

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/07/2021		10,115.51
			<u>10,115.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,115.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,115.51
		Balance per Cash Book is :-	10,115.51
		Difference is :-	0.00

Date: 11/08/2021

Magor with Undy Community Council

Page 1

Time: 14:14

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 2 - General/Reserve**

User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/07/2021		207,246.96
			<u>207,246.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			207,246.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			207,246.96
		Balance per Cash Book is :-	207,246.96
		Difference is :-	0.00

Bank Reconciliation up to 31/07/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/07/2021	DRC000103	14.39		14.39		R <input type="checkbox"/>	Zoom Video Communications
05/07/2021	COMM000102	14.75		14.75		R <input type="checkbox"/>	Barclays Bank
05/07/2021	COM000119		2.19	2.19		R <input type="checkbox"/>	Receipt(s) Banked
12/07/2021	DD000101	49.65		49.65		R <input type="checkbox"/>	British Telecom
12/07/2021	BACS000099	260.00		260.00		R <input type="checkbox"/>	Workare Ltd
12/07/2021	FP000095		90.00	90.00		R <input type="checkbox"/>	Receipt(s) Banked
15/07/2021	BACS000107	504.00		504.00		R <input type="checkbox"/>	Rustic Summerhouse Co Ltd
15/07/2021	BACS000106	65.34		65.34		R <input type="checkbox"/>	Microshade Bus Consultants Ltd
15/07/2021	BACS000105	2.50		2.50		R <input type="checkbox"/>	R A I Herbert
15/07/2021	BACS000104	30.00		30.00		R <input type="checkbox"/>	One Voice Wales
15/07/2021	TFR000108		2,000.00	2,000.00		R <input type="checkbox"/>	Receipt(s) Banked
16/07/2021	FP000118		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
19/07/2021	FP000120		456.25	456.25		R <input type="checkbox"/>	Receipt(s) Banked
23/07/2021	DD000100	130.78		130.78		R <input type="checkbox"/>	Solutions in Technology
26/07/2021	FP000117		46.25	46.25		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	BACS000114	725.00		725.00		R <input type="checkbox"/>	Merlin Waste
28/07/2021	BACS000113	130.50		130.50		R <input type="checkbox"/>	Merlin Waste
28/07/2021	BACS000112	22.00		22.00		R <input type="checkbox"/>	Chepstow Accountancy
28/07/2021	BACS000110	1,407.46		1,407.46		R <input type="checkbox"/>	HMRC
28/07/2021	BACS000111	1,035.58		1,035.58		R <input type="checkbox"/>	Torfaen CBC
28/07/2021	TFR000115		5,500.00	5,500.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	TFR000116		8,000.00	8,000.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2021	BACS000109	3,966.10		3,966.10		R <input type="checkbox"/>	Salaries
		<u>8,358.05</u>	<u>16,099.69</u>				

Time: 14:13

Bank Reconciliation up to 31/07/2021 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>
15/07/2021	TFR000108	2,000.00		2,000.00		R <input type="checkbox"/>	Current Bank A/c
28/07/2021	TFR000115	5,500.00		5,500.00		R <input type="checkbox"/>	Current Bank A/c
28/07/2021	TFR000116	8,000.00		8,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>15,500.00</u>	<u>0.00</u>				

PLAQUE TO GO ON CORONAVIROUS COMMEMORATIVE BENCH to be sited in the Community Orchard...

In the shape of a butterfly.... 4" high x 6.5" wide - £34.99

Suggested wording:

MAGOR WITH UNDY COMMUNITY COUNCIL

Remembering those of the community

who have died or lost loved ones

to the Coronavirus Pandemic of 2020-2021



The screenshot shows a product page for a butterfly-shaped brass plaque. On the left is a large image of the plaque, which is engraved with the text: "In memory of our beloved ones Catherine Jean Mary & Linda Alice". To the right of the image, the product title "Butterfly design solid brass engraved plaque" is displayed, followed by the price "£34.99" and a note "200 Cycles Free UK Shipping". Below the title, there is a description of the plaque, its dimensions (4" high x 6.5" wide), and its material (solid brass). A section titled "Suggested wording" provides a template for the engraving, which matches the text on the plaque image. At the bottom right, there is a "Buy Now" button and a "Add to Cart" button. The page also features a navigation bar at the top with links to "Home", "About Us", "Contact Us", and "FAQs".

20MPH Pilot areas Severnside.

Email: Wed 21/07/2021 17:40
20mph pilot areas - Severnside

Dear Town and Community Councillors for Severnside,

As you are hopefully aware, Monmouthshire County Council has secured WG funding for two of Wales' eight 20mph town-wide pilot projects: Abergavenny and Severnside. These are to try and learn from town-wide speed reduction schemes prior to the Welsh Government's proposed change to the statutory urban speed limit in April 2023.

Please find attached some Powerpoint slides that give more information about the pilot, taken from a County Councillor briefing held yesterday. I also attached the interactive pilot plan which seeks to show which roads are affected and how: to zoom in on an area, double click. There is a tick box in the top left to turn on and off different road categories.

If your Town or Community Council would benefit from a meeting to discuss the proposals we'd be happy to oblige – please let us know and suggest a date. It would be helpful in terms of our resources to do this as one joint meeting, if that could work for you?

In addition, please find below a link to a WG consultation on the proposed default residential street speed limit change, that may be of interest to Town/Community Councillors or your constituents: Please find the public consultation here: <https://gov.wales/proposal-reduce-speed-limit-20mph-residential-streets>

You can find some more information here: <https://gov.wales/20mph> and here: <https://gov.wales/safer-streets-save-lives>

Kind regards,
Mark

Mark Hand

Mark Hand MRTPI
Head of Placemaking, Regeneration, Highways and Flooding / *Pennaeth Llundia Lle, Priffyrdd a Llifogydd*
Monmouthshire County Council / *Cyngor Sir Fynwy*

Monmouthshire 20mph Pilot Project

Mark Hand – Head of Placemaking, Housing, Highways & Flooding
Graham Kinsella – Traffic & Road Safety Manager



Wales 20mph Pilot Project

- May 2019 First Minister announced that 20mph should be the default speed limit for all residential roads in Wales.
- Task force established in July 2019 comprising of LA's Emergency services, transport operators and businesses
- Desired outcomes from the Task Force were;
 - Compliance rate
 - Changes in speed
 - Pedestrian/cyclist casualty rates
 - Active travel
 - Journey time reliability
 - Social interaction changes
- Joint WG/WLGA Task force produced a report on the implementation of 20mph on 15 July 2020 <https://gov.wales/sites/default/files/publications/2020-07/20mph-task-force-group-report.pdf>
- Program for implementation
 - Publish report 15 July 2020
 - Ministerial Statement and Senedd vote 15 July 2020
 - Commence Pilots Sept 2020 – (delayed until Nov/Dec 2020)
 - Public consultation on changing default speed limit from 30mph to 20mph July - Sept 21
 - Pass Statutory Instrument October 2021
 - Commencement date for national implementation April 2023



Why are we doing this?

- Lower travelling speeds through our communities will;
 - Reduce casualties
 - Improve air quality
 - Increase the use of alternative travel modes such as walking/cycling and scooting for short journeys
 - Creating a more welcoming/comfortable space for residents/visitors

Where are we now?

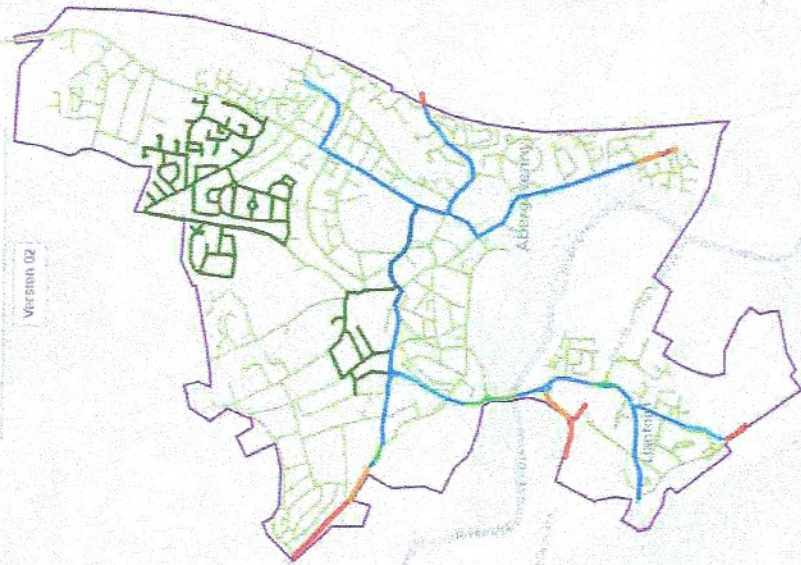
- All Welsh LA's were invited to bid for funding to implement 20mph speed limits - Dec 2020
- 8 pilots identified across Wales with MCC being awarded 2 areas (Abergavenny & Severnside – Magor/Undy, Rogiet, Caldicot/Portskewett & Caerwent)
- Speed and volume surveys have recently been commissioned in both settlements to understand current travelling behaviours
- Work is currently underway to shape what these pilot areas will look like



Welsh Government 20mph Programme

Abergavenny, Marmouthshire

Version 02



What does this mean for the Abergavenny pilot area?

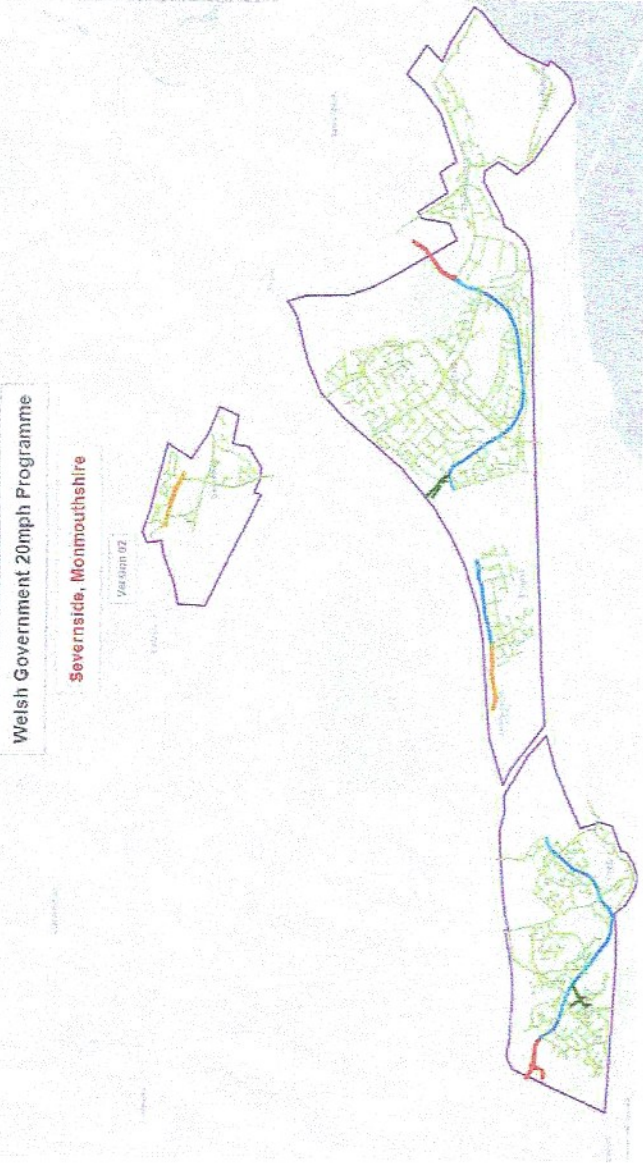
- All the publicly maintained roads within the area will become a 20mph speed limit including the A40
- Gateway features will be introduced to encourage compliance and change the feel of entering into a distinctly different environment
- Electronic speed signs will be erected at strategic points through the area
- Engagement with the community will begin to get the message out to residents and will be essential for the community to understand why we are doing this.



Welsh Government 20mph Programme

Severnside, Monmouthshire

Version 02



What does this mean for the Severnside pilot area?

All the publicly maintained roads within the residential areas will become a 20mph speed limit including the sections of the B4245 through the villages/town. Gateway features will be introduced to encourage compliance and change the feel of entering into a distinctly different environment.

Electronic speed signs will be erected at strategic points through the area. Speed limits will be introduced to incrementally reduce speeds coming into the 20mph areas. Engagement with the community will begin to get the message out to residents and it will be essential for the community to understand why we are doing this.



Next Steps

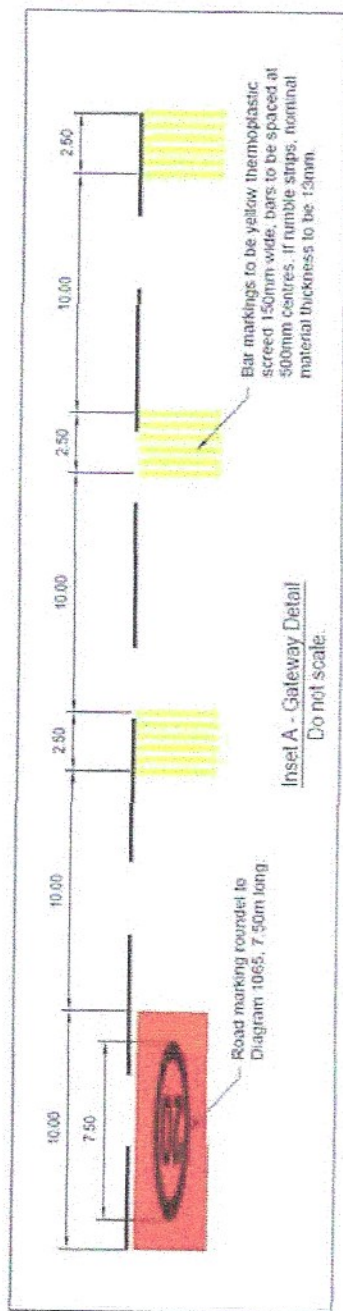
- Comms package currently under development by Transport for Wales
- Targeted comms to engage specific user groups (18-24 year olds, commuters, parents/carers on the school run) currently being developed by MCC via social media channels, radio/TV, MCC website
- Speed monitoring to gauge current traveling speeds, ongoing monitoring of the pilot areas will carry on for the next 5 years
- Detailed design work & drafting of permanent traffic orders
- Enforcement plan – whilst speed limit enforcement by GoSafe will be necessary, an overall enforcement strategy is currently in development

Timescales

- Comms package – July/Aug 2021
- Pre implementation speed/vol monitoring – July 2021
- Semi permanent speed/vol monitoring – Aug/Sept 2021
- TRO consultation – Oct/Nov 2021
- Implement 20mph limit on the ground – Jan 2022
- Ongoing monitoring – 5 years to 2026



Typical Gateway Carriageway Markings



Typical Speed Indicator Device (SID)



Welsh Government 20mph Programme

Severnside, Monmouthshire

Version 02

+ -

- ☒ Pilot Area Boundary
- ☒ Receptor Points
- ☒ Exception (keep at 30mph)
- ☒ Highways Authority manual exception
- ☒ Residential/ Retail density criteria
- ☒ 20mph Infill
- ☒ Automatically defaulted to 20mph
- ☒ Existing 20 mph
- ☒ Road outside of scope

Limitations

These are draft maps, based on the exceptions process set out by the 20mph Task Force Group. Further revisions will be required to both the exceptions process and these maps following discussions with local authorities.

There are likely to be some minor inconsistencies between the information held in the OS speed limits data layer and actual locations of speed limit changes on the ground.

Manual corrections have been applied by TW to remove any short sections of 'exceptions' that have not been automatically removed by the infill process.

Legend

- Pilot Area Boundary
- Exception (keep at 30mph)
- Highways Authority manual exception (keep at 30mph)
- Close to a sensitive receptor
- Residential/ Retail density above 20 properties per km²
- 20mph Infill
- TW manual correction to 20mph
- Highways Authority manual adjustment to 20mph
- Automatically defaulted to 20mph
- Existing 20mph
- Road with missing speed data
- Road outside of scope



TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

Leaflet | Created by Transport for Wales

Contains Ordnance Survey data © Crown copyright and database rights 2021. OS 0100000671
© OpenStreetMap contributors © CartoDB. CartoDB attributions

EMAIL: 15/07/2021 16:35

One Voice Wales' Innovative Practice Conference
Working in Partnership to Secure the Future Well-Being of our Communities

22nd September 2021

One Voice Wales is holding its third Innovative Practice Conference on Wednesday 22nd September. The set up will be a little different this year due to the Covid-19 restrictions with the Conference being held remotely via Zoom.

Starting at 10:00am and finishing at 4:15pm
The cost will be £40 for members and £70 for non members.

Guest speakers are likely to include the Minister for Finance and Local Government, the Chief Executive of the WLGA and a number of councils demonstrating how they have invested in the regeneration of their communities.

Presenters will be focussing on the Sustainability Agenda; Welsh Government officials will be presenting on the Green Agenda and the Self-Assessment Toolkit for use by Councils and Audit Wales will be presenting on the subject of Governance and Accountability and ensuring value for money.

The Agenda with further details will be sent as soon as it has been finalised

Simultaneous translation from Welsh into English will be provided.

Please complete the conference registration form to book your place

24c Stryd y Coleg
Rhydaman
Sir Gaerfyrddin
SA18 3AF

Ffôn: 01269 595400
Ffacs: 01269 598510



24c College Street
Ammanford
Carmarthenshire
SA18 3AF

Phone: 01269 595400
Fax: 01269 598510

Operation London Bridge Guidance for Community & Town Councils

Operation London Bridge is the code name given to the passing of H M Queen Elizabeth the Second.

This guidance note has been produced to assist Community & Town Councils to consider in advance the implications the passing of H M Queen would have on the activities of the Council and to help the Council plan what actions it wishes to take when the event occurs.

It gives an outline of matters a Council may wish to consider and to what extent it may wish to engage with regard to Events, Flags, Websites, Portraits, Condolence Books, Area to Lay Flowers, the Proclamation, Church Services, Bells, Floodlights, Public Holidays and Dress Code.

Following her departing and the official announcement from Buckingham Palace a period of ten days state mourning will follow. D day being the date of the death and D10 being the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday then the funeral will be held on D11 Monday.

It is recommended that all Councils prepare themselves and be mindful that there may be pre-arranged events that may have to be cancelled during the ten-day period which you may not be able to insure against and the Council will have to carry the cost of cancellation.

The Local Government Act 1972, Section 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a Council meeting, for this reason the Council may need to postpone a meeting or give notice for a meeting until after the funeral has taken place.

Below are several matters which each Council may wish to consider. Councils should also be mindful that the County Council, usually through the office of the Mayor or Chair, may also issue details of arrangements that it may put in place that might assist a Community or Town Council in planning the actions it then wishes to take on the passing of HM Queen.

It is recommended that Councils consider the implications of the passing of HM Queen and where necessary determine in advance the way in which the Council will respond.

Events

The Chair/Mayor in consultation with the Clerk should review the Chair/Mayors forthcoming engagements to see if they are appropriate in time of national mourning.

Additionally, the Clerk should review existing Council events to determine suitability.

For example if Remembrance Sunday that year fell within the ten-day period Remembrance Sunday would continue as normal with added prayer etc.

But if the Council was planning a National Beacon Lighting and/or Bell Ringing, these would have to be cancelled as they are a sign of celebration.

Likewise Christmas activities, carol services, markets, light switch on etc these will need to be considered for re-scheduling or cancellation.

Flags:

If you have a vertical flagpole the flag should be flown at half-mast throughout the period of mourning. **

If the flagpole is at an angle the Union flag should be flown at full mast with black cravats attached (you could contact your local florist for a roll of black floral ribbon). **

** Except for D+1 and D+2 when the new King is Proclaimed (Operation Spring Tide)

All flags to return to normal by 9am the day after the funeral.

Websites

Be prepared with suitable words to put on your website from the Mayor or Chair of the Council. You may wish to consider the home page being overwritten with a black page carrying a portrait of HM the Queen with links to other sections of the Council's website where details of what is happening, what has been cancelled or postponed or to an online book of condolence.

Portraits

You may wish to source a portrait of HM Queen beforehand one that could be placed on a table that may be provided for a book of condolence if the condolence book is to be hard copy (COVID restrictions permitting).

The portrait should have a black ribbon placed diagonally across one top corner.

Any portraits in Council chambers/meeting rooms should remain in situ with a black ribbon for one month being the period of Royal Mourning.

After this time, a portrait of the new King should be put in place with an alternative position for HM Queen's portrait.

Condolence Books

COVID permitting the Council may wish to consider providing a book of condolence. Whilst it is practical to use a hard backed condolence book a loose leaf is more efficient.

The reason for loose leaf is that if any pages are defaced or unsuitable comments written these can be removed accordingly.

The Council may wish to consider whether condolence books are to be taken to schools or care homes.

Following Day+11 the loose leaves can be collated and bound and with a covering letter be sent to the Private Secretary at Buckingham Palace.

If the Council wishes to have a book of condolence it needs to identify a suitable location for a table with a cloth covering, the portrait and some pens.

Alternatively, the Council may wish to consider an on-line condolence book or if the County Council or Buckingham Palace has on-line condolence books a link on the Council's website to either.

Laying of Flowers

On the death of the Prince of Edinburgh Buckingham Palace requested that flowers not be laid, and it is anticipated that the Palace would make known its wishes on the death of HM Queen. Therefore, it is recommended that Councils take the lead from any announcement made at the time.

It is also suggested that members of the community wishing to mark their respect could be encouraged to make a donation to a charitable cause supported by the Royal Family rather than to lay flowers.

If it is anticipated that the community would wish to lay flowers an area pre-designated for this purpose needs to be agreed in advance so that it does not block access to routes etc

Ideally flowers should be unwrapped and not left in cellophane. You will need to make it clear that all flowers will be removed on the morning after the State Funeral and what you intend to do with them.

We are aware that one Council has previously agreed that the morning after the State Funeral the Town Mayor will pick up the first bouquet and place it on a Council truck followed by Deputy Mayor, any Mayor's Chaplain, Councillors, and any members of the public gathered.

The flowers will then be taken away for composting and the compost the flowers produce will be used to plant a commemorative tree.

Proclamation

The National Proclamation will be read in London on D+1 and in Belfast, Cardiff and Edinburgh on D+2. County Proclamations are normally read by High Sheriffs on D+2.

You may wish to have the proclamation read in your area but should check with the office of the Lord Lieutenant for procedures they may already have in place.

Flags for the Proclamation readings should be at full mast and then returned to half-mast.

Religious/Church Services

Church of Wales Dioceses will be arranging full Civic Services for cathedrals and major churches on the mid Sunday of the ten-day mourning period with local parish churches encouraged to hold services on the eve of the State Funeral.

Ideally you should discuss what will happen in your area with your local clergy/religious leaders as soon as possible rather than at the time of HM Queen's passing.

The Chair/Mayor and Councillors may be invited to attend a Civic Service.

Bells

If the Royal death is announced before 12 noon on D Day every church will toll one bell for each year of the Queen's life. If the announcement is made after 12 noon on D Day, the bell will be tolled on D +1 at 12 noon.

Public Holiday

On the day of death workers can be sent home early.

The Day of the State Funeral will be a Public Holiday unless D10 falls on a Saturday.

Be prepared for implications this may have on the workings of your Council and whether extra pay will be incurred for staff required to carry out necessary actions on behalf of the Council.

Flood Lights

Flood lights on public buildings should be fitted with a purple filter during the ten-day period of public mourning or turned off.

Dress Code

On the day of the State Funeral, it would be appropriate for civic leaders, councillors and senior officers to wear black ties or arm bands as a mark of respect if they so wish.

Two Minute Silence

Where the death of HM Queen is to be marked by a Silence an announcement will be made by Buckingham Palace.

Other Advice

When the Duke of Edinburgh passed away there were COVID restrictions that prevented events taking place in public. If the country is in a similar position at the time of her Majesty the Queen's passing the Council will need to be aware of restrictions in place at the time and act accordingly.

Public services and declarations may need to be cancelled or delivered online.

It may not be possible to have 'hard copy' condolence books however a link on the Council's website to an online book such as a County Councils or one set up by Buckingham Palace would be appropriate.

June 2021 (SEB)

MAGOR WITH UNDY COMMUNITY COUNCIL

Marking the death of a Sovereign or Senior National Figure

1. Introduction

Throughout the country there is one event which will affect the whole community and the Community Council need to be prepared. Operation London Bridge is the code name given to the passing of HM Queen Elizabeth the Second. The following is the protocol to be observed by the Town Council on the death of the Sovereign and, in part, can be used to mark the death of a Senior National Figure.

This protocol outlines the requirements, people involved and sequence of actions that will be required.

2. Recommendation

2.1 That this protocol is agreed.

2.2 That these items be purchased and /or checked annually to allow the protocol to be enacted:

2.2.1. Flag pole at the Gatehouse

2.2.2. Two Books of Condolence.

3. Background

3.1 Guidance has been released for a procedure to follow in the event of the death of the Sovereign,

H.M. The Queen
H.R.H. The Prince of Wales
H.R.H. The Duchess of Cornwall
H.R.H. The Duke of Cambridge
H.R.H. The Duchess of Cambridge
H.R.H. Prince George of Cambridge
H.R.H. Princess Charlotte of Cambridge
H.R.H. Prince Louis of Cambridge
H.R.H. Prince Henry (Harry) of Wales
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal

3.2 The protocol has been drawn up with reference to published guidance from the royal household and the government.

3.3 This protocol should be implemented by the Clerk in consultation with the Community Council Chair or in his/her absence the Vice Chair.

3.4 Plans to mark the death of the Sovereign or senior member of the royal family must only be implemented after a formal announcement has been made by the royal household. A period of ten days' state mourning will follow the death of the Sovereign, D Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday, then the funeral will be held on the D11 Monday.

3.5 It might be appropriate to use elements of the procedure when responding to an incident which has resulted in a large number of deaths, for example a terrorist attack or train crash. This would also apply if a national day of mourning was announced by 10 Downing Street. This would be at the discretion of Town Clerk in Consultation with the Community Council Chair

3.6 The protocol separately sets out the action to be taken in the event of the death of current or former Chairs of Magor and the current and former members of parliament for Monmouthshire.

3.7 The protocol provides guidance in recognising the death of a current Prime Minister.

4. Implementation of the protocol on the announcement of the death of a member of the royal family.

Action required	Authorised by	Other notes
Magor with Undy Community Council's mourning protocol will be implemented on the formal announcement by Buckingham Palace/Downing St of the death of the Sovereign or Senior National Figure	Implementation will be authorised by the Clerk or in his/her absence, The Community Council Chair.	The Clerk will liaise with Monmouthshire County Council to ensure actions are co-ordinated across the County.

5. Flying the Flag (if applicable)

Action required	Authorised by	Other notes
Immediately at the request of the Clerk, the flag will be lowered to half-mast.	Clerk/Maintenance Operative/designated officer or councillor.	If the death falls on St David's Day or the period of mourning includes St David's Day, the flag of the Patron saint should be replaced by the Union Flag
<p>Applicable only following the death of the Sovereign:</p> <p>The Union Flag should be flown at half-mast throughout the period of mourning except for D2 Proclamation Day when the new King is Proclaimed (Operation Spring Tide).</p> <p>All flags / flag poles to return to normal by 9am the day after the funeral.</p>	Clerk/Maintenance Operative/designated officer or councillor.	
<p>On Subsequent Days:</p> <p>Following the death of the Sovereign or other members of the Royal Family, flags will continue to be flown at half-mast until 8.00am on the day following the funeral.</p> <p>All others identified, flags will fly at half-mast on the day of the announcement of the death and on the day of the funeral.</p>	Clerk/Maintenance Operative/designated officer or councillor.	The funeral of the Sovereign will take place 10 days after the day of the death. For other senior members of the Royal Family, the number of days will be fewer.

6. Books of Condolence

Action required	Implemented by	Other notes
<p>On the day following the announcement of the death of a sovereign, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at The Council Office.</p> <p>Books of Condolence will be open from 10.00am to 3.00pm Monday to Friday and will remain open until 3.00pm on the day following the funeral.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p> <p>Once the Book of Condolence has been closed, the original will be sent to the Private Secretary at Buckingham Palace and a copy taken for the Council's records. The Clerk will discuss with The Community Council Chair arrangements for where the final version is to be lodged.</p> <p>The Chair will issue a statement expressing the sadness of the Council and the people of the Community. The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. This statement will also be placed on the Community Council Website.</p> <p>In the case of the death of a Sovereign or a member of the Royal Family it will also advise of any arrangements for an e-book of Condolence on the Royal Website.</p>	<p>Administration Officer under the guidance of The Clerk.</p> <p>Statement to the press to be issued by The Community Council Chair with the guidance of protocol from The Clerk.</p>	<p>Administration Officer will ensure that there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such a time as a decision can be taken at senior level on whether or not they should be permanently excluded.</p> <p>Administration Officer will ensure that a stock of items including Books of Condolence, Table cloths and framed photographs of the Royal Family are held in the Council Office.</p>

7. Events during the period of Mourning

Action required	Implemented by	Other notes
<p>To review the programme of engagements undertaken by The Community Council Chair to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Chair with the Clerk in discussion with Elected Members</p>	<p>Consideration will be given to working with local faith groups to arrange an evangelical service on the eve of the funeral.</p>

8. Proclamation Day

Action required	Implemented by	Other notes
<p>The proclamation will be made at St James Palace at 11.00am or 14.00pm - on a Sunday. (D + 1)</p> <p>The Chair may wish to read the proclamation in a public place and it is suggested that civic leaders make their readings at or after 4pm.</p> <p>Flags to be a full mast during the reading, and then returned to half mast</p>	<p>Clerk/Maintenance Operative/designated officer or councillor to arrange public address system and gazebo to be erected.</p> <p>The Clerk to release the proclamation following confirmation with the Lord Lieutenant of Gwent's office regarding local proclamations.</p> <p>The Clerk with the assistance of the Administration Officers and Maintenance Operative.</p>	

9. Public Observance of Silence

Action required	Implemented by	Other notes
<p>The Chair may lead a public silence at The War memorial in the event of a senior royal.</p>	<p>The Chair</p>	<p>Timing to be advised by Buckingham Palace following the announcement of the death.</p>

10. Letter of Condolence from Magor with Undy Community Council

Action required	Implemented by	Other notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Chair for approval before dispatch to the relevant Private Secretary at Buckingham Palace.</p>	<p>The Clerk</p>	

11. Area to lay Flowers

Action required	Implemented by	Other notes
<p>The current trend following any notable death or tragic incident is for flowers to be</p>	<p>The Clerk and/or</p>	<p>Details of where members of the public</p>

laid. An area pre-designated for this purpose to be agreed in advance so that it does not block access routes etc. Ideally flowers should be unwrapped and not left wrapped in cellophane. Flowers will be removed for composting on the morning following the State Funeral	Administration Officers/ Maintenance Operative (unless the Palace advises no flowers, in which case members of the public may wish to make a donation to a suitable charity.)	may wish to lay flowers will be detailed on the press release and on the Council's website and Facebook page.
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12. Death of serving Town Mayor

Action required	Implemented by	Other notes
Current Councillors and former living town Chairs to be informed by email. A brief story should be added to the website with confirmed and respectful details. Local media to be briefed As soon as practical, a letter of condolence will be drafted and circulated to the Deputy Chair for approval before dispatch. The Town Flag will be flown at half-mast on the day of the death until sunset on the day of the funeral.	The Clerk Clerk/Maintenance Operative/designated officer or councillor	Distribution lists to be maintained by the Office. Current Councillors should provide background information on the former Chair's life and achievements Only possible where next of kin detail is known.

13. Death of a former Town Mayor or current Town Councillor.

13.1 Former Chairs sometimes leave the area or do not stay in touch and it may not always be possible to mark their passing. If a councillor or council officer becomes aware of the death of a serving town councillor, then the information must be passed as soon as possible to the Clerk. Do not assume that someone else will already have passed the information on.

Action required	Implemented by	Other notes
Current Councillors and former living Chairs to be informed by email. As soon as practical, a letter of condolence will be drafted and circulated to the Chair or Vice Chair for approval before dispatch. A minute's silence to remember will be held at the next available Full Council meeting.	The Clerk	Distribution lists to be maintained by the Office. Current Councillors should provide background information on the deceased life and achievements if available.

FOOTPATH NO: Public Footpath 372/1/1

Email received Tue 20/07/2021 11:10

Hi Bev,

Hope all is good with you.

Over the past few weeks I've been speaking with Andrew Powell from Mon C Cs public footpath team regarding the maintenance of the garden wall at Camelot and the new footpath that leads to the playing fields.

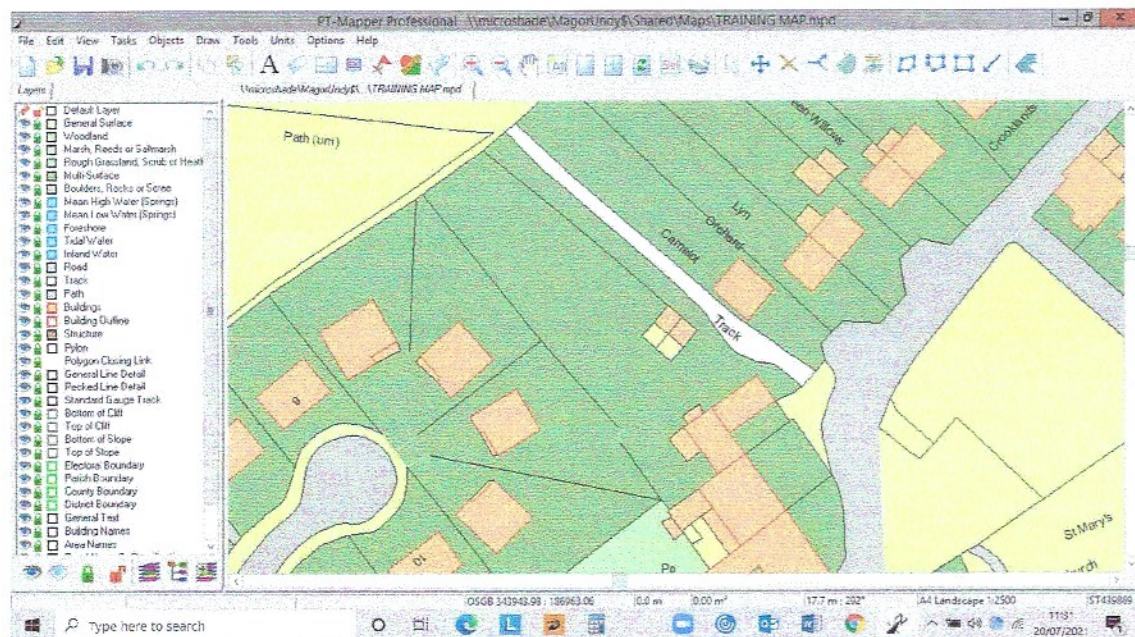
The upshot is that Andrew Powell only has a small team and cannot commit any resources to maintaining the footpath.

This morning I spoke to a man called Dan, who was cutting the verge outside the Church. He suggested that I contact you to ask if the Community Council will allow him, and presumably pay him to do it.

Please would this be possible ?

Rob Graham used to do it years ago and I was under the impression that the Community Council used to pay him to do it then, if I am not mistaken.

Kind regards





To: Clerks to Community & Town Councils

30 July 2021

Dear Colleague

Review of the Remuneration Framework for Community and Town Councils

When we announced that we had decided to carry out a review of the current arrangements for the remuneration of community and town councils we set out the process for involving the sector together with the timetable to reach conclusions.

We wanted to ensure that all councils were offered the opportunity to participate in the review in addition to the representative organisations. The extent of the engagement has been impressive, and we are grateful to all those organisations and individuals who have participated.

The Panel has considered all the views and comments that were expressed and has reached initial conclusions. When I wrote to you at the commencement of the Review I indicated that we would consult on the proposals for the future remuneration of councils prior to the production of the Panel's Annual Report for 2022/2023. The consultation paper setting out the proposals is attached. For clarity it does not set amounts for any of the specific payments as these would be determinations in the Annual Report.

The Panel would welcome and appreciate comments or observations on the proposals which should be sent to irpmailbox@gov.wales by **27 August 2021**.

Yours sincerely,

John Bader
Chair

By email: Mon 02/08/2021 14:52 via OVW

Ministerial Advisory Forum on Ageing (MAFA): YMGYNHORIAD: Blaenoriaethau ar gyfer y Chweched Senedd | CONSULTATION: Priorities for the Sixth Senedd

During autumn 2021, the [Health and Social Care Committee](#) will be considering its strategic approach and forward work programme.

In order to take into account what you think the most important issues are, the Committee is [consulting on its priorities for the Sixth Senedd](#).

In particular, the Committee would like to hear what you think about:

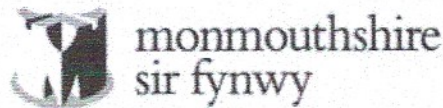
1. The initial priorities for the Sixth Senedd identified by the Committee (see attached)
2. What other key priorities the Committee should consider during the Sixth Senedd in relation to: health services, social care and carers, and COVID recovery

We would be grateful if you could complete and return the attached response form. The closing date for responses is **16.00 on 17 September 2021**.

The Committee is keen to hear from different people, communities, sectors, groups and organisations, especially people who are affected by the issues within its remit.

Please forward this email to any organisation or individual you think would like to contribute to the consultation.

If you have any queries about the consultation or the work of the Committee, please let us know.



PUBLIC CONSULTATION

HAVE YOUR SAY ON PLANS TO INTRODUCE A PUBLIC SPACES PROTECTION ORDER ON DOG CONTROLS IN MONMOUTHSHIRE

CONSULTATION START DATE 26th July 2021 CONSULTATION END DATE 26th October 2021

BACKGROUND:

Monmouthshire County Council has responsibility for the management and maintenance of public spaces across the county, of which we are fortunate to have so many amazing locations. The wealth of our open spaces is a huge attraction to residents, businesses and visitors to the county and supports good dog ownership.

We recognise that the majority of dog owners act responsibly and keep their dog(s) under control, which includes clearing up after them in a public place. However the council receives a significant number of complaints regarding issues with dogs in public areas, in particular fouling. These continue despite the best efforts of the council and its partners to raise awareness of the anti-social nature of dog fouling and related matters.

It is appropriate now to review the current controls in place to ensure they remain relevant and effective in maintaining a cleaner, healthier and safer place to live, work and visit.

The Council is considering the introduction of a Public Spaces Protection Order to set out the dog controls in the county.

WHAT IS A PUBLIC SPACES PROTECTION ORDER (PSPO)?

Introduced by the Anti - social Behaviour, Crime and Policing Act 2014 a PSPO is intended to deal with any particular persistent and unreasonable behaviour that is having, or likely to have, a detrimental effect on the quality of life of persons in a defined area.

The aim is to stop the unreasonable behaviour in public spaces by introducing restrictions on the use of an area. A public space is defined as '*any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.*'

A PSPO would replace any current related restrictions in place. Breach of a PSPO restriction is an offence liable on conviction in court to a fine of up to £1000. An authorised officer can issue a Fixed Penalty Notice of up to £100 in order to give an offender the opportunity of avoiding a breach going to court.

So that fully informed decisions can be made we want to know your views.

SURVEY

Please tell us what you think by date 26th October 2021

Visit: <https://www.monmouthshire.gov.uk/public-spaces-protection-order-on-dog-controls-in-monmouthshire/> Telephone to request a survey form: 01873 735420

PUBLIC CONSULTATION

HAVE YOUR SAY ON PLANS TO INTRODUCE A PUBLIC SPACES PROTECTION ORDER ON DOG CONTROLS IN MONMOUTHSHIRE

CONSULTATION START DATE 26th July 2021

CONSULTATION END DATE 26th October 2021

1. I am completing this survey as:

☐ a resident of Monmouthshire

☐ a business person

☐ an elected member

☐ representing a charity or organisation

☐ other:

2. Are you a dog owner?

☐ Yes

☐ No

3. What is your postcode?

DOG FOULING

Current provisions:

If a dog fouls at any time on designated land in Monmouthshire and the person in charge of the dog fails to remove the faeces, that person is guilty of an offence unless there is a reasonable excuse for failing to do so.

The designated land is provided in the Monmouthshire County Council (Fouling of Land by Dogs) (Monmouthshire) Designation Order (No 1) 1998, in Part 1 by general description and Part 2 specifically. It does not include all public spaces.

4. Do you consider uncollected dog waste to be an issue where you live, work or visit in Monmouthshire?

☐ Yes

☐ No

5. If yes please give details below:

6. If yes how frequently do you notice uncollected dog waste?

- ☐ Always
- ☐ Frequently
- ☐ Sometimes
- ☐ Rarely

7. Where do you typically see uncollected dog waste:

- ☐ Pavements
- ☐ Public footpaths
- ☐ Play grounds
- ☐ Park land
- ☐ Sports pitches
- ☐ Cemetery
- ☐ Other:

Do you support a control requiring dog owners to remove dog faeces if their dog fouls any land to which the public have access across the county, unless that person can show that:

- has a reasonable excuse for failing to do so. Please note, being unaware of the fouling, whether by reason of not being in the vicinity or otherwise, or not having a device for or other suitable means of removing the faeces, shall not be a reasonable excuse.
- putting the faeces in a receptacle eg a bin, which is provided for the purpose, shall be sufficient removal from the land.

8. Do you agree or disagree with this control?

☐ Yes (agree)

0 No (disagree)

9. Please give reasons for your answer in the box below:

DOGS ON LEADS AREAS

The Council recognises the need for dogs to be exercised off the lead in open spaces. The majority of dog owners are able to do so while still keeping their dogs under control. However where dogs are not properly controlled this can cause nuisance to other persons and other dogs using the area.

The Council is mindful that there may be certain public areas where it is not appropriate to allow dogs to run free off the lead and is therefore considering the need to require dogs to be on a lead in some specified locations.

10. To what extent do you agree or disagree with requiring dogs to be on leads in the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree
Children's playgrounds				
Marked sports pitches				
School grounds				
Cemeteries				

11. Please give reasons for your answer in the box below. If any area(s) concern you please tell us where:

12. Are there any other public spaces where you feel dogs should be on a lead? If so please let us know the area(s) and your reason:

DOGS ON LEADS BY DIRECTION

The Council is considering a new offence for failing to put a dog on a lead, of no more than 2 metres length, when directed to do so by an authorised officer where the dog is considered to be out of control or causing alarm or distress or to prevent a nuisance. This would assist officers dealing with problems when they arise without introducing overly restrictive measures on all dog owners.

13. Do you agree or disagree with this as a new offence?

☐ Yes (agree)

☐ No (disagree)

14. Please give reasons for your answer in the box below:

DOG EXCLUSION AREAS

The Council recognises the importance of outdoor exercise and play to good health and well being. It is vital that public spaces are accessible and child friendly as possible. Concern is raised on occasions that dogs should not be allowed access to certain areas as they impact on the use and enjoyment of those areas.

The Council is therefore considering the need to exclude dogs from some specified public spaces.

15. To what extent do you agree or disagree with the exclusion of dogs from the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree
Children's playgrounds				
Marked sports pitches				
School grounds				
Cemeteries				

16. Please give reasons for your answer in the box below. If any area(s) concern you please tell us where:

--

17. Are there any other public spaces you feel dogs should be excluded from? If so please let us know the area(s) and your reason:

--

ADDITIONAL COMMENTS

18. Please add any further comments regarding the proposed Public Spaces Protection Order on dog controls in the box below:

19. If you feel that any of these proposals will affect you as an individual because of any of the following (age, disability, gender reassignment, marital status, pregnancy and maternity, race, religious belief, sex, sexual orientation, use of Welsh language, BSL or other languages) please give details below.

Thank you for taking the time to complete the survey. If completing a paper version please return to Environmental Health, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA

Data Protection and Confidentiality - We comply with all legislation governing the protection of personal information, including the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Any personal information you supply will remain strictly confidential and anonymous and will be held and used in line with the Data Protection Act 2018. For more information about privacy, please visit: <https://www.monmouthshire.gov.uk/your-privacy/>

If you have any concerns or questions about the survey, require the questionnaire in another language or format or simply require assistance in completing the form please telephone 01873 735420 or email environmentalhealth@monmouthshire.gov.uk and we will be happy to help.

Welsh Government Briefing for community and town councils Multi-location meetings and meeting notices – August 2021

NB: This briefing note is not statutory guidance, but is drawn from draft statutory guidance for local authorities in Wales. It provides information, informed by that guidance, to support wider accessibility to council proceedings in line with the provisions within Local Government and Elections (Wales) Act 2021.

What are the changes?

Section 47 of the Local Government and Elections (Wales) Act 2021 ('the 2021 Act') provides for multi-location attendance at community and town council (hereafter noted as 'community council') meetings. The requirement is that a community council must make and publish arrangements for convening meetings, which allows – but not requires – participants to be in multiple locations.

Schedule 4 of the Act also includes other changes relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).

Multi-location meetings

Why have these changes been made?

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic. These changes proved popular and beneficial, so the Welsh Government made these changes permanent through the 2021 Act.

Many councils have found that the attendance – including from the general public – and productivity of meetings have improved with multi-location meetings. There are also benefits in reducing travel and enabling councillors, members of the public and the press to engage more readily and more conveniently in council meetings.

Physical meetings should not be seen as representing the gold standard with multi-location meetings being second best. Physical meetings may be convenient and effective for some who are most used to them – but they may be inaccessible or inconvenient to many, including existing councillors.

What are the requirements?

This section sets out the things that authorities **must** do in respect of multi-location meetings.

The 2021 Act requires that the community council to make and publish arrangements for its meetings to ensure that their meetings can take place in a manner which enables people who are not in the same place to meet. Under the arrangements, meetings will have to be capable of being held virtually. If the arrangements are revised or replaced the new arrangements must also be published.

The Act does not require meetings to be held in a particular way. Whether they are held virtually, partially virtually or entirely face to face – subject to prevailing public health regulations – is a matter for the council.

The practicalities of arrangements were considered carefully and it is important for Councils to be clear the minimum requirement is that members are able to hear and be heard by others.

Examples of this could include:

- All participants are in the same physical location;
- All participants are in the same physical location except one individual who joins from another location;
- Roughly equal number of councillors are present in a physical space and joining through remote means;
- Wholly through remote means where no physical arrangements have been made.

Whilst physical meetings are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Councils must publish these arrangements, for example, through standing orders. Councils are not allowed to resolve that all meetings will be held entirely physically.

Section 48 of the 2021 Act means that community councils must give the public a reasonable opportunity to participate in its meetings. The meeting arrangements should make clear how this could happen.

Section 46 of the 2021 Act relating to broadcasting of proceedings does not apply to community councils.

Further detail on the relevant legislation is provided in **Annex A**.

What should the arrangements consider?

The arrangements must be relevant to your council. They should be consistent with the Nolan principles of public life, the Code of Conduct for members of community councils and must take account of prevailing public health advice and/or legislation.

It is suggested that arrangements should cover:

- How a council will determine which meetings will have a physical element (i.e. a council meeting room) and how remote access will work in those cases;
- The venue for physical meetings and (if relevant) the appropriate online meeting platform and/or telephone access. This may require councils to consider the most appropriate venue for future meetings and value for money for any upgrades to infrastructure.
- Meeting attendance, including determining where a member is present¹, and voting procedures;
- Ways of working during the meeting e.g. whether and how to use the chat function where appropriate, managing unruly conduct and voting.
- Arrangements to support other participants (including the public and the press) to be able to access and participate in the meeting. This might include virtual waiting room arrangements to ensure appropriate and timely access.

There is no requirement for meetings to be held in the same way every time it meets.

When deciding which meetings may be held wholly remotely and/or with physical provisions, councils should consider:

- The circumstances of individual councillors and their preference in the way they participate in meetings. Some councillors may wish to join council meetings from another location by default – because they have working or caring responsibilities which make attending meetings in person difficult. Similarly, some councillors may have a legitimate preference or reason why physical meetings are preferred.
- How members of the public are able to access meetings – there may be very good reasons why individuals are not able to attend in person, but would nonetheless wish to listen to proceedings about decisions which impact their lives.
- The accessibility of the press to hear about and report on local stories to enable wider public debate and accountability.
- How telephony and other technology can be used to support and facilitate multi-location meetings which is proportionate to the circumstances.

Notices

What notice must be given of council meetings?

- Notice of the time and place of a [full] council meeting (including how it may be accessed virtually, if applicable) must be published electronically and in a

¹ Confirming where a member is considered to be present is important if it is relevant for the purpose of determining whether they have attended a council meeting in the past six months (s85, Local Government Act 1972).

conspicuous place in the community at least 3 clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

- The summons to attend a meeting should be sent to members electronically. If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
- In exceptional circumstance, a meeting of a committee or sub-committee of the council meeting may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.
- These notice requirements also apply where a formal meeting is taking place which is not open to the public.

What must be published following council meetings?

- No later than 7 working days of a council meeting, the council must publish electronically a note setting out:
 - The names of the members who attended the meeting, and any apologies for absence;
 - Any declarations of interest; and
 - Any decisions taken at the meeting, including the outcomes of any votes.

This requirement does not replace the requirements set out in section 55 of the 2013 Act to publish electronically minutes of meetings and such other information as is set out in that section.

NB: The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

Annex A: Legislation

This briefing provides an update to meeting arrangements for community and town councils in Wales following the Local Government and Elections Act (Wales) 2021.

Part 3, Chapter 4 of the 2021 Act covers local government meetings, including community and town council meetings. It covers:

- Attendance at meetings: Community councils must make arrangements for “multi-location” meetings, at which participants can hear and be heard by each other. (s47);
- Notice of meetings, and publication of agendas: Community councils must publish certain information, including notices of meetings, electronically, and electronic information relating to meetings must remain available in this format for six years following the date of the meeting (Schedule 4, Part 1 of the 2021 Act, amending the Local Government Act 1972).

Schedule 4 of the 2021 Act notes amendments to previous legislation, i.e.:

- Part 1, section 1 of the Public Bodies (Admission to Meetings) Act 1960 (c. 67) in respect of admission of public to meetings; and
- Schedule 12, Part 4 of the Local Government Act 1972 in respect of giving notice of meetings, venues, attendance, voting arrangements and access to documents.

The 2021 Act should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which covers community council websites and requires community councils to make available electronically certain information and documents

MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

JULY/AUGUST 2021:

- **NOTE:**

- The below list is just an indication of some of the things that we have been doing – the list is not exhaustive and by no way complete.

- **GENERAL:**

- Undertook the 're-declaration of compliance' registration with the Pension Regulator under the Pensions Act 2008
- Completed a questionnaire from Ellis Whittam regarding staff contracts and the 'non-existent' staff handbook
- Chased Mon CC 'Countryside' & 'Estates' in respect of several footpath issues, one of which has been outstanding for over a 12 month.
- Uploaded the agenda/minutes on to the website for the 'Residents Against Speeding' group.
- Took call from Chepstow Ambulance service regarding a 'Magor Community' AED which their team was unable to replace in a cabinet. They subsequently dropped it off, for us to locate the correct box and replace. Identified that the AED was from the box outside Salisbury House and arranged to drop it off with the Magor Churchmen's AED Coordinator.
- Undertook an early evening site visit to the MUGA courts to look at a damaged net post. The post has been bent, and is currently stuck and cannot be taken out. This is being looked into, and it is possible we have an old post in storage that can be used as a replacement – if not we will need to purchase a new one/set.
- During the site visit to the MUGA, I delivered, to the landscape contractor the wildflower and grass seed mix, as work has finally been able to commence on preparing the ground. The ground is still quite wet/damp in some parts, but is workable with the tractor/cultivator. They have extracted a few tonnes of stone and lumps of concrete from the site. The bank along the reën has been cultivated and graded in readiness for the seed, and they are currently cultivating the rest of the field. They had been over it twice, and will do it at least once more before they consider grading and sowing the seed. The temporary fencing will then be erected, and the turf reinforcement pathway installed. A date in late autumn can then be arranged with a youth group for the planting of the hedge and saplings. Council can then consider benching once the meadow and saplings get established.



- Attended the MUGA to remove the tennis nets to allow the Netball team to train/play, as Kari Davies Tennis were unable to attend and undertake the job due to a personal emergency. Showed the organiser how to remove and replace the nets for future reference.
- Raised the 'possible' trip hazard on the climbing frame, as identified by Cllr Bisi, with Sutcliffe Play. They are referring the matter back to the producer and will feedback shortly.
- Took a report about a fallen tree, which had landed on the MUGA Court fence-line, and was blocking the pathway from the Three Field Site. I was unable to get hold of a tree surgeon who could come out straight away, so arranged for a volunteer to undertake the work to make the area safe for members of the public – who were still trying to push under and through the fallen tree. I stopped/held back residents from trying to push through and under, whilst the chainsaw was in action. The branches were set to one side until they can be professionally chipped. The litter picker brushed

leaves, twigs, sawdust etc. off the path to ensure it was made safe from slips, trips and falls.

- Undertook new return in respect of pensions, inputting on to their new system.
- Reported debris in Mill Stream to NRW for removal.
- Did site visit and arranged for tree surgeon to attend site at MUGA courts to chip fallen tree branches. Whilst on site, checked how the new seed had taken following the recent rain.
- Checked the Sycamore Play Park following the completion of the final stage of the safety surfacing. Spoke to several residents with children using the park, and they were really impressed with the new equipment and especially the safety surfacing that they claimed was soft and springy, and easy to wheel a pushchair across, and the fact that they can actually go to each piece of equipment without having to go on grass/mud.
- Reported missing road name sign to Mon CC
- Liaised with Platform 1 regarding corrections/amendments to the Village Maps.
- Took delivery of rustic 'commemorative' bench for community orchard and sourced a possible brass plaque.
- Took delivery of roll-up banners which are to be gifted to the MAD group.
- Liaised with Wybone, regarding the litter/recycle bin for the MUCH Community Orchard – pending delivery
- Started to look at the material required for the completion of the Annual Report 2020-2021
- Completed the amendments to the Business Case for the Village Warden, as requested, ready for the next HR Committee meeting.

Councillor	Cllr Geoff Cook	Meeting Date:	23/08/2021
Issue for inclusion/discussion etc on agenda	Conflicition between 'Virtual Public Meetings Protocol' and Council's Standing Orders.		
BACKGROUND:			
<p>The 'Virtual Public Meetings Protocol' was amended and adopted by Council at its EXOM 28/6/2021. The amendment was to allow the recording of meetings in order to assist the clerk when typing up minutes, (despite this facility being withdrawn some time previous because of FOI requests for recordings).</p> <p>Following a dispute over whether two set of minutes were correct (OM 12/7/21) and the fact that the recordings had been destroyed in line with the 'Virtual Public Meetings Protocol' it was identified following the meeting that part of the protocol is contrary to the Standing Orders.</p> <p>The Virtual Public Meetings Protocol section relating to 'Audio Recording of Meeting' states:</p> <p><i>"The recording will be deleted by the Clerk immediately following the completion of the minutes."</i></p> <p>The Council's 'Standing Order' 12.d States:</p> <p><i>"Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed."</i></p> <p>These two statement contradict each other.</p>			
PROPOSAL/MOTION:			
<p>That this Council resolve to amend the 'Virtual Public Meetings Protocol', 'Audio Recording of Meeting' section by removing:</p> <p><i>"The recording will be deleted by the Clerk immediately following the completion of the minutes."</i></p>			
DESIRED OUTCOME / BENEFITS OF PROPOSAL/MOTION:			
<p>By removing the statement from the 'Virtual Public Meetings Protocol' the standing order comes in to play. If a dispute arises again in connection with the accuracy of meeting minutes then the recording can be referred to for confirmation before asking the Clerk to amend her minutes.</p>			

Councillor	Cllr Sally Raggett	Meeting Date:	23 rd August 2021
Issue/Motion for inclusion on agenda	Loan of Council Equipment		
<p>BACKGROUND:</p> <p>In April 2017 the Community Council purchased three sets of 10 children's Litter pickers (sufficient for 30 kids to participate), which were to be retained by the Community Council and lent out to other groups. (P&OS 6/02/17 Min 49.1 & OM13/02/17 Min 159.3).</p> <p>Since then, the litter pickers have been used for several litter picks:</p> <ul style="list-style-type: none"> • A Community Litter pick with the Brownies (Magor area) • A Brownie's Litter pick (Magor area) • A Wildlife Warriors shoreline litter pick (Collister Pill Undy to Magor Pill) • A Wildlife Warriors litter pick (Whitewall Magor) • A Magor CiW PTFA Litter pick (Magor CiW School) • A Wildlife Warriors shoreline litter pick (Collister Pill Undy to Undy Wharf) • A Community Litter pick with the Brownies and Scouts (Magor area) <p><i>(detail above provided by the Clerk to the Council)</i></p> <p>A Community Litter pick was arranged, by County Councillor Lisa Dymock, for Saturday 7th August in Undy and a request submitted to the Clerk to borrow the kid's litter picking equipment. All risk assessments had been completed (and provided to the clerk), and Covid-19 restrictions (in place at the time) were taken in to consideration, noting that even Jessica Morden had already supported local Community Litter picks.</p> <p>The Chair, asked that on this occasion, the request for the loan of equipment be brought to council for consideration. This has not been the process in the past, with loan of equipment an operational issue for the clerk.</p> <p>With the request going to Council, C. Cllr Lisa Dymock also took the opportunity to ask Council to cover the Community event with its insurance to save seeking sponsorship from members of the public and businesses.</p> <p>Council refused to lend the equipment stating the then current Covid-19 restrictions as the main reason, and subsequently refused any insurance cover.</p>			
<p>PROPOSAL/MOTION:</p> <p>That this Council agree to lend the kid's litter picking equipment to C. Cllr Lisa Dymock for the 're-arranged' Community Litter pick on Saturday 18th September, 2021 working out of Undy Memorial Hall.</p>			
<p>DESIRED OUTCOME / BENEFITS OF PROPOSAL/MOTION:</p> <p>The 'Community' event will get members of the public 'out and about' (after nearly 18 months' lock-down) involving them in a good cause, improving their community experience and environment. All relevant Risk Assessments, safety briefings, have/will be completed, and any relevant Covid-19 restrictions in place at the time kept/maintained.</p>			