

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Current Bank A/c

User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2021		131,602.14
			<u>131,602.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/12/2021 CHQ105115 RBL Poppy Appeal		150.00	
			<u>150.00</u>
			131,452.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,452.14
		Balance per Cash Book is :-	131,452.14
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 2 - General/Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	30/11/2021		212,269.76
			<u>212,269.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			212,269.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			212,269.76
		Balance per Cash Book is :-	212,269.76
		Difference is :-	0.00

Time: 15:27

## Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/12/2021	FP000297		12.00	12.00		R	Receipt(s) Banked
06/12/2021	DRCD00293	14.39		14.39		R	Zoom Video Communications
06/12/2021	COMM00291	22.40		22.40		R	Barclays Bank
06/12/2021	COMM00298		3.60	3.60		R	Receipt(s) Banked
13/12/2021	DD00289	49.65		49.65		R	British Telecom
13/12/2021	FP00299		12.00	12.00		R	Receipt(s) Banked
15/12/2021	FP00300		43.75	43.75		R	Receipt(s) Banked
17/12/2021	BACS00292	22.00		22.00		R	Chepstow Accountancy
17/12/2021	BACS00290	120.00		120.00		R	Severn Tunnel Band
17/12/2021	BACS00289	206.40		206.40		R	Rialtas Business Solutions
17/12/2021	BACS00277	37.50		37.50		R	Cllr N Baicher
17/12/2021	BACS00278	37.50		37.50		R	Cllr S Bailey
17/12/2021	BACS00279	37.50		37.50		R	Cllr M Bisi
17/12/2021	BACS00280	287.50		287.50		R	Cllr G Cook
17/12/2021	BACS0028	37.50		37.50		R	Cllr C Hopkins
17/12/2021	BACS00282	37.50		37.50		R	Cllr D James
17/12/2021	BACS00283	37.50		37.50		R	Cllr P Kirkham
17/12/2021	BACS00284	37.50		37.50		R	Cllr K Plow
17/12/2021	BACS00285	162.50		162.50		R	Cllr S Raggett
17/12/2021	BACS00286	37.50		37.50		R	Cllr F Taylor
17/12/2021	BACS00287	37.50		37.50		R	Cllr J Wilson
17/12/2021	BACS00288	37.50		37.50		R	Cllr A Zagazda
17/12/2021	BACS00276	30.00		30.00		R	One Voice Wales
17/12/2021	BACS00275	65.34		65.34		R	Microshade Bus Consultants Ltd
17/12/2021	BACS00274	892.50		892.50		R	Merlin Environmental Services
17/12/2021	BACS00273	264.00		264.00		R	Merlin Environmental Services
17/12/2021	BACS00268	9.28		9.28		R	Beverly Cawley
17/12/2021	BACS00267	10.22		10.22		R	Beverly Cawley
17/12/2021	CHQ106116	150.00			150.00		RBL Poppy Appeal
17/12/2021	TFR00296		10,000.00	10,000.00		R	Receipt(s) Banked
23/12/2021	BACS00270	3,965.19		3,965.19		R	Salanes
23/12/2021	DD00295	168.58		168.58		R	Solutions in Technology
23/12/2021	FP00301		92,467.00	92,467.00		R	Receipt(s) Banked
30/12/2021	BACS000251	53.81		53.81		R	Konica Minolta Bus Sols
30/12/2021	BACS000251	-53.81		-53.81		R	Konica Minolta Bus Sols
31/12/2021	BACS00271	1,415.06		1,415.06		R	HMRC
31/12/2021	BACS00272	1,035.58		1,035.58		R	Torfaen CBC
		9,265.59	102,538.35				

## Bank Reconciliation up to 31/12/2021 for Cashbook No 2 - General/Reserve

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
17/12/2021	TFR00296	10,000.00		10,000.00		R <input type="checkbox"/>	Current Bank A/c
31/12/2021	CRINT 0030		22.80	22.80		R <input type="checkbox"/>	Receipt(s) Banked
		<u>10,000.00</u>	<u>22.80</u>				

## Welsh Government Councillor remuneration and citizen engagement in Wales - reports

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Please find below links to two reports on 'Councillor remuneration and citizen engagement in Wales' that have been published on the Welsh Government's website

### **Councillor remuneration and citizen engagement in Wales: evidence review**

[Councillor remuneration and citizen engagement in Wales: evidence review | GOV.WALES](#)

[Cydnabyddiaeth ariannol i gynghorwyr ac ymgysylltu â dinasyddion yng Nghymru: adolygiad o dystiolaeth | LLYW.CYMRU](#)

### **Councillor remuneration and citizen engagement with councillors: survey of public attitudes**

[Councillor remuneration and citizen engagement with councillors: survey of public attitudes | GOV.WALES](#)

[Cydnabyddiaeth ariannol i gynghorwyr ac ymgysylltiad dinasyddion â chynghorwyr: arolwg o agweddau'r cyhoedd | LLYW.CYMRU](#)





Our ref: JH-/4031/21  
To: Town and Community Councils  
(Part 4 of the Well-being of Future Generations (Wales) Act)

14 December 2021

Dear Colleagues,

Today, as part of the [Shaping Wales' Future](#) programme, the Welsh Government has published the first wave of Wales' national milestones under the seven well-being goals, an updated suite of national well-being indicators, and the second edition of the [Future Trends Report Wales](#).

In my statement to the Senedd earlier today, I outlined the important role that these publications can play in shaping Wales' future and in [embedding the well-being](#) of future generations approach further into how we work across Wales. I therefore wanted to take the opportunity to write to all the public bodies, Public Services Boards, and those town and community councils subject to Well-being of Future Generations (Wales) Act's well-being duty and who are part of a family of organisations who are empowered to work in a more sustainable way.

### Shaping Wales' Future

The nine [national milestones](#) laid before the Senedd today cover areas that this government is committed to, including: an elimination of the pay gap for gender, ethnicity, and disability by 2050; using our fair share of the world's resources by 2050; ensuring that at least 90% of 16-24 year olds will be in education, employment, or training by 2050; and, increasing the percentage of children with two or more healthy behaviours to more than 99% by 2050. The publication of our first national milestones provides a renewed opportunity to drive collaborative action and act as a key measure of the [pace and scale of change](#) needed in a number of key areas.

Alongside the national milestones, we have updated our [national well-being indicators](#), which we collectively use to monitor national progress towards the well-being goals. These include new measures on justice, travel, housing costs, and digital inclusion – all matters that we have been told now play a [larger role](#) in shaping Wales' well-being than they did before the COVID-19 pandemic.

Today also marks the publication of the latest edition of the [Future Trends Report Wales](#), which is designed to assist decision makers in Wales take better account of the long term. The report draws together, in one accessible place, information on the economic, social, environmental, and cultural trends that are likely to impact the achievement of Wales' national well-being goals. This second edition of the report focuses on four big trends: people and population, inequality, planetary health and limits, and technology. I was also keen that the contents of the report recognised the environment in which public bodies are discharging their well-being duty. The 2021 report therefore consolidates information

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1SN

[Gohebiaeth.Jane.Hutt@llyw.cymru](mailto:Gohebiaeth.Jane.Hutt@llyw.cymru)  
[Correspondence.Jane.Hutt@gov.wales](mailto:Correspondence.Jane.Hutt@gov.wales)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

specific to public services in Wales with a focus on public finances and public sector demand and digital. The report complements resources that public bodies and others have developed that look in detail at certain trends on particular policies, places, or populations.

Preparing the report during the COVID-19 pandemic has brought its challenges. The ongoing and evolving impacts of the pandemic on long-term trends globally and for Wales remain highly uncertain at this stage. The report will therefore not focus on the long-term impacts of the pandemic, and we will instead provide an update to the report's evidence pack in 2023 to take account of further information and data as they emerge.

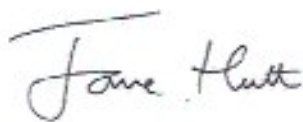
Together, these publications ensure our seven well-being goals remain relevant to people's lives today and to the challenges we may face in the future. I know that many public bodies are contributing to the assessments of local well-being for Public Services Boards, alongside dealing with the pandemic and the climate and nature emergencies

### **The Well-being of Future Generations journey**

Over the past 18 months, we have seen a considerable amount of scrutiny and consideration of how our well-being of future generations legislation is driving change in the public sector, and moving us closer towards the collective national well-being goals. The findings from recent reports from the Public Accounts Committee, Future Generations Commissioner and Auditor General demonstrate a common desire to use the legislation to support positive changes in how government and the wider public sector work through a well-being framework, one that reflects core Welsh values of environmental justice, social justice, and fairness between generations. The Welsh Government's [Programme for Government](#) includes our [ten well-being objectives](#), which will enable us to make a significant contribution to the seven well-being goals over this government term.

Finally, I would like to thank to you and your officials for continuing to play an integral part in bringing the well-being of future generations approach to life.

Yours sincerely,



**Jane Hutt AS/MS**  
Y Gweinidog Cyfiawnder Cymdeithasol  
Minister for Social Justice





Eich cyf/Your ref  
Ein cyf/Our ref

To: Community and Town Councils in Wales  
One Voice Wales  
The Society of Local Council Clerks

13 December 2021

Dear Colleague

In June 2021, I published a consultation on draft regulations to be made under section 30(3) of the Local Government and Elections (Wales) Act 2021 ("the 2021 Act"), specifying the *qualifications a clerk to a community council must hold in order to satisfy one of the three conditions for a council to resolve itself to become an eligible community council for the purpose of exercising the general power of competence.*

I am grateful to all who took time to respond to the formal consultation. An analysis of consultation responses has been undertaken and a summary published on the [Welsh Government website](#).

The majority of respondents to the consultation agreed that the qualifications specified in the draft regulations would give confidence that a clerk has the core knowledge, skills and understanding to support a community council in the exercise of the general power of competence. There is clear confidence particularly from the main sector representative bodies, that the Certificate in Local Council Administration (CiLCA) provides the appropriate sector-specific certified training for clerks to enable them to support their council. The other qualifications specified in the draft regulations also meet that requirement.

While some respondents put forward alternative qualifications for consideration for inclusion, there was no significant support for other suitable, sector-specific qualifications. The extent to which the content of the other qualifications put forward would be applicable to the sector would vary. A number of respondents to the consultation also suggested that experience in a clerk role should be taken into account. While I acknowledge and value this experience, I am not persuaded that it can be objectively measured to provide assurance that a clerk is suitably equipped to support a council in exercising the general power of competence.

Following this formal consultation, I am pleased to confirm that I have now laid the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales)

Canolfan Cyswilt Cyntaf / First Point of Contact Centre:  
0300 0604400

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1SN

[Correspondence.Rebecca.Evans@gov.wales](mailto:Correspondence.Rebecca.Evans@gov.wales)  
[Gohebiaeth.Rebecca.Evans@llyw.cymru](mailto:Gohebiaeth.Rebecca.Evans@llyw.cymru)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Regulations 2021 before the Senedd, with a coming into force date of 5 May 2022. The regulations are unchanged from the draft issued for consultation and can be found on the [Senedd Cymru website](#).

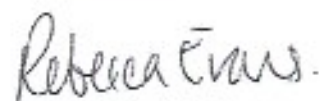
Some of the responses to the consultation appeared to be of the understanding that the qualifications would be a requirement for **all** community council clerks. It is important to emphasise that a community council does **not** have to meet the conditions for the general power of competence unless it wishes to resolve itself an eligible council. The qualification requirement detailed in the regulations is only for councils, regardless of size, that wish to resolve themselves an eligible community council for the purposes of exercising the general power of competence.

The general power under section 137(1) of the Local Government Act 1972 has been retained for community councils that do not wish to resolve themselves to become an eligible community council, or are not yet able to satisfy the eligibility conditions.

A number of consultation responses noted the importance of ongoing development of clerks. This is something that the Welsh Government supports, with [bursary funding](#) provided to enable clerks to undertake the full CiLCA certificate, as well as broader training such as the Introduction to Local Council Administration (ILCA), Society of Local Council Clerks training courses, conferences and continuing professional development opportunities. This funding is reviewed on an annual basis and I would encourage councils and clerks to take advantage of this opportunity.

Statutory guidance is currently being developed for community and town councils on all their new powers and duties under the 2021 Act. This will include a section on exercising the general power of competence and questions raised in this consultation will be reflected in the guidance. The guidance will be subject to consultation later this year and I look forward to considering feedback on this. My officials will continue to work closely with sector partners through implementation of the 2021 Act, and ensuring that the guidance meets the needs of community and town councils in Wales.

Yours sincerely,



**Rebecca Evans AS/MS**  
Y Gweinidog Cyllid a Llywodraeth Leol  
Minister for Finance and Local Government

## Pre-Application Consultation for Rush Wall Solar Park

Notice under articles 8 and 9(2) of 'The Developments of National Significance (Procedure) (Wales) Order 2016'

Installation of a solar park on land near the village of Redwick, south east of Newport, Wales

This email and its enclosures invite your comments on the draft application before it is submitted.

I have enclosed a Location plan and a copy of the Notice (in English and in Welsh) under articles 8 and 9(2) of 'The Developments of National Significance (Procedure) (Wales) Order 2016'.

We are commencing a pre-application consultation exercise that will run until from the 1<sup>st</sup> December 2021 until the 26<sup>th</sup> January 2022.

The reason we are undertaking a further consultation is because a dormouse survey was required to be completed prior to submission of the application and the timeline for this survey went beyond the 12 month period when the DNS application was required to be submitted.

Welsh Government have now confirmed a further 12 month period to submit the application.

However, to comply with procedural legislation, there is now a requirement to undertake a further statutory pre-application consultation exercise under the new 12 month period.

This consultation exercise provides consultees with an opportunity to provide comments on the proposals although it is appreciated these may be the same / largely the same as those that were previously provided.

Please refer to the attached letter for further details.

I look forward to receiving any comments you would like to make. Please do not hesitate to contact me should you have any questions regarding this consultation.

26<sup>th</sup> November 2021

Dear Sir/Madam,

**Notice under articles 8 and 9(2) of 'The Developments of National Significance (Procedure) (Wales) Order 2016'**

**Installation of a solar park on land near the village of Redwick, south east of Newport, Wales**

I am writing to notify you of a proposal that is a Development of National Significance (DNS) and to provide you with the opportunity to comment on the draft application before it is submitted.

Enclosed with this letter is a Site Location Plan. I have also enclosed a copy of the Notice (in English and in Welsh) under articles 8 and 9(2) of 'The Developments of National Significance (Procedure) (Wales) Order 2016'.

This consultation provides an opportunity to view a draft planning application online at <https://bsrenergy.com/rush-wall-solar/> and to comment on the proposal before it is finalised for submission to Welsh Government. The deadline for comments is **Wednesday 26<sup>th</sup> January 2022**.

Please note that this consultation is the second such consultation on the same proposal to that which took place at the end of 2020.

The reason we are undertaking a further consultation is because a dormouse survey was required to be completed prior to submission of the application and the timeline for this survey went beyond the 12 month period when the DNS application was required to be submitted.

Welsh Government have now confirmed a further 12 month period to submit the application. However, to comply with procedural legislation, there is now a requirement to undertake a further statutory pre-application consultation exercise under the new 12 month period.

This consultation exercise provides consultees with an opportunity to provide comments on the proposals although it is appreciated these may be the same / largely the same as those that were previously provided.



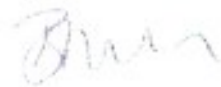
The following list provides a quick reference to the additional / amended material:

- New lapwing mitigation proposals
- Dormice surveys completed
- New hedgerow/ditch management proposals
- Updates to the cumulative assessment to take into account schemes that are now constructed (and therefore form part of the baseline)
- An updated Landscape and Ecological Management Plan (LEMP)
- Updates to Project Description to take account of the change from Inverter housings to *string inverters*
- Updated Biodiversity Net Gain (BNG) Calculation
- Inclusion of a Water Monitoring Plan at Appendix 7.2 of the ES following consultation with NRW
- Minor revision of the Heritage chapter to include details of the targeted mitigation strategy for piling that has been agreed with GGAT
- Update to Noise Chapter to re-run modelling based on the change to string inverters
- Habitat Regulations Assessment (HRA) Screening has also been updated

All consultation comments received will be taken on board prior to the finalising of the application for submission. They will also be covered within a Consultation Report that will accompany the application when it is submitted.

We look forward to receiving any comments you might have in relation to the proposal.

Yours faithfully



Ben Lewis MRTPI  
Director

Enc.

- Site Location Plan
- Notices in both English and Welsh

## The Developments of National Significance (Procedure) (Wales) Order 2016 (as amended)

### PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION NOTICE UNDER ARTICLES 8 AND 9(2)

**Purpose of this notice:** this notice provides the opportunity to comment directly to the developer on a proposed Development of National Significance (DNS) prior to the submission of a planning application to the Welsh Ministers. Planning applications for DNS will be publicised by the Welsh Ministers and the relevant local planning authority; any comments provided in response to this notice will not prejudice your ability to make representations to the Welsh Ministers on any related DNS planning application. You should note that any comments submitted may be placed on the public file.

Proposed development at :	Land near the village of Redwick, south east of Newport, Wales on the Caldicot Levels
I give notice that:	Rush Wall Solar Park Limited
is intending to apply to the Welsh Ministers for planning permission in respect of Development of National Significance which is:	Installation of a solar park on land near the village of Redwick, south east of Newport, Wales
And considers that the following secondary consents are connected to the proposed application and that a decision in respect of those consents is to be made or should be made by the Welsh Ministers:	None
You may inspect copies of: <ul style="list-style-type: none"><li>the proposed application;</li><li>the plans; and</li><li>other supporting documents</li></ul> online at:	<a href="https://bsrenergy.com/rush-wall-solar/">https://bsrenergy.com/rush-wall-solar/</a>
Anyone who wishes to make representations about this proposed development must write to the applicant/agent at:	<a href="mailto:info@renplan.co.uk">info@renplan.co.uk</a> 35 And 35a The Maltings Lower Charlton Trading Estate, Shepton Mallet, Somerset, England, BA4 5QE
By:	<b>26th January 2022</b>
Signed:	Ben Lewis on behalf of Renplan Ltd. (Planning Agent)
Date:	1 <sup>st</sup> December 2021







## Rush Wall Solar Park – Change Register for Pre-Application Consultation

The following represents changes made to the DNS application documents for Rush Wall Solar Park since the initial Pre-Application Consultation period that took place from November 2020 - January 2021. Various changes have been made to documents in light of the responses received during this period. The subsequent updates to application documents are outlined in the table below:

Document	Relevant Section	Summary of Changes
<b>Non-Technical Summary of the Environmental Statement</b>		
Non-Technical Summary	All	Updated to reflect all changes detailed below, where relevant.
<b>Environmental Statement</b>		
Chapter 2 – Project Description	Paragraphs 2.29-2.56	Updated to reflect the proposed change from central inverters to string inverters and transformers. Associated figures 2-7 to 2-11 also updated accordingly, where relevant.
Chapter 2 – Project Description	Paragraph 2.54	Updated to include off-site mitigation areas secured for lapwing.
Appendix 2.1 – Construction Traffic Management Plan (CTMP)	Section 3.1	Updated Project Description to reflect the proposed change from central inverters to string inverters and transformers.
Appendix 2.2 – Outline Construction Environmental Management Plan (CEMP)	Appendix B	Updated Proposed Site Layout Plan to reflect the proposed change from central inverters to string inverters and transformers.
Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Table 2	Updated with regards to lapwing mitigation and ditch management.
Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Map 2	Updated to show additional Shnill Carder Bee enhancement areas.
Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Paragraph 4.3 Appendix G	Updated to provide detail of Ditch Management Strategy following consultation with NRW after the initial Pre-Application Consultation phase (2020-2021) for the project.
Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Section 5	Monitoring section updated following consultation with NRW after the initial Pre-Application Consultation phase (2020-2021) for the project.
Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Appendix 2 and 3 Map 3	Updated with regards to new, larger land parcels for lapwing mitigation.

Appendix 2.3 – Landscape and Ecology Management Plan (LEMP)	Appendix 7	Updated net gain calculation in light of ditch management strategy and update to Metric 3.0
Chapter 3 – Methodology and Consultation	Table 3-2 and Figure 3-7	List of projects considered for cumulative impact assessment updated as the status of some had changed, i.e. some applications have been abandoned or the development is now constructed and so considered as part of the baseline
Chapter 3 – Methodology and Consultation	Table 3-3	Consultation table updated to include initial Pre-Application Consultation phase undertaken in 2020/21.
Chapter 5 – Ecology	Paragraphs 5.29-5.32	Updated to reflect dormouse surveys that have been undertaken
Chapter 5 – Ecology	Paragraphs 5.40-5.42, 5.293	Updated to provide detail of Ditch Management Strategy following consultation with NRW after the initial Pre-Application Consultation phase (2020-2021) for the project.
Chapter 5 – Ecology	Paragraphs 5.190-5.191, 5.194-5.195, 5.315-5.316	Updated to include ditch management strategy and increase in enhancement provision for Shriill Carder Bee.
Chapter 5 – Ecology	Paragraphs 5.328-5.335	Updated 'Enhancement' section to include updated strategy with regards to ditch management and enhancement for Shriill Carder Bee.
Chapter 5 – Ecology	Paragraph 5.336	Updated 'Monitoring' section to include aquatic habitats and aquatic invertebrates, Shriill Carder Bee and water quality.
Chapter 5 – Ecology	Paragraphs 5.339-5.352	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment.
Appendix 5.1 – PFA		Updated.
Appendix 5.5 – GCN Surveys		Updated to include conservation strategy and ecological compliance audit as requested by NRW.
Appendix 5.7 – Water Vole Surveys		Updated to include conservation strategy and ecological compliance audit as requested by NRW.
Appendix 5.9 – Dormouse Surveys		New – dormouse surveys relevant to Proposed Development site and Lapwing Mitigation Areas.
Chapter 6 – Ornithology	Paragraphs 6.246-6.259	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment. Gwent Farmers Scheme now considered within Baseline section at paragraphs 6.73-6.79.



Chapter 7 – Hydrology, Water Quality and Flood Risk	Paragraphs 7.15-7.17, 7.86	Updated following NRW response during initial pre-application consultation (2020/21) regarding information requested in relation to land use, drainage and water monitoring.
Chapter 7 – Hydrology, Water Quality and Flood Risk	Table 7-9	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment.
Chapter 7 – Hydrology, Water Quality and Flood Risk	Appendix 7.2	New appendices detailing Water Management Plan and NRW Correspondence.
Chapter 8 - Landscape and Visual	Paragraphs 8.62-8.69	Updated in light of the change of status of schemes that that no longer meet the criteria for Cumulative Impact Assessment but now fall within baseline for assessment, i.e. consented wind turbine immediately north of the site has now been constructed.
Chapter 8 - Landscape and Visual	Paragraphs 8.110-8.111, 8.228-8.232	Reflective of update in NRW Cultural Landscape information/mapping since the chapter was originally authored.
Chapter 8 - Landscape and Visual	Paragraphs 8.287-8.290	Updated in light of the change of status of schemes that that no longer meet the criteria for Cumulative Impact Assessment.
Chapter 8 - Landscape and Visual	Figure 8-1 (Site analysis)	Updated to include changes in nearby land uses, i.e. newly constructed wind turbine to near northern site boundary.
Chapter 8 - Landscape and Visual	Figure 8-3 (Renewable energy schemes)	Updated to include changes in nearby land uses, i.e. newly constructed wind turbine to near northern site boundary and construction of Llanwern Solar farm.
Chapter 8 - Landscape and Visual	Figure 8-6 (Cultural Landscape Services)	Reflective of update in NRW Cultural Landscape information/mapping since the chapter was originally authored.
Chapter 8 - Landscape and Visual	Figures 8.10a-8.25a (Viewpoints)	Updated to consider changes in status of nearby land uses, i.e. updated in light of the change of status of schemes that that no longer meet the criteria for Cumulative Impact Assessment.
Chapter 8 - Landscape and Visual	Figures 8.26 (Landscape Masterplan)	Updated to include changes in nearby land uses, i.e. newly constructed wind turbine to near northern site.
Chapter 9 - Heritage	Table 9-1, Paragraphs 9.51, 9.74	Update to include initial Pre-Application Consultation response on 9 November 2020 from GGA1 and subsequent agreement of piling mitigation strategy, i.e. further targeted sampling of shallow peat deposits.
Chapter 9 - Heritage	Paragraphs 9.77-9.80	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment.
Chapter 10 - Transport	Table 10-9	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment.



Chapter 11 - Noise	Paragraphs 11.60-11.88	Chapter reflect beneficial change in light of reassessment and modelling of operational noise environment as a result of the proposed change from central inverters to string inverters and transformers.
Chapter 11 - Noise	Table 11.16	Updated to remove schemes that no longer meet the criteria for Cumulative Impact Assessment.
Chapter 12 – Glint and Glare	Paragraph 12.3	Updated to provide information regarding scoping out aviation receptors.
Appendix 12.1 – Glint and Glare Study	Section 4.2	Updated to include reference to the potential for the M4 relief road proposal to come forward
Other Documents		
Habitat Regulation Assessment Screening		Updated to solely consider peak counts for lapwing, as requested by RSPB.
Flood Consequence Assessment		Updated to reflect proposed change from central inverters to string inverters and transformers.
Planning Statement		Updated Planning Policy Section to account for changes in National Planning Policy Guidance and updated discussion on the planning impacts to reflect the updates to the Environmental Statement.
Design and Access Statement		Updated Planning Policy Section to account for changes in National Planning Policy Guidance and updated discussion on the planning impacts to reflect the updates to the Environmental Statement.
Sequential Site Selection Report		Updated Planning Policy Section to account for changes in National Planning Policy Guidance.

## WELSH GOVERNMENT CONSULTATION

### The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

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Please find attached link to the consultation The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

[Local Government and Elections \(Wales\) Act 2021: Community and Town Councils statutory guidance](#) | GOV.WALES

This consultation is seeking views on draft statutory guidance for community and town council.

This is a written, electronic consultation. Please respond by:

- Completing the consultation response form; or
- Emailing or posting your response to the contact details below.

The consultation closes on 17 March 2022

From:

The Local Government and Partnerships Division

Welsh Government

[LGPartnerships@gov.wales](mailto:LGPartnerships@gov.wales)

MONMOUTHSHIRE COUNTY COUNCIL, CONSULTATION  
Community Council precept payments for 2022/23

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Under Council Tax regulations, Monmouthshire County Council is required to consult and determine the dates upon which Community Council precepts should be paid to Community Councils for the forthcoming financial year 2022/23. Historically payments have been made in three instalments at the end of April, August and December.

The County Council wishes to consult with Community Councils on the following options:

- 1) Having one annual payment on the last working day in April
- 2) Having three equal instalments at the end of April, August and December

For administrative purposes it isn't possible to offer alternative payment dates for different Community Councils and the intention is therefore to put forward the majority opinion to the Monmouthshire Cabinet Member for recommendation.

If you wish to comment on the proposed payment dates please respond by the 7<sup>th</sup> January 2022.

If I don't hear from you I will assume that you are happy to continue with the current payment arrangement in three instalments.



## MAGOR WITH UNDY COMMUNITY COUNCIL

### VILLAGE IMPROVEMENTS & SIGNAGE WORKING GROUP

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#### Notes from a Working Group Meeting:

**Held:** Thursday 14<sup>th</sup> December 2021 at 10.00am via Zoom

**Present:** Cllr Neeta Baicher, Cllr Sally Bailey, Cllr Keith Plow, Cllr Sally Raggett  
Beverly Cawley (Clerk to the Council)

**Apologies:** Cllr Mario Bisi,

**Absent:** Cllr Carole Hopkins,

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#### Resident Enquiries:

The clerk advised, that following an enquiry from Paul Turner at the Golden Lion asking if the Village Improvements project included Brown & White Tourism Signs (with a view to a knife & fork symbol being added to any signs directing visitors to the Square), she had advised Mr Turner about the different aspects of the project: Welcome Sign, Village Maps, Finger Posts and B&W tourist signage. The clerk advised Mr Turner that knife and fork symbol was on one of the mock up drafts for finger posts, and that the Golden Lion was displayed on the new Village Maps, and forwarded a copy of version 4 for Mr Turner to see. He was very impressed and said:

*"Wow! That is brilliant! So much work must have gone into that. It will be a real asset to the villages. I can't wait to see it positioned somewhere (there would have to be one in the Square, wouldn't there?) and the sooner the better. It's only when you see them written down you realise how fascinating many points of interest we have. Well done to all involved! Thanks for your help."*

Sharon Franklin, Postmistress had asked about the finger post signs. The clerk advised that once the two current projects were nearing completion or completed the group would be looking at both finger posts and B&W tourism signs.

**ACTION:** To invite Paul Turner and Sharon Franklin to join the working group when it starts to progress the Finger Posts and Brown & White tourist signage to obtain their input.

#### Welcome Signs:

The Clerk advised she had another site meeting 12/11/21 with Mon CC Highways dept. and Standard Signs installation team leader regarding the positioning of the 'Welcome to Magor and Undy' signs at each end of the villages. Discussion also took place regarding the removal of obsolete signs in the area. The 'Welcome Signs' are due to be installed week commencing 13/12/21.

### Magor Square Notice Board and Walks Map:

The replacement notice board has now been installed in Magor Square, together with the new walks map. The old notice board has been removed from the Council's asset list. The walks map probably needs a new back to it, posts and fixings. The clerk was looking for somewhere to re-site the walks map adjacent or near to one of the walks on the map.

Suggestions were for Magor Marsh or at the Common-y-coed plantation, where some of the footpaths merged. It was noted that Magor Marsh may already have one of the new walk maps. Members did note that if the map went to the Common-y-coed Plantation, then it would go across to Rogiet Community Council in the Boundary change, and they would be responsible for the cost of installing the map.

**ACTION:** *The Clerk would check whether the Marsh already had a walks map.*

### Village Maps:

The clerk had provided Platform One with additional text, missing history detail and details of amendments/corrections, and as a result Members had been issued with the fourth draft of the proposed Village Map.

Living Levels have agreed a £5k grant towards the cost of artwork, maps, display and installation etc. (£2.5k each for Magor and Undy).

Platform One had provided an interim invoice for 50% of the cost for the art work etc. Living Levels will pay the cost in instalments up to the value of £5k. Living Levels will therefore pay the interim invoice from Platform One for £1422.50+vat. The clerk has asked Living Levels if the £5k grant includes or excludes vat.

The project (on December 2020 quote) could potentially be £3941 + vat, plus the cost for Welsh translation (if we need one). Members were hopeful that the whole cost could be borne by the Living Levels grant, especially if they can claim back the vat and it therefore does not form part of the grant.

Members went through the Map, checking for spelling, grammar etc. and were happy with the historic/text content. Members were mindful that the grant allows for £2.5k for each village and therefore there should be one map sited in each village.



Undy Pound was the firm favourite for the village of Undy, firstly as the Community Council has responsibility for it, it is also home to one of the walk maps, is on the Sustran National Cycle route 4 and is a parking point for public joining the nearby Coastal Footpath at Collister Pill.





The Square is the obvious choice for Magor. The map would need to be sited away from any traffic lane/route, and hopefully be easily visible. Several suggestions were made: grass verge opposite entrance to Procurators House Car Park on

Redwick Road, in one of the car parks. Members finally agreed on the alleyway from the Square to Brassknocker Street (between the Chemist and Teeth for Life). There are several bollards and a large coffin shaped planter. If sited correctly at this point, it would be visible from the actual Square, public going to/from the Sycamore Terrace Car Park would see it, as would many residents doing a drop off/pick-up from the School.

**RECOMMENDATION:** *Members proposed to recommend to Full Council the two sites:*

- i. *In front of the telegraph pole on Undy Pound, between the notice board and the walks map.*
- ii. *In the alleyway from Magor Square, central, in front of the first set of bollards.*

Members discussed how to display the maps. Platform One had sent photographic examples for three types of board, costs available were those quoted in their letter/quote dated December 2020.

Members acknowledged that costs may have risen slightly (*see up to-date costs obtained since meeting*). The clerk had also asked for details of a lectern type display board, which would make the map accessible for children and those in wheelchairs.

Examples:



1. *Lockable notice board type*
2. *enclosed wall board*
3. *Lectern style display*





On viewing the examples members thought that the example 4. was best suited, as it was more likely to be seen from the Square. A lectern type display may not be seen at a distance.

Members believed that they could still reduce the height so that the board was not totally inaccessible to someone in a wheelchair.

4. display with posts

Members felt that the posts should be black, or black and gold, in line with other street furniture, but noted that gold paint may come at a premium. The display in the Square could also be double sided if sited correctly. Members also considered the possibility of holding a spare map in the Council Office.

**ACTION:** clerk to ask Platform One about Colours.

**RECOMMENDATION:** Members proposed to recommend to Full Council that both maps be enclosed in type 4 – display with posts – at a suitable height from ground level.

**RECOMMENDATION:** Members proposed to ask Full Council to consider a double sided display board for Magor Square, and an additional map to be held in the Council Office (subject to costs).

#### **Finger Posts:**

The clerk advised that no further work had been undertaken on this due to workload from other areas. Members agreed that once the Village Maps project was nearing completion that it would concentrate on finger posts.

#### **Brown & White Tourism Signs:**

The clerk advised that no work had been undertaken on this other than checking and obtaining a copy of the Mon CC policy. Members agreed that once the Village Maps project was nearing completion that it would start to look at the B&W sign requirements in tandem with the finger post project.

## **UP-TO DATE COSTS (December 2021) for Displays/Installation and Maps**

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All Prices are given exclusive of VAT.

### **ART WORK & DESIGN:**

Remains as per Quote December 2020 **£2845**

### **DISPLAY OPTIONS:**

A1 Plaza with black 2.5 metre posts (400mm will go into the ground) and ball finials. Full colour printed and satin laminated, **single-sided**. **£522**

A1 Plaza with black 2.5 metre posts (400mm will go into the ground) and ball finials. Full colour printed and satin laminated, **double-sided**. **£709**

A0 Plaza with black 2.5 metre posts (400mm will go into the ground) and ball finials. Full colour printed and satin laminated, **single-sided**. **£594**

A0 Plaza with black 2.5 metre posts (400mm will go into the ground) and ball finials. Full colour printed and satin laminated, **double-sided**. **£808**

### **INSTALLATION:**

Travel, Postcrete and fitting of two signs into soil. **£245**

#### **Note:**

The installation price is very much dependent on the location and the ground into which the signs will be fitted. Sometimes, there are complications arising from below surface obstacles, underground utilities, Highways' restrictions, etc., but I'm sure we will resolve all that well in advance of production: our guys may very well do a site survey.

### **PRINT OF MAP FOR COUNCIL OFFICE**

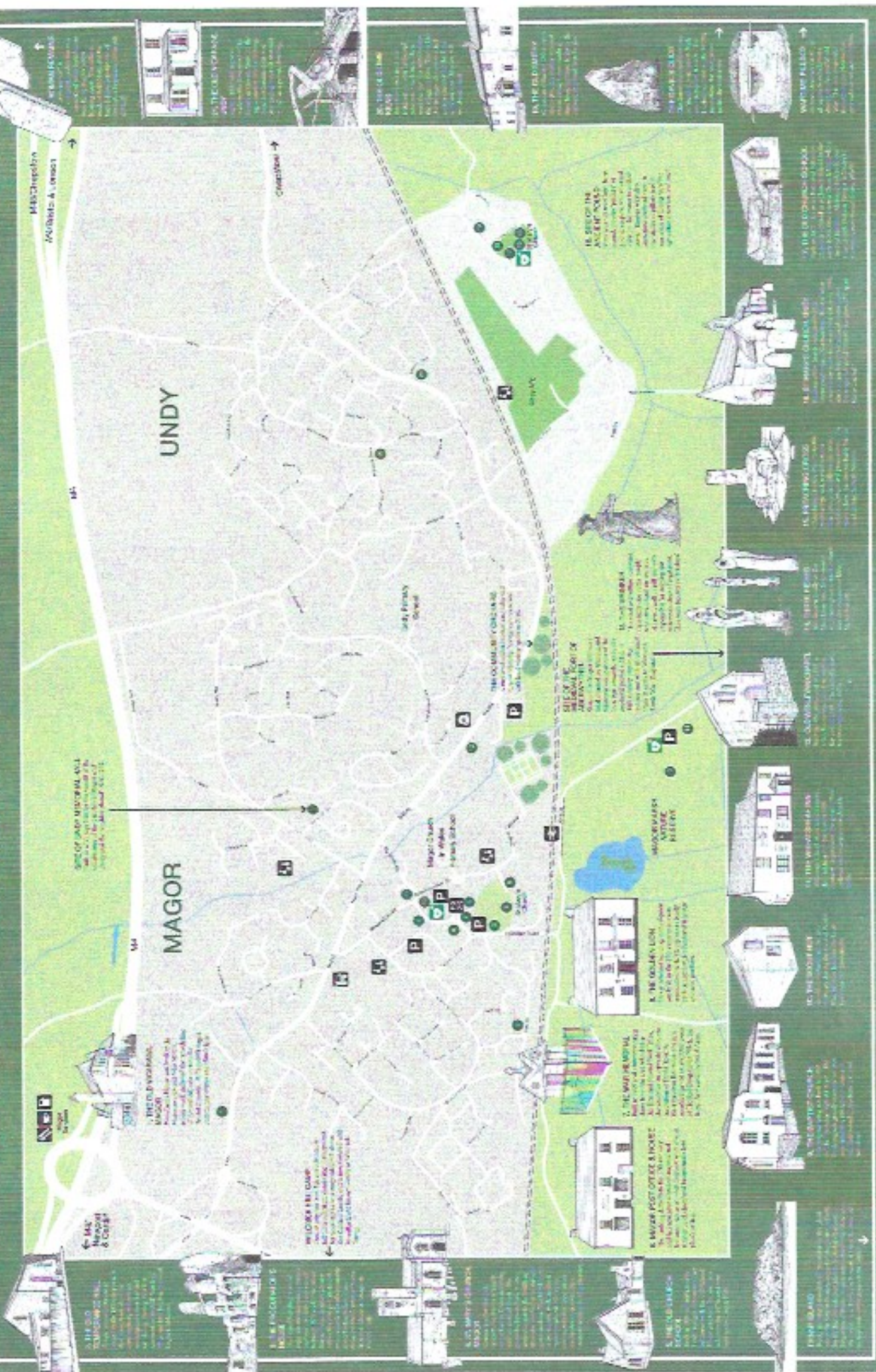
that can be taken to events/consultations, lent to schools etc.  
printed on lay-flat (which does exactly that when you unroll it)

A1 print = **£18**

A0 print = **£28.75**



# Croeso i/ Welcome to MAGOR with UNDY





## MUGA COURTS

**December 2021 – from resident:**

I need to continue with my concerns about the use of the MUGA.

I regularly walk past this area, at all times of the day, and have still to observe the MUGA without the tennis nets taken down. This means that the football area is totally unusable and only half the basketball court can be used. I am sure the community was provided with this resource on the understanding that it was a multi-use games area. From my experience since has been installed, it appears to only be available for tennis purposes.

I acknowledge the logistical issues you described about removing and reinstalling the nets for booked use. However, it looks like the posts are easily removable from their mounts and the nets appear to sit on a simple lug. Would it be possible to provide a basic locker adjacent to the courts, which can be used to store the posts and nets? The hirer could be responsible for installation and removal. A deposit on the locker key should ensure compliance with this process.

With the arrival of a two weeks (or possibly more) Christmas break, I am sure young people would make use of this resource, if more available.

Please don't interpret this message as a criticism of the Community Council or the fantastic tennis coaching taking place in the courts. I am hugely supportive of both, but just feel the community is not currently being allowed to use a vital resource to its full extent.

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**September 2020 - Response from Council**

Thanks for your email. Your comments are noted.

I did arrange for one tennis net and set of posts to be removed on the weekend, so that the kids at least have the use of one court and one football goal to have a kick about. Currently we have Tennis courts booked and paid for on a daily basis. Come mid-October the other two nets will be taken down and put up as and when the courts are booked/paid for as tennis usage declines –albeit we still have regular bookings made for one court.

With the tennis courts being booked/paid for on a daily basis at the moment, it is not feasible or cost effective for me to come down and remove the nets and then come down and put them back up. I would of course arrange this if there is a formal booking for the whole football court or basketball court and it does not clash with an existing booking.

**September 2020 from resident:**

Just picking up on a few local comments this week about the MUGA.

First, what a lovely resource and well done to all who worked on its renovation!

The tennis nets seem to be nearly permanently set up, which restricts other elements of use, such as football.

The tennis tuition and usage is really important but surely the nets could go up when booked for those events and taken down when not being used for pre booked tennis?

# Magor with Undy Community Council

## Recruitment and Selection Policy

### Purpose

This document sets out the Council's policy on recruitment and selection. The Council is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

### Related policies and procedures

This policy is to be read in conjunction with the Council's 'Equal Opportunities' and 'Data Protection' policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and related policies.

### Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for the Council, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

### Policy Statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for promotion opportunities wherever possible.

### Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be shortlisted against the job requirements as laid out in the job descriptions and person specifications.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- Selection tests may be used which are specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- If selection tests are used, these should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept on records for six



months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially.

- Interviews will assess candidates against job-related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- All candidates will be asked at the first interview stage to provide documentary evidence of the right to live and work in the UK, to ensure compliance with the immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken.
- Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

### **Recruitment and Selection Process**

The Council can resolve to seek the assistance of a competent professional Human Resources advisor (au fait with the local council sector) to assist in the preparation, advertising and interview process e.g. A One Voice Wales consultant.

The recruitment process should be followed in accordance with the following steps:

#### **Preparation**

Formal authorisation to recruit to a post must be granted by the Council before advertising a vacancy. A job description should be produced with full details of the position, duties, reporting line, responsibilities of the jobholder and number of direct reports, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification. If necessary, for example in the case of new posts, the Council may delegate authority to the Human Resources Committee to authorise the Job Description, Person Specification and Advert.

#### **Advertising**

Except where the Council otherwise determines, all vacancies in the Council's establishment which the Council intends to fill shall be publically advertised. Advertisements can be placed in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, ie. SLCC, OVW, except where the Council otherwise determine, in accordance with the Council's Equal Opportunities Policy.

Job advertisements will be based on the job description and person specification.

Positions may be simultaneously advertised internally and externally.

#### **Applications**



Applications forms are encouraged to be submitted via email, but hard copies of application forms are also acceptable.

Prior to the interview candidates will be provided with information about the Council, role and responsibilities.

#### **Selection & Interview**

A shortlisting form will be used to assess applicants objectively against the criteria set out in the person specification.

The interview panel should consist of two (2) members of the Human Resources Committee, plus one other Councillor and/or the professional HR consultant (if applicable).

An interview question sheet will be designed by the Council or the delegated Human Resources Committee based on the job description and person specification/competency profile, and the outcome recorded on a grid.

All interview documentation must be returned to the Clerk for secure storage (in line with GDPR and Data Protection). Only those that require access for specific and authorised purposes will be able to access this information.

Once an offer of acceptance has been made verbally, the Clerk will telephone unsuccessful candidate notifying them of the outcome. If candidates request feedback, this should be dealt with courteously and sensitively and based on the scoring form used for interview questions.

#### **Making the Appointment**

The Clerk must approve all offers made to successful candidates. Upon selection of a suitable candidate the Clerk will contact the successful candidate and make an offer by telephone initially.

The Clerk will send an offer of Employment letter once the position has been accepted, subject to references.

A contract of employment containing the written statement of main terms and conditions of employment will be provided for signature within 8 weeks of commencement in post.

#### **References**

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK where applicable.

If applicable a DBS check will be conducted at the Reference stage.

The Clerk (or delegated Officer) will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above).

References will ideally come from current and/or previous employers, if applicable. If the references or medical clearance (if applicable) are not satisfactory, the offer may be revoked.

**Induction**

Induction of new employees will start as soon as a candidate accepts a position.

**Probation**

Probation periods will be set out in Contracts of Employment in line with the NJC National Agreement on Pay and Conditions of Service. The standard Probation period is 6 months (but not less than 13 weeks).

**Appeals Procedure**

Employees who have concerns about any aspect of this policy or its operation should use the Council's Grievance Policy and Procedure.

# MAGOR WITH UNDY COMMUNITY COUNCIL

## BUSINESS CASE

### Clerk & Responsible Financial Officer

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#### Background Information

THE CASE – The Question – What the Business Case must demonstrate

1. STRATEGIC CASE  
Is The proposal needed?
2. ECONOMIC CASE  
Is it value for money?
3. COMMERCIAL CASE  
Is it viable?
4. FINANCIAL CASE  
Is it affordable?
5. MANAGEMENT CASE  
Is it achievable?

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#### Background Information

The office and title of clerk are of venerable and honourable origin. The office of “parish Clerk” pre-dates the establishment of civil parishes and parish councils by the Local Government Act 1894. The Act empowered the newly created parish councils to appoint a clerk, thus preserving the continuity of the title, although a constitutional connection with the Church was severed.

The clerkship of a local council may original have been simple and undemanding, requiring few skills, but this has not been the case for a long time. The job now calls for a high level of skill and commitment and should engender a commensurate level of job satisfaction.

*NB: the term “Parish Council” refers to “Community or Town Council” in Wales*

The clerk’s overall responsibility is to carry out the policy decisions of the council. He/she is akin to the chief executive of a principal authority, in that he/she is the



head of the council's administration, and is invariably the council's "proper officer", seeing that the business of the council runs smoothly and efficiently and is conducted in accordance with the law. The clerk can in some cases also hold the role of "Responsible Financial Officer" being responsible for ensuring that the council's financial transactions are properly authorised and recorded. The clerk also guides and advises the council on matters of law and procedure. He/she is not, however, expected to be an expert and on occasion will have to seek advice on such matters.

Magor with Undy Community Council have had a Clerk and Responsible Financial Officer since its inception in the 1970's, following the amalgamation of the Undy Community and Magor Community Councils.

In 2018 Council appointed an Administrative Assistant to take some of the workload and pressure off the clerk.

The current clerk, has now expressed her intention to take early retirement at the end of May 2022, due to ill health, so there is a requirement to appoint/employ a replacement as a matter of urgency.

#### **THE CASE –**

##### **The Question – What the Business Case must demonstrate:**

- That the position of Clerk and Responsible Financial Officer is required to meet the needs of the residents and Council
- That there is a requirement for a hand-over period
- That Council is spending public money lawfully
- That there is funding in place and that this position will be sustainable.

#### **1. STRATEGIC CASE**

**Is the proposal needed?**

**Will it further the aims and objectives?**

- A local council is required to appoint only such proper officers as it deems necessary (LGA 1972, s 112(1))
- And it may appoint them on such reasonable terms, pay and conditions as it thinks fit (LGA 1972 s 112(2))
- It is not bound to appoint any specified officer (LGA 1972 s 112(3))
- But must secure that one of its officers is responsible for its financial affairs (LGA 1972 s 151)

- Appointment to paid offices must be made on merit.
- # ***The appointment of a clerk and responsible financial officer is required to ensure the running and operation of the Community Council and the discharge of its functions.***

## 2. ECONOMIC CASE

Is it value for money?

Has a range of options been considered?

Is it the best balance of cost, benefits and risk?

- The Clerk's grading was reviewed by Council in 2014 to engender a level of pay commensurate with the duties and responsibilities of the Precept and Committees (*currently LC3 SCP 45*)
- Following the disbandment of the numerous Committees, the Clerk's grading can be reviewed to engender a level of pay commensurate with the current duties and responsibilities of the Precept and the reduced number of Committees. This could further be appropriate if a new 'Deputy Clerk' is appointed to take on the clerking of committees and Working Groups, especially during the clerk's absence.
- A suitable new grading could be set at LC3 SCP 33
- Potentially the cost to the Council could be as follows for a Full Time Clerk at a grading of LC3 SCP 33:

### NEW CLERK

*Working on basis, FULL TIME clerk in place by 1/4/22*

Could bring in on lower grading - say LC3 SCP 33	36922
+ 3% estimated pay rise for 2021/22	1108
+ 2% estimated pay rise for 2022/23	761
plus Employers pension contribution	8108
plus employers NI contribution	3919
	<hr/>
	50818

- If Council were to consider a hand-over of at least two months (into the new financial year) then the cost could potentially be (for the current clerk):

### CURRENT CLERK

*Will need to overlap in new finance year for 2 months.*

3738.58	7478
+ 3% estimated pay rise for 2021/22	225
plus Employers pension contribution	1610
plus employers NI contribution	779
	<hr/>
	10092



## OPTIONS ANALYSIS

- 1) Do nothing
  - a) This is not an option. The Council cannot function without a Clerk & RFO.
- 2) Appoint an unpaid Council Member.
  - a) A Council member can be appointed, but without remuneration (LGA 1972 s 112(5))
  - b) Note, an office of profit remains an office of profit even though no profits are actually received [(Delane v Hillcoat (1829) 9 B & C 310)], and therefore an unpaid office must be specifically created before a councillor can be appointed to it. Moreover, a Councillor cannot be appointed to a paid office while he is a councillor and for twelve months after he ceased to be one (LGA 1972 s 116).
  - c) See also other conditions on appointing an unpaid member.
- 3) Consider Secondment
  - a) One local authority may lend personnel to another for the purposes of its functions. An Officer involved must be consulted before any such agreement is made (LGA 1972 s 113 (1) & (2))
  - b) Whilst a local authority may lend personnel, Council will more than likely be responsible for payment of salary, on-costs etc., and the transaction/transfer of personnel may be subject to TUPE legislation.
- 4) Consider Locum Clerk.
  - a) A Locum Clerk will undertake basic clerking duties at a rate commensurate to the jobs/tasks to be undertaken, at their rates of service (a business transaction – the locum provides a service at a cost to Council).
- 5) Appoint a new Clerk and Responsible Financial Officer.
  - a) Replace like for like: new clerk and RFO to replace the clerk and RFO who is leaving
- 6) Appoint a new clerk, (without the responsibilities of RFO)
  - a) Appoint a new Clerk, but allocate the responsibilities of the RFO to a new Deputy Clerk position.
- 7) Outsource the work of the RFO to an Accountancy Service
  - a) This option is highly discouraged by SLCC and Audit, and can lead to many breaches by the Council due to lack of sector knowledge.



## COST ANALYSIS

### CURRENT CLERK

*Will need to overlap in new finance year for 2 months.*

3738.58	7478
+ 3% estimated pay rise for 2021/22	225
plus Employers pension contribution	1610
plus employers NI contribution	779
	<hr/>
	10092

### NEW CLERK

*Working on basis, FULL TIME clerk in place by 1/4/22*

Could bring in on lower grading - say LC3 SCP 33	35972
+ 3% estimated pay rise for 2021/22	1108
+ 2% estimated pay rise for 2022/23	761
plus Employers pension contribution	8108
plus employers NI contribution	3919
	<hr/>
	50818

### DEPUTY CLERK

*if you bring in a FULL TIME deputy in place by 1/4/22*

could bring in at same grade as Chepstow LC2 SCP24	28672
+ 3% estimated pay rise for 2021/22	860
+ 2% estimated pay rise for 2022/23	591
plus Employers pension contribution	6296
plus employers NI contribution	3043
	<hr/>
	39462

**#** *It is value for money to appoint a new Clerk and RFO, albeit on a lower grading, commensurate with the responsibilities. It is not good practice to outsource the position of either Clerk or RFO to other council's or businesses - and the costs will be minimal compared to contracting the work out.*

### 3. COMMERCIAL CASE

Is it viable?

Is there a supplier who can meet our needs?

Can we secure a value for money deal?

- Council is required to appoint only such proper officers as it deems necessary (LGA 1972, s 112(1))

- Council may appoint them on such reasonable terms, pay and conditions as it thinks fit (LGA 1972 s 112(2))
- It is not bound to appoint any specified officer (LGA 1972 s 112(3))
- But must secure that one of its officers is responsible for its financial affairs (LGA 1972 s 151)
- Appointment to paid offices must be made on merit.
- It is not good practice to outsource.

**#** *It is possible/viable subject to the vacancy being filled by a suitable candidate at a rate commensurate with the tasks and responsibilities.*

#### **4. FINANCIAL CASE**

**Is it affordable?**

**Are the costs realistic and affordable?**

**Is the required funding available and supported?**

- At its budget meeting in December 2021, Council allocated a budget for staffing
  - Council at its budget meeting took in to consideration that The National Joint Council for Local Government Services (NJC) has still not agreed the new pay scales for 2021-22 (which would be implemented from 1 April 2021)
  - Council at its budget meeting also took in to consideration that The National Joint Council for Local Government Services (NJC) are still to commence discussions in respect of new pay scales for 2022-2023 (which would be implemented from 1 April 2022)
- Council considered their budget for the clerk on a reduced grading commensurate with the current responsibilities, with a hand-over from the existing clerk and RFO of at least two months in to the new financial year 2022-2023
- Council also considered at its meeting the cost of a Deputy Clerk and factored the cost in to the budget for 2022-2023

**#** *It is affordable. A budget is in place. The proposal is supported within the budget, including potential NI & Pension, and it will be within the budget allowance.*

#### **5. MANAGEMENT CASE**

**Is it achievable?**



**Are we capable of delivering the project?**

**Do we have robust systems and processes in place?**

- Council had been criticised previously by audit for not having a business case.
- A draft recruitment policy is due to be considered by Council.
- It is advisable for Council to use the services of someone who understands the nature and intricacies of the sector and of the position/job advertised e.g. One Voice Wales.
- Council need to make a decision as a matter of urgency to ensure that a new clerk is in position as soon as is possible.
- # *It is achievable once a final decision has been made by Full Council who will be capable of delivering with the assistance of an outside body e.g. One Voice Wales*

***Does the Business Case meet the Needs of the Council?***

- The position of Clerk and Responsible Financial Officer is required to meet the needs of the Council
  - Alternatively, the position of Clerk, and that of a Deputy and RFO.
- There is a requirement for a hand-over period to ensure continuity
- Council is spending public money lawfully
- There is funding in place and that the position/s will be sustainable.

# MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

## DECEMBER 2021:

- **GENERAL:**

- Put up signs and bollards to close off Magor Square for Open Air Carol Service. Liaised with public address and churches.
- *Worked on draft budget in readiness for Finance Meeting*
- Delivered the litter bin and commemorative bench for the community orchard, to the MUCH group for temporary storage at Undy Memorial Hall.
- Hosted/clerked a meeting of the Village Improvement and Signage Working Group to finalise issues around the Village Maps.
- Liaised with Chair of HR in respect of business case for new clerk.
- Took two weeks Annual leave before and after Christmas break.