



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

24<sup>th</sup> August 2020

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Rogiet Community Council which will be held on Friday 28<sup>th</sup> August 2020 at 6:30pm via Zoom video conferencing, for the transaction of the business specified in the following agenda.

Yours faithfully

Catherine Baker

**Clerk to the Council**

**AGENDA**

<b>01</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> To receive, and consider for approval, apologies for absence and reason given.									
<b>02</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To approve minutes of previous meetings: <b>02a</b> Of the Ordinary Meeting of 8 <sup>th</sup> July 2020 <b>02b</b> Of the Extraordinary Meeting of 24 <sup>th</sup> July 2020 <b>02c</b> Of the Extraordinary Meeting of 10 <sup>th</sup> August 2020									
<b>03</b>	<b>COUNCILLOR RESIGNATION AND CO-OPTION</b> <b>03a</b> To note the resignation of Cllr Martin Hunter <b>03b</b> To receive update from Clerk on vacant seats, including receiving and considering applications from co-option candidates									
<b>04</b>	<b>FINANCE</b> <b>04a</b> To approve the following payments (cheque numbers and exact amounts to be confirmed) and other necessary payments that may arise before the next council meeting (including September salaries): <table border="1"><thead><tr><th><u>Cheque number</u></th><th><u>Detail</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>TBC</td><td>Merlin Waste (dog waste Collection)</td><td>£TBC</td></tr><tr><td>TBC</td><td>MCC salaries August 2020</td><td>£TBC</td></tr></tbody></table>	<u>Cheque number</u>	<u>Detail</u>	<u>Amount</u>	TBC	Merlin Waste (dog waste Collection)	£TBC	TBC	MCC salaries August 2020	£TBC
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	TBC	Audit Solutions	£534.00
<b>05</b>	<b>STAFF MATTERS</b>		
<b>05a</b>	To note the new NJC pay scales for clerks, as approved on 21 <sup>st</sup> August 2020, applicable as at 1 <sup>st</sup> April 2020.		
<b>05b</b>	<i>To note that the clerk was successful in obtaining a study bursary covering the fees associated with the CiLCA course, and as such no fees will be payable to SLCC by the Council (saving of £790).</i>		
<b>05c</b>	<i>To receive the CiLCA Learning Agreement and agree for Chairman to sign on behalf of the Council</i>		
<b>05</b>	<b>COMMITTEES</b>		
	<i>To receive Clerk's report on committees and agree action, including appointing committee chairs and setting the date of the first meeting of each committee.</i>		
<b>06</b>	<b>BUILDING MAINTENANCE</b>		
<b>06a</b>	To receive and consider quote for essential legionella safety testing; Quote 12191:		
	<p><i>Clean &amp; Disinfect 12 X Shower Heads</i>  <i>Take Legionella Samples from the following Locations</i>  <i>Location - Kitchen Hot</i>  <i>Location - Kitchen Cold</i>  <i>Location - Home team Shower 1</i>  <i>Location - Away team Shower 1</i>  <i>Location - Referees Shower</i></p>		
<b>06b</b>	To receive and consider quote for legionella risk assessment and schematic drawing of hot and cold water systems; Quote 12193:		
	<i>To carry out a Legionella Risk Assessment and produce one Schematic Drawing for Domestic Hot &amp; Cold Water Systems.</i>		
<b>07</b>	<b>USE OF COUNCIL FACILITIES DURING COVID-19</b>		
<b>07a</b>	<i>To approve the Rogiet Community Council Covid-19 Policy</i>		
<b>07b</b>	<i>To receive Little Tigers Day Care Covid-19 Policy and approve Little Tigers Day Care use of the Sports Pavilion under this policy from 1<sup>st</sup> September 2020</i>		
<b>07c</b>	<i>To consider To consider request from Monmouthshire County Council to Restart</i>		



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	Youth Club at the Sports Pavilion on 21 <sup>st</sup> September 2020 with <u>only youths aged 11 and under.</u>
<b>08</b>	<b>REMEMBRANCE DAY 2020</b>  <i>To consider purchase of two wreaths (one for Church and one for War Memorial) for Remembrance Day 2020, at a suggestion donation of £30 per wreath.</i>
<b>09</b>	<b>FUTURE MEETINGS</b>
<b>09a</b>	<i>To agree date of the next Ordinary Meeting</i>
<b>09b</b>	<i>To consider and agree date of Annual Meeting, which must take place prior to 31<sup>st</sup> December 2020 under the Coronavirus (2020) legislation</i>
<b>09c</b>	<i>To receive items for the next meeting agenda from councillors</i>