & hand sanitiser	75.16		£75.16
	B Cawley	laptop & mobile phones	592.49	100.50	£692.99
	South Wales Sports Ground	hard standing at Tennis courts	612.00	122.40	£734.40
	Alison Sandiford	mileage	13.00		£13.00
	Various	Staff Salaries	4,720.68		£4,720.68
	Various	statutory deductions	2,804.61		£2,804.61
	Chepstow Accountancy	salaries	27.50		£27.50
	Llanvair Landscapes	clear allotment Undy	250.00		£250.00
	Mon CC	summer playscheme grant	4,000.00		£4,000.00
	Mon CC	siting of planters	434.00	86.80	£520.80

Apr 20	Barclays Bank	Commission	18.65		£18.65
	British Telecom	telephony	36.99	7.39	£44.38
	Dwr Cymru Welsh Water	Tennis Court water rates	68.33		£68.33
	Data Solutions	Confidential Destruction	17.45	3.49	£20.94
	Solutions in Technology	telephony	108.98	21.8	£130.78
	Chepstow Accountancy	salary administration	27.50		£27.50
	Staff	Salaries	4859.29		£4,859.29
	HMRC & TCBC	Statutory Deductions	2791.61		£2,791.61
	Data Solutions	Confidential Destruction	48.00	9.60	£57.60

May 20	Barclays Bank	Commission	17.35		£17.35
	SWALEC	Electrics - Floodlighting	105.47	5.27	£110.74
	British Telecom	telephony	36.99	7.39	£44.38
	A Cochrane	plumbing repairs portakabin	60.00	12.00	£72.00
	Chepstow Accountancy	P60 and EOY salary admin	75.00		£75.00
	Microshade Bus. Consultants	Cloud storage - Apr 20	94.90	18.98	£113.88
	Microshade Bus. Consultants	Cloud storage - May 20	94.90	18.98	£113.88
	Konica Minolta Business	photocopier print	115.16	23.03	£138.19
	PEAR Technology	mapping software support	225.00	45.00	£270.00
	Mon CC	Wheelie Bin	338.10		£338.10
	Merlin Waste	Dog bin maintenance – Apr 20	468.00		£468.00
	Merlin Waste	Dog bin maintenance - May 20	468.00		£468.00
	Morgan Horowskyj Architect	Procurator House Quinquennial	650.00	130.00	£780.00
	Solutions in Technology	telephony	108.98	21.80	£130.78
	Chepstow Accountancy	salary admin	27.50		£27.50
	Auditing Solutions	internal audit fees	225.00	45.00	£270.00
	Staff	salaries	4,964.84		£4,964.84
	HMRC & TCBC	statutory deductions	2,770.61		£2,770.61
	Data Solutions	confidential waste destruction	48.00	9.60	£57.60
	TOTAL INVOICES				

RECEIPTS		Description	Gross
Mar-20	Barclays Bank	Loyalty Award	3.74
Apr-20	Barclays Bank	Loyalty Award	3.17
Apr-20	Mon CC	Precept #1	92,466.00
May-20	Barclays Bank	Loyalty Award	2.84
May-20	HMRC VTR	vat refund	30,953.34
TOTAL RECEIPTS			£123,429.09

RESOLVED: To approve list of payments

197 Planning

197.1 To note responses made to planning applications by the Emergency Planning Committee during the Covid-19 pandemic

- a. DM/2020/00053 - Faymar House, Elm Ave, Undy – object/reiterate previous concerns regarding the height of the building
- b. DM/2020/00366 – 6 The Greenways, Magor - approve
- c. DM/2020/01619 – Magor Motorway Service Area - approve

A member queried the process of responding to planning applications by the Emergency Planning Committee and requested site of the minutes. The Clerk explained the process and reminded members of their duty to respond to planning applications received under the Emergency Planning process.

RESOLVED: *To note responses to planning applications received to date during the Covid 19 pandemic*

A discussion ensued regarding this first remote meeting and it was apparent that certain members were unfamiliar with the protocol for this type of meeting.

A Member expressed dissatisfaction in not receiving a paper copy of financial information and an explanation in this regard was provided by the Chair.

It was agreed for the Clerk to draw up a draft Zoom protocol of operating procedures for remote meetings to be circulated to members and a further remote meeting be arranged in order to iron out and allay any issues members may have regarding remote meetings going forward.

198 Annual Return & Internal Audit Report for Financial Year ended 31st March 2020

198.1 To receive Internal Auditor's Report and consider any recommendations

Council received the Internal Audit Report and noted no further recommendations since the interim report.

RESOLVED: *To receive the Internal Auditor's Report noting no additional recommendations since the interim report.*

198.2 To receive Annual Return for the Year Ended 31 March 2020

RESOLVED: *To receive and adopt the Annual Return for the year ended 31/03/20*

198.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return

RESOLVED: *To approve the Annual Governance Statement (Parts 1/2) of the Annual Return for the Year Ended 31 March 2020 as circulated*

198.4 To approve and sign Annual Return for submission to External Audit by 30/06/20

RESOLVED: *To approve and sign the Annual Return for submission to External Audit by 30/06/20*

199 Accounts for Financial Year ended 31st March 2020

199.1 To review End of Year Accounts summary as at 31st March 2020

No comments were made on the End of Year Accounts

RESOLVED: *To approve End of Year Accounts as at 31/05/20*

200 Independent Remuneration Panel Wales

200.1 To receive the IRPW Report which sets the range and level of payments for the financial year 2020 to 2021. [IRPW Annual Report 2020-2021](#)

RESOLVED: To receive and adopt the IRPW Annual Report 2020-2021

200.2 To note a Council resolution is required to adopt (or not) non-mandatory determinations 43,45,46,47,49,50 (see table 10 – pages 48 & 49 of IRPW Annual Report 2020-2021)

Council considered the above determinations relevant to Town & Community Councils and agreed to retain the financial arrangements as per 2019/2020.

Ref: Determination 43

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

Ref: Determinations 45, 46, 47

RESOLVED: To adopt travel expenses (45), reimbursement of subsistence expenses (46) and financial loss compensation (47)

Ref: Determination 49

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

Ref Determination 50

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

200.3 To consider item 13.38 of the IRPW Annual Report 2020-2021:

- a. To resolve when the payment is actually to be made to the member (determinations 42,43,49,50).
- b. To resolve how many payments, the total amount payable is broken down into

Council considered items a) and b) above

RESOLVED: To make payment of determinations (to include 42), 43, 49 and 50 quarterly

- c. To resolve 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 (c) to be irrelevant.

201 Vacancy – Elms Ward

201.1 To receive an update on the vacancy in the Office of Community Councillor for the Elms Ward

The Clerk updated Council on the casual vacancy for the Elms Ward. An election had not been requested, and permission had been received from Mon CC to co-opt a new Community Councillor.

RESOLVED: To defer consideration of the co-option to fill the casual vacancy in the Elms Ward to the next meeting.

202 Date of the Next Meeting

202.1 To consider date of next meeting – 13th July 2020 via Zoom

The meeting closed at 8.05pm

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Chair/Vice Chair

