



Cyngor Cymuned Rogiet Community Council

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

7th May 2021

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Rogiet Community Council which will be held on Wednesday 12th May 2021 at 7:15pm via Zoom video conferencing, for the transaction of the business specified in the following agenda.

Yours faithfully

Catherine Baker

Clerk to Rogiet Community Council

AGENDA

01	TO RECEIVE APOLOGIES FOR ABSENCE To receive, and consider for approval, apologies for absence and reason given.
02	OUTGOING CHAIRMAN'S REPORT To receive a report from the 2020-2021 Chairman.
03	ELECTION OF CHAIRMAN 03.1 To elect a chairman for 2021-2022. 03.2 To resolve that the Chairman sign the declaration of acceptance of office at a later date due to Covid restrictions necessitating a remote meeting.
04	ELECTION OF VICE-CHAIRMAN To elect a Vice-Chairman for 2021-2022.
05	INTERESTS DECLARED To receive declarations of interest in any items listed in this agenda. Interests may also be declared at any point in the meeting if the need arises.
06	COUNCIL COMMITTEES To review current council committees and terms of reference, and to consider any further committees or working groups (see Appendices 1 and 2)
07	EXTERNAL ORGANISATIONS To review current representation on external organisations (see Appendix 3)



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08 POLICIES

To review the following policies:

1. Standing Order
2. Financial Regulations
3. Code of Conduct
4. Concerns and Complaints
5. Freedom of Information
6. General Privacy Notice
7. Social Media
8. Sickness Absence
9. Staff Privacy Notice
10. Disciplinary Procedure
11. Equality and Diversity
12. Expenses
13. Grievance

These policies can be found on the council website at
http://www.rogietchcommunitycouncil.co.uk/Policies_28522.aspx

09 FINANCE

- 09.1 To review end of year accounts for 2020-2021 (Receipts and Payments by Budget Heading)
- 09.2 To review and agree signing authority for the council's bank accounts
- 09.3 To appoint a member independent of the cheque signing process to undertake bank reconciliation and other financial checks.
- 09.4 To review the Financial Risk Assessment
- 09.5 To review the asset register and confirm items for insurance
- 09.6 To adopt the Independent Remuneration Panel for Wales (found at: [WG42164 Independent Remuneration Panel for Wales Annual Report \(gov.wales\)](#))
- 09.7 To review charges for hire of facilities
- 09.8 To approve regular payment by standing order/direct debit of the following bills:

Company	Service	Frequency	Current payment
British Gas	Hub gas	Monthly	£63.00



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	Swalec	Hub electricity	Monthly	£70.00
	Dwr Cymru	Hub water and drainage	Variable	Variable
	Initial	Hub sanitary bin emptying	Every other month	£76.68
	Merlin Waste	Dog waste bin emptying	Monthly	£141.33
	Talk Talk	Council phone and internet	Monthly	£29.40
10	MEETINGS			
10.1	To agree dates and times of ordinary meetings for 2021-2022 and the annual meeting of 2022.			
10.2	To agree dates and times of committee meetings for 2021-2022.			
11	NEXT MEETING			
	To note the next Ordinary Meeting will take place on Wednesday 19 th May 2021 at 7:15pm via Zoom video conferencing, and to accept items for the agenda.			

Join Zoom Meeting

<https://us02web.zoom.us/j/84544508952?pwd=RFdZNkxpci9JclZ6WTliRUFRdGV2Zz09>

Meeting ID: 845 4450 8952

Passcode: 406710

Dial by your location

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom