

**Bank Reconciliation Statement as at 31/03/2021  
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	31/03/2021		12,442.44
			<u>12,442.44</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
13/01/2020 106041 Cllr N Baicher		37.50	
09/06/2020 106089 Cllr A Zagozda		37.50	
10/09/2020 106106 Cllr A Zagozda		75.00	
			<u>150.00</u>
			12,292.44
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			12,292.44
		<b>Balance per Cash Book is :-</b>	<b>12,292.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2021  
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	31/03/2021		218,746.96
			<u>218,746.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			218,746.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			218,746.96
		Balance per Cash Book is :-	<b>218,746.96</b>
		Difference is :-	<b>0.00</b>

# Magor with Undy Community Council

Mar-21

## PAYMENTS

Payee	Description	Net	VAT	Gross
Cllr N Baicher	Remuneration	37.50		£37.50
Cllr S Bailey	Remuneration	287.50		£287.50
Cllr Mario Bisi	Remuneration	37.50		£37.50
Cllr G Cook	Remuneration	162.50		£162.50
Cllr C Hopkins	Remuneration	37.50		£37.50
Cllr D James	Remuneration	37.50		£37.50
Cllr P Kirkham	Remuneration	37.50		£37.50
Cllr K Plow	Remuneration	37.50		£37.50
Cllr S Raggett	Remuneration	162.50		£162.50
Cllr F Taylor	Remuneration	37.50		£37.50
Cllr J Wilson	Remuneration	37.50		£37.50
Cllr A Zagozda	Remuneration	37.50		£37.50
Merlin Waste	dog bin maintenance March	585.00		£585.00
Harrison's Packaging Ltd	Dog poo bags	225.00	45.00	£270.00
Amazon Marketplace	x4 LED Spotlights	163.28	32.68	£195.96
Various	staff salaries	6,131.24		£6,131.24
Various	statutory deductions	3,274.92		£3,274.92
Chepstow Accountancy Services Ltd	salary admin	27.50		£27.50
Solutions In Technolody	telephony	108.98	21.80	£130.78
Zoom GB	monthly fee	14.39		£14.39
Microshade Business Consultants	Off-site cloud storage - March	94.90	18.98	£113.88
Stage Depot Ltd	Yellow Lighting gel	22.35	4.47	£26.82
EgoFragrance (S> Raggett)	expenses re 23 march event	36.48	7.32	£43.80
		36.48	7.32	£43.80
Undy AFC SNR Football	MUGA Covid-19 closure refund	75.00		£75.00
Undy AFC Junior Section Football	MUGA Covid-19 closure refund	7.50		£7.50
Barclays Bank plc	Commission	18.90		£18.90
British Telecom	telephony	36.99	7.39	£44.38
Magor RFC (Robert Harris)	MUGA Covid-19 closure refund	15.00		£15.00
Alison Sandiford	expenses & Mileage	15.10		£15.10
Sudbrook Girls Football	MUGA Covid-19 closure refund	7.50		£7.50
Caldicot Amateur Mens Football (K Jones)	MUGA Covid-19 closure refund	7.50		£7.50
Information Commissioners Office	data protection reg fee	35.00		£35.00
<b>TOTAL INVOICES</b>				<b>£12,033.97</b>

## RECEIPTS

	Description	Gross
WPD	wayleave	18.77
various	Allotment rent	12.00
various	Allotment rent	29.00
Barclays Bank	Loyalty Reward	3.23
Kari Davies Tennis	MUGA Courts hire	225.00
E Whitmore	MUGA Courts hire	2.50
G Hopkins (E Harris)	MUGA Courts hire	2.50
Kari Davies Tennis	MUGA Courts hire	50.00
various	Allotment rent	24.00
Kari Davies Tennis	MUGA Courts hire	117.50
<b>TOTAL RECEIPTS</b>		<b>£484.50</b>

#### 4/3/2021 – Torfaen County Borough Council LGPS

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LGA (the Local Government Association) has issued LGPS pension contributions table for the 2020/21 financial year (copy below). These have been increased by 0.5%. This is in line with inflation Therefore, the bands will be as follows:

Draft Contribution table 2021/22			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main section	50/50 section
1	Up to £14,600	5.5%	2.75%
2	£14,601 to £22,900	5.8%	2.9%
3	£22,901 to £37,200	6.5%	3.25%
4	£37,201 to £47,100	6.8%	3.4%
5	£47,101 to £65,900	8.5%	4.25%
6	£65,901 to £93,400	9.9%	4.95%
7	£93,401 to £110,000	10.5%	5.25%
8	£110,001 to £165,000	11.4%	5.7%
9	£165,001 or more	12.5%	6.25%

## JOINT ONE VOICE WALES/SLCC EVENT – 13 MAY 2021

One Voice Wales and the Society of Local Council Clerks (SLCC) are arranging a remote joint event to be held on 13 May 2021 and your clerk will already have received the invitation details circulated by the SLCC.

This event, generously sponsored by Came and Company Local Council Insurance, is a very important one for councils given that it focuses on key topic areas such as the new Local Government and Elections (Wales) Act 2021; the opportunities presented by the new General Power of Competence (GPC); financial governance and accountability; and hearing about forward training plans of One Voice Wales and the SLCC. The importance of these matters cannot be over-stated and the event presents a highly important opportunity for councils to be at the forefront of current issues and opportunities now available to our sector.

Along with myself and the Chair of One Voice Wales, Councillor Mike Theodoulou as well as our counterparts from the SLCC, we have some excellent speakers lined up including Kevin Griffiths from the Welsh Government, Kyle Robinson from the HM Land Registry, Deryck Evans from Audit Wales and Elisabeth Skinner MBE FSLCC.

The cost of the event is only £45 plus VAT which should enable all councils to consider booking a place and I am really hopeful that the event is fully supported by councils in all parts of Wales. It is open to councillors as well as clerks.  
Lyn Cadwallader

# **Chepstow Accountancy Services Limited**

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## **Chartered Certified Accountants**

9 Cider Mill Close, Chepstow, Monmouthshire, NP16 5RY

Telephone 01291 629255 Mobile 07841 910802

Email [accountant@chepstow-accountancy-services.com](mailto:accountant@chepstow-accountancy-services.com)

[www.chepstow-accountancy-services.com](http://www.chepstow-accountancy-services.com)

Clerk to the Council  
Magor with Undy Community Council  
Magor Police Station  
Main Road  
Undy, Caldicot  
Monmouthshire  
NP26 3EH

11<sup>th</sup> March 2021

Dear Beverly

### **Engagement letter**

Thank you for engaging us as your agent. This letter, including the attached schedules of services together with our standard terms and conditions, sets out the basis on which we will act.

### **Who we are acting for**

We are acting for Magor with Undy Community Council only. Where you would like us to act for anyone else we will issue a separate engagement letter to them.

### **Period of engagement**

This engagement starts on 1<sup>st</sup> April 2021

### **Scope of services**

We have listed below the work that you have instructed us to carry out and only the work listed is included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed, please let us know and we will discuss with you whether they can be included in the scope of our work.

Payroll services from April 2021

### **Fees**

Our fees will be charged in accordance with our attached standard terms and conditions. Please review these to ensure that you understand the basis of our charges and our payment terms.

Director: Nikola Greening FCCA

## **Limitation of liability**

We specifically draw your attention to our standard terms and conditions, which sets out the basis on which we limit our liability to you and to others. You should read this in conjunction with the relevant paragraph of our standard terms and conditions which excludes liability to third parties. These are important clauses and you should read them and ensure you are happy with them.

There are no third parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter.

The terms and conditions contained within this engagement letter set out the respective responsibilities of all parties. In respect of the work detailed within this engagement letter we limit our liability to Magor and Undy Community Council to the amount of loss suffered due to our error up to a maximum of £125,000.

By agreeing the engagement letter you agree that you have given proper consideration to this limit and accept that it is reasonable in all the circumstances. If you do not wish to accept it you should contact us to discuss it before signing the engagement letter.

We would advise you to take independent advice before signing this engagement letter since, by doing so, you will agree to its terms including the limitations on our liability.

## **Requirements of the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR)**

The DPA 2018 and GDPR set out a number of requirements in relation to the processing of personal data.

Here at Chepstow Accountancy Services Limited we take your privacy and the privacy of the information we process seriously. We will only use your personal information and the personal information you give us access to under this contract to administer your account and to provide the services you have requested from us.

We attach our privacy notice setting out our approach to handling your information. In signing one copy of this letter you will be indicating that you have read and agreed the terms under which we operate as set out in this notice. In addition, please note that we require your agreement on several specific points, which are also included in the acceptance section below:

### **(a) Continuity arrangements**

Please note that we have arrangements in place for an alternate to deal with matters in the event of permanent incapacity or illness. This provides protection to you in the event that I cannot act on your behalf, and in signing this letter you agree to the alternate having access to all of the information I hold in order to make initial contact with you and agree the work to be undertaken during my incapacity. You can choose to appoint another agent at that stage if you wish.

Director: Nikola Greening FCCA

Registered in England and Wales. Registration no. 8559027

**(b) Secure communications and transfer of data**

We will communicate or transfer data using the following:

Post/hard-copy documents

Emails

Portals IRIS Openspace

**(c) Other services**

From time to time we would like to contact you with details of other services we provide. If you consent to us contacting you for this purpose, please tick to say how you would like us to contact you on the acceptance statement:

Post ☐ Email ☐ Telephone ☐ Text message ☐

**Your agreement**

Please confirm your agreement to:

- the terms of this letter
- the attached schedule(s) of services
- the privacy notice and associated data protection matters
- the standard terms and conditions

by signing and returning one copy of this letter.

Yours sincerely,

For and on behalf of

Chepstow Accountancy Services Limited

I confirm that I have read and understood the contents of this letter and related terms and conditions and agree that it accurately reflects my fair understanding of the services that I require you to undertake.

Signed.....

Date.....

For and on behalf of Magor with Undy Community Council

Beverly Cawley

Clerk

Director: Nikola Greening FCCA

Registered in England and Wales. Registration no. 8559027

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

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

### **Membership of One Voice Wales 2021-22**

I am writing to invite your council to renew its membership to join One Voice Wales from April 2021. Once again - whilst taking account of the challenges presented by the Covid pandemic the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meeting with the Minister for Housing and Local Government and we continue to represent the sector on the **Local Government Partnership Council**. During 2020-21 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed we played a significant role working with Welsh Government colleagues in getting the regulations in place to enable community and town councils to work remotely during the Covid pandemic. We have continued to develop even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales – we signed a joint working protocol regarding the Covid pandemic and collaborated with the WLGA and WCVA ensuring our members were regularly provided information and advice during this challenging year. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **WG Covid Recovery Group, Ystadau Cymru Working Group, the External Advisory Group on Community Asset Transfer, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageism, Welsh Government Diversity in Democracy Working Group, NAFW Cross Party Group on Fuel Poverty and the National Training and Advisory Group**. One Voice Wales is playing an ever-increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has delivered a data and information website resource for community and town councils with a population greater than 1,000 people – launched in October 2019 and the updated second version going live in December 2020. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel - who will be undertaking an important review of the sector in 2021, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. Work has already begun with Welsh Government colleagues in developing actions to address the new

**Llais Cyngorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales**

Ebost/Email: [tgilmartin@onevoicewales.wales](mailto:tgilmartin@onevoicewales.wales)

Gwefan/Website: [www.unllaiscymru.org.uk](http://www.unllaiscymru.org.uk) / [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)

requirements facing community and town councils and this will continue into our 2021/22 work programme.

Our representational role means that ***we have direct interface not only with the Minister for Local Government and Housing but other Ministers*** where our sector's remit extends. During 2020-21 we made several representations to the ***Minister for Housing and Local Government*** on a range of matters but importantly on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2020-21 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2021-22.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 87% of all councils in membership of One Voice Wales, or 639 out of the 735 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2021-22.
- Joint project with Keep Wales Tidy on Local Places for nature programme with over 200 community and town councils receiving £1,000 capital grant awards.

As current members are aware, we provide the following services, and we are aware from feedback from our ***Members Survey 2020*** by our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2020-21 with the development of webinar-based training. Under the auspices of the ***National Training Advisory Group***, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2020-21 we provided over 1,400 units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

***Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2020-21 – at year end we had 639 local councils in membership or 87% of all community and town councils.***

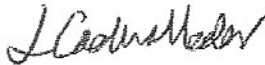
I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2021-22.

Yours sincerely,




Lyn Cadwallader  
Chief Executive

## One Voice Wales



### Schedule of Frequently Asked Questions

- a) How many member councils are in our membership?  
**(The current membership of OVW is 638 which represent 87% of all Councils in Wales)**
- b) On average what do you think the provision of one piece of legal advice would cost the Council if it were to use its own solicitor?  
**(This will vary depending on the complexity of the issue – it can range from £350 to £700. This needs to be considered when deciding to join OVW).**
- c) Did you know that we have a library of legal topic notes and a wealth of intelligence which is vital to Councils?  
**(As well as a wide range of information available to Councils we also have access to legal topic notes and legal briefings which are available to Councils in relation to specific requests for advice)**
- d) You only know what you know, but what are the consequences of not knowing what you should know?  
**(It is vital that Councils are well informed in order to avoid major pitfalls relating to actions taken without the benefit of appropriate advice).**
- e) Did you know that our training and conference fees are cheaper for member councils?  
**(Member Councils are able to book our training courses at a much reduced price and can benefit considerably from bespoke courses which can be arranged at a much lower price).**
- f) Our consultancy fees for HR, Governance, Health and Safety and Community Planning are significantly lower than you will be offered from other providers. Were you aware of this?  
**(As well as being a lower cost service, we offer the added advantage of having an in depth knowledge of the work of local councils and our work is appropriately tailored to your needs).**
- g) How many subject areas do OVW training sessions cover? i.e. not just Code of Conduct so many others  
**(We offer 23 training modules and are expanding the range of courses as required to meet the needs of our members).**
- h) How long does it take on average to provide you with the advice you require?  
**(The majority of requests for advice are dealt with within 3 working days and in many cases on the same day).**



i) Did you know that OVW has a service level agreement with NALC and that we pay an annual fee to enable member councils to gain access to all of their resources including legal advice?

**(One Voice Wales pays an annual subscription to NALC that enables us to have access to the legal advice service and legal topic notes/briefings which are essential to provide member councils with a high quality service which is fully appreciated by member councils).**

j) Did you know that OVW is in a position to influence the Welsh Government and other public bodies to assist member councils?

**(The Chair and Chief Executive are regularly in contact with the Welsh Government and other public bodies giving them a major opportunity to reflect the views of the sector on a wide range of policy areas. They also meet the Local Government Minister on a number of occasions during the year. They have been highly successful in enabling the sector to be prominent in the development and implementation of public policy in Wales).**

k) Did you know that Member Councils receive circulation of all relevant documents from other bodies that use OVW as a source for circulation?

**(One Voice Wales is widely regarded as the place to go by a wide range of organisations in Wales who wish to gain contact with Councils in Wales. Being a member ensures that you are kept fully informed of all developments and consultations that will be of importance. We send an e-mail bulletin to Councils on a monthly basis containing relevant information for consideration).**

l) We organise three Conferences each year with preferential rates for member councils – this provides the opportunity for Councils to meet up with a range of suppliers to the sector)

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## REPAIRS TO THE PROCURATOR'S HOUSE, MAGOR

### INTERIM VALUATION NO. 1 - 29.03.2021

<u>Item</u>		£	p
2/2A	CDM Regulation Compliance.	£250.00	
2/2B	Preliminaries.	£2,000.00	
2/2C	Access platform.	£1,000.00	
	Heras fencing.	£1,000.00	
2/3A	Skips to dispose of debris.	£600.00	
2/3C	Accreditation for access platform.	£200.00	
2/3D	Work in accordance with workmanship specification.	£150.00	
2/4A	Removal of plant growth.	£1,700.00	
2/5A	Repointing 50% complete.	£1,674.00	
2/6A	Rebedding of stonework 50% complete.	£592.78	
2/7A	Rebed coping stones to top of chimney.	£250.00	
2/7B	Rub down and redecorate steel balustrading.	£100.00	
2/7C	Replace concrete slabs. Allowance was for 75 no. but 81 no were actually replaced. 81 x £11.50 = £931.50	£931.50	
<b>TOTAL CARRIED TO INTERIM CERTIFICATE NO. 1</b>		<b>£10,448.28</b>	

## **Summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector**

### Introduction

The Local Government and Elections (Wales) Act 2021 ("the Act") provides for the establishment of a new and reformed legislative framework for local government elections, democracy, performance and governance.

The major package of reforms includes electoral reform, a general power of competence for principal councils and eligible community councils; more consistent and coherent collaboration and joint working; voluntary mergers and increasing public participation in local government.

The Act received Royal Assent on 20 January 2021 and provides for a phased approach to introducing various provisions. Where dates of coming into force for particular provisions are known, they have been specified in the summary below.

The following summary identifies areas that are likely to be of interest for community and town councils.<sup>1</sup>

### **Elections**

#### *Votes for 16 and 17 year-olds and EU Citizens and citizens of other countries*

The Act provides for the extension of the local government franchise to allow 16 and 17 year-olds to be able to register to vote in Welsh local government elections and any poll in Wales which uses the local government franchise such as mayoral elections and referendums.

For the first time in May 2021, 16 and 17 year olds and legally resident foreign citizens are allowed to vote in the Senedd elections. They will also be able to vote in the 2022 local government elections. They will not be able to vote in any local government by-elections taking place before May 2022.

The Act extends the local government franchise to citizens from any country provided that they meet the criteria set out in Section 4(3) of the *Representation of the People Act, 1983 (RPA)* and can satisfy the local Election Registration Officer (ERO) that they are resident in the area in which they wish to register and vote, under Section 5 of RPA 1983.

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<sup>1</sup> This is not a complete list of the provisions in the Act. For the full Act please see: <https://www.legislation.gov.uk/asc/2021/1/section/47/enacted>. For the full explanatory memorandum see: <https://senedd.wales/laid%20documents/pri-ld12877-em/pri-ld12877-em-e.pdf>

### *The voting system for county and county borough council elections - offering a choice: First Past the Post or Single Transferable Vote*

The Act provides that each principal council may decide for itself on the voting system to use, whether FPTP or STV. A principal council will continue to use the existing FPTP voting system until such time as it may decide to change. A decision to change a voting system will require the support of at least two-thirds of the total number of councillors on the council (whether or not present and voting on a proposal to change). If a council has considered and rejected a proposal to change the voting system, the council may not re-visit the issue during the same electoral cycle.

Having changed to a different voting system a principal council is prevented from moving back until at least two ordinary elections have been held under the new system.

A change from one voting system to another would require a fresh electoral arrangements review of the council area, which would be undertaken by the Local Democracy Boundary Commission Wales (LDBCW).

The first election a principal council could use the STV system for is the ordinary local government elections in 2027.

The voting system for community council elections remains First Past the Post.

### *Five Year Terms*

The Act changes the electoral cycle of principal councils and community councils from four to five-year terms. This would bring local government elections into line with the five-year terms for the UK Parliament (as set in the Fixed Term Parliaments Act 2011) and for the Assembly in GoWA 2006.

### *Electoral registration*

The Act provides for a power for EROs to add an individual to the electoral register without the need for them to apply. EROs would be encouraged to obtain information/data of individuals not included on the electoral register from sources such as council tax records. Where the registration officer is satisfied that the information about a person not in the register of local government electors is correct and is entitled to be registered, the officer may decide to register the person without an application, subject to certain requirements. The registration office would be required to notify the individual that they will be included on the register. These provisions are not currently in force, the Welsh Government will continue to work with the electoral community to ensure any and all issues have been considered and resolved before enacting these provisions by Order.

## *Candidacy*

The Act amends the eligibility criteria for candidates at local government elections to allow a citizen of any country to stand for election. This is subject to the other qualifying criteria, such as age and residence. All disqualification criteria will continue to apply.

### *Allowing council staff to stand for their own council*

The Act provides that council officers and employees, other than those holding politically restricted posts, will be entitled to stand for election to their own council. They will only be required to resign their paid employment with the council if they are elected. This will widen the pool of potential candidates while ensuring there is no conflict of interest once the candidate is elected.

### *Disqualification criteria for standing as a councillor*

The Act amends the disqualification provisions in Wales to disqualify individuals, from standing for election, or holding office as a member of a principal council or community council in Wales, if they are subject to a the notification requirements of, or an order under, the Sexual Offences Act 2003.

## **General Power of Competence**

The Act provides eligible community councils with a general power of competence, with the aim of bringing about more effective, capable and innovative local government.

The general power will allow eligible community councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

It is considered the general power will allow eligible community councils to be more innovative, and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The conditions which community councils must meet, in order to be able to resolve themselves an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election,
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and
- the council satisfies the audit condition.

The audit condition is satisfied if:

- the most recent Auditor General for Wales' (AGW) opinion on the council's accounts:
  - is an unqualified AGW opinion on the council's accounts, and
  - was received by the council during the 12 month period ending on the day on which the council passes the resolution to become an eligible community council
- the AGW's opinion on the council's accounts which immediately preceded the opinion mentioned above is also an unqualified opinion.

The power to exercise the general power of competence for eligible community councils will come into force on 5 May 2022. Ahead of this, there will be consultation on guidance and the regulations specifying a 'relevant professional qualification' for a clerk. It is envisaged that this will be a sector specific qualification such as the Certificate in Local Council Administration (CiLCA).

It is intended that the well-being power, provided in section 2 of the Local Government Act 2000, will be repealed when the provisions relating to the general power of competence are brought into force for eligible community councils on 5 May 2022. Until the well-being power is repealed community councils can continue to use the power. Anything which is started by councils before, and is ongoing at, the time the well-being power is repealed can continue under this power until that thing is completed or until a council resolves to become an eligible community council. However nothing new may be started using the well-being power after it is repealed.

## **Public participation**

The intention is to encourage a more diverse range of members of the public to engage with local democracy. Principal councils are required to prepare, consult on, publish and review a 'public participation strategy', with the aim of making it easier for members of the public to understand how local government functions; how it makes decisions; and how local people can follow proceedings, input their views, and have them taken into account. These provisions will come into force in May 2022. There is no requirement for a community council to make a public participation strategy; though they should consider how they enable public participation to take place.

### *Petition Scheme*

Principal council are also required make a petition scheme setting out how it will handle and deal with petitions, including e-petitions. These provisions will come into force in May 2022. There is no requirement for a community council to have a petitions scheme.

### *Access to meetings*

The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending

virtually and hybrid meetings - where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, currently provided through The Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of The Local Authorities, (Coronavirus) (Meetings) (Wales), 2020 Regulations. These provisions will also apply to community councils.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

### *Participation*

From 5 May 2022 people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

### *Community Council Annual Reports*

From April 2022 community and town councils will have a duty to prepare and publish a report about the council's priorities, activities and achievements. The first report must relate to the financial April 2021- March 2022 and be published as soon as reasonably practicable after April 2022.

### *Conduct of members*

The duty on political group leaders in principal councils, as outlined here does not extend to community and town councils. From May 2022 Leaders of political groups must take reasonable steps to promote and maintain high standards of conduct by the members of their group. In doing so, a group leader must co-operate with the principal council's standards committee in the exercise of its functions to promote and maintain high standards of conduct. In turn, a principal council's standards committee has new functions under the Act to ensure group leaders have access to advice and training to support their new duties and to monitor group leaders' compliance with those duties.

It is already the case that all community councils are required to adopt a code of conduct and all community councillors are expected to have high standards of conduct whether they are part of a political group or not

### *Training of members and staff of community councils*

Community and town councils will have a duty to consider training from 5 May 2022 for councillors and community council staff, and publish the first training plans by November 2022.

It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. This takes into account that some community councils have only one member of staff, the clerk, and some smaller community councils actually share their clerk with one or more other community councils.

#### *Abolition of community polls*

The Act provides for the abolition of community polls, and implementation of a system of petitions in their place. The exception is community governance polls, those which enable a community to hold a poll in respect of a proposal to establish or dissolve a community council or to group with other communities under a common community council.

#### *Local Democracy and Boundary Commission*

The LDBCW has the power to make recommendations to the Welsh Ministers about changes to areas and electoral arrangements following a review. The Act gives the LDBCW the responsibility of appointing its own chief executive, although it also provides powers for the Welsh Ministers to appoint the chief executive where the position has been vacant for six months or more, consulting with the LDBCW before making the appointment.

The Act also amends section 48 of the 2013 Act to provide a power for the Welsh Ministers to direct the LDBCW not to conduct or stop a review under the 2013 Act.

#### *Public Services Boards*

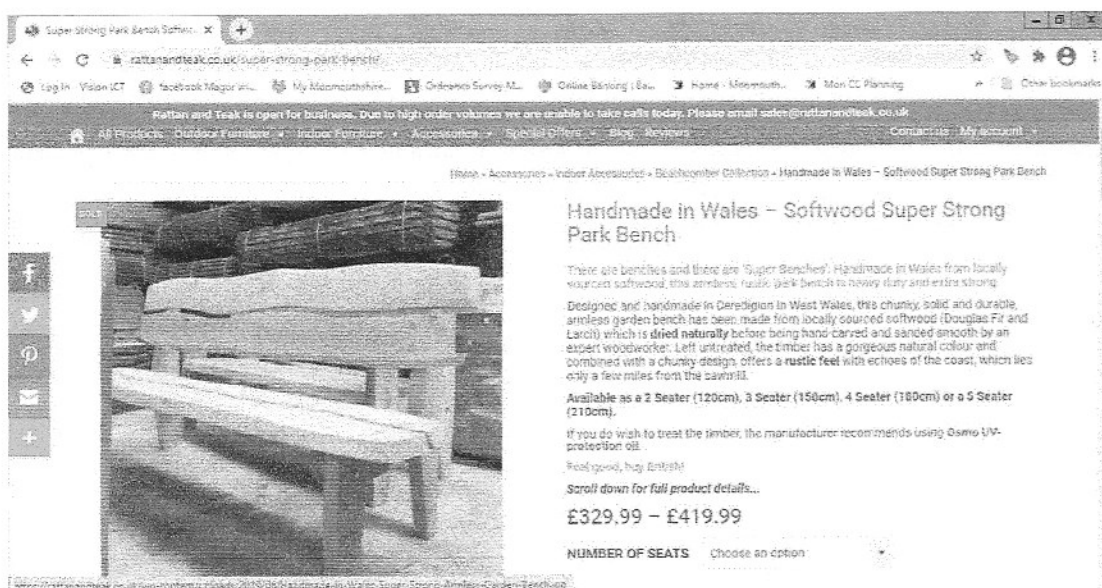
The WFGA (Wales) 2015 Act provides for PSBs to merge if they wish to do so but it does not enable PSBs which have merged, to demerge, or partially demerge at a later date. The Act takes steps to address this inflexibility and to provide for steps to be taken following merger and demerger.



<https://www.warm2wood.co.uk/Rustic-Garden-Furniture>



<http://www.streetmaster.co.uk/woodland-seat.php>



<https://rattanandteak.co.uk/super-strong-park-bench/>

<http://www.greenmanwoodcrafts.co.uk/gallery/4/Furniture/>



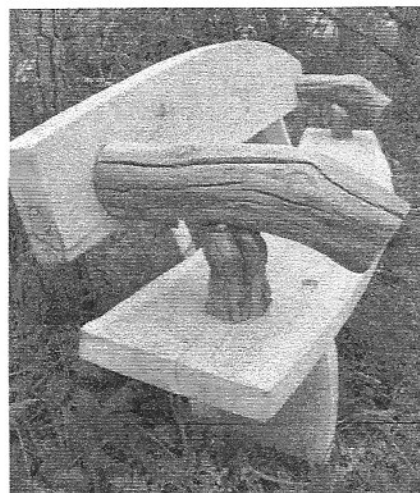
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£370.00



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## **FLOODING UPDATE**

March/April 2021

Cllr John Crook.

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There is no real further progress...

... other than there was a site meeting with 3 people from NRW & Francis Taylor, to which I had not been invited.

I happened to notice the meeting adjacent to Magor Motors, knew one of the people to be from NRW (internal drainage board), so stopped and got involved!

There was a discussion about the events on the 23/24 of December and how what & wherefore with no real conclusions other than the amount of rain fall in that 24hr period!

It appears that they (NRW) were not informed by the met office of anything like the amount of rain fall which actually happen! There was not a major alert out for this area!!

I did however ask several questions. (They promised to come back to us with some answers?)

- about the amount of Water flowing down the Mill Stream these days and where is it actually coming from, especially now that the Wentwood Reservoir is still closed and what are they doing if anything with ponds up in the hills/hinterland where they are cutting large amount of trees down to combat the problem of the larch tree disease!
- And the extra water culverts coming into the St Brides - Netherwent Valley! From trees being felled and new buildings being built especially in both the Bowden Lane and St Brides Netherwent areas!
- And about the Outlet under the railway that Network Rail need to be sorting out especially the grid under the railway which is slowing the flow rate down collecting rubbish etc., etc.

Further, they were not aware of the extra bridge / Culvert which has been built on the Whitewall side of the Railway!!

Cllr Taylor is to raise several issues with Mon CC, and we are awaiting responses now from NRW on some of the questions asked of them.

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

## MARCH/APRIL 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:**

- Ordinary Meeting – hosting, preparatory work and clerking
- Planning Committee – preparatory work
- Liaised with Chew Valley Trees Ltd regarding the planting of the five Tilia Cordata trees at the Sycamore Sports Field. They have factored in the delivery, planting and staking in for 13<sup>th</sup> May 2021.
- Undertook end of year training on the RBS Alpha finance package VIA Microsoft Teams platform.
- Commenced Health & Safety in the Workplace level 2 training.
- Commenced Food Hygiene Level 2 training.
- Identified several issues on the RBS finance package that relate to the original set up by RBS. Worked with the 'help team' to rectify them going forward.
- Also identified that the RBS Finance package now needs changing from Receipts and Payments to Income & Expenditure, as our gross income (Precept) has exceeded £200k for the third year running.
- Confirmed a date for our end of year internal audit. We are still waiting for confirmation from Wales Audit Office as to which group we will be in for the new format external audit, and any relevant papers.
- Uploaded all the newly adopted policies onto the Council's website. Undertook a check of some of the pages and made amendments/changes where necessary, or deleted out of date material. Identified a few issues with the Councillor page.
- After checking whether Mon CC 'Give Dog Fouling the Red Card' group had a stock of dog waste bags, an order was placed with Envirobags for 50,000 dog poop bags. – delivery went astray, so chased company for delivery.
- An order was placed with Mossfords, for the new wire for the War Memorial Steps.
- Undertook several days of checks and clearance of papers held in the Office in respect of GDPR compliance.
- Purchased floodlights for Day of Reflection (Covid-19 lock down anniversary), fitting to them yellow lighting gel in readiness for 23<sup>rd</sup> March.

- Commenced actions required to prepare for closure of year end accounts
- Read paperwork on the new Local Government & Elections (Wales) Act 2021 to see how it would affect Community Councils – in particular ourselves. Several issues, but the main changes for ourselves at the moment are:
  - Meetings to multi-location (virtually & hybrid) – act makes provision for remote meetings and electronic publication of documents
  - draft minutes to be uploaded within 7 days.
  - Requirement to prepare and publish an Annual Report (we had a trial run with this last year)
  - Requirement to publish training plans.

Other items/things we are already doing, and some don't apply to us at present, or won't apply to us.

- Researched 'rustic' benches.
- Liaised with Cllr Dymock and Bellway Homes regarding missing dog waste bin.
- Undertook site visit to MUGA courts following resident contact. Three issues:
  - Request for nets to be fitted to basketball posts – 1 missing, 1 damaged. Checked for type required re fitting
  - Complaint about end of handrail now exposed following cut back of vegetation. Took photos, and referred to SWSG for suggestions to cap off.
  - Complaint about width between path and embankment and request for railings/fence. Contact to be made with NRW as embankment their remit, and restrictions on access. – on-going.
- Updated calendar with new bookings for MUGA Courts and sent out invoices.
- Worked out the amount of refunds due to hirers in respect of MUGA Courts booked and paid for, that we as a Council had to cancel due to locking courts in line with WG legislation re COvid-19. Refunds made prior to Year End.
- Undertook exit interview with Administration Assistant, and received back laptop, keys, passwords etc. arranged for emails to initially be redirected and then closed down.
- Liaised with Morgan & Horowskyj Architects regarding interim valuation in respect of repairs undertaken on the Procurtors House.
- Over Easter weekend, attended bridge over Mill Stream at three field site with Cllr Raggett to remove damaged heras fencing that had been tied to bridge in precarious manner. Discovered bridge handrail had been damaged which has been reported to Mon CC Countryside for repair.
- Chase missing delivery of dog waste bags.