



**Minutes of the Annual Meeting of Rogiet Community Council held on Wednesday 12<sup>th</sup> May 2021, which commenced at 7:15pm via video conferencing.**

**Councillors Present (box checked):**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Robert Stallard (Chair)    | <input checked="" type="checkbox"/> Jayne Stallard  | <input checked="" type="checkbox"/> Hazel Bennett |
| <input checked="" type="checkbox"/> Sebastian McVicker-Orringe | <input checked="" type="checkbox"/> Gillian Haywood | <input type="checkbox"/> Linda Guppy              |
| <input checked="" type="checkbox"/> Peter Milmine              | <input checked="" type="checkbox"/> Anna Wilson     | <input checked="" type="checkbox"/> Janet Fowler  |
| <input type="checkbox"/> Jers Dyderski                         | <input checked="" type="checkbox"/> Philip Ellwood  |   |

**In Attendance:**

- ☒ Catherine Baker (Clerk)

MIN NO. <sup>1</sup>	Business Transacted
001	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> <i><b><u>Resolved:</u></b> to accept the absence and reason for absence of Cllr Dyderski</i>
002	<b>OUTGOING CHAIRMAN'S REPORT</b> Cllr Robert Stallard read the following report: <i>"This past year has been particularly challenging. Covid 19 put pay to the first quarter, with the Council not being able to meet. Eventually we were able to meet via zoom which brought its own challenges, especially for me when chairing the meetings. Hopefully, we can hold face to face meetings as soon as it is safe to do so. This did not mean that we stood still as a Council. There have been several highlights:</i> <ul style="list-style-type: none"><li><i>• Sorting out committees to deal with issues such as finance, contracts, buildings and community engagement. They have helped the Council move forward in making decisions more quickly and effectively.</i></li><li><i>• We managed to hold a small Remembrance Day service at our memorial. Singing both National Anthems was very emotional for me;</i></li><li><i>• Finding, choosing and ordering equipment for the play park, which looks great. Hopefully, it is only the start of the recreation park</i></li></ul>



MIN NO. <sup>1</sup>	<b>Business Transacted</b>
	<p><i>improvements.</i></p> <p><i>Rogiet Wildlife Friendly Village group need a particular mention for their tremendous hard work and dedication that has made an amazing difference to the recreation park in such a short time.</i></p> <p><i>Setting the ball rolling on making improvements to our Pavilion building: we felt it needs to be redesigned to meet the needs of the community. This was backed up by our community survey which saw numerous people wanting to do various activities in an improved building that is better suited to serve our community. So, a feasibility study and business case are being compiled, with our chosen architects already submitting some extremely exciting plans. I personally feel that it would be fabulous to turn these plans into reality.</i></p> <p><i>Rogiet Community Junction are now well on the way to seeing their dream of a shop. I wish them every success after all the hard work they do in bringing the community together.</i></p> <p><i>All these things I have mentioned sound simple to bring about, but they are not. They take a lot of thought and effort by all concerned.</i></p> <p><i>I would like to thank all councillors involved in trying to make Rogiet a better place to live. I would also thank them for their hard work, dedication and most of all support.</i></p> <p><i>Catherine, our clerk has been an inspiration. Thank you, Catherine, for all you do driving us forward in such a professional way. Well done.</i></p> <p><i>It has been a pleasure and an honour to chair our community council. I hope we move forward again this coming year.</i></p> <p><i>I said last year that Covid would not beat us. The vaccine roll out has been fantastic. I look forward to getting on and making Rogiet the best it can be.</i></p>
003	<p><b>ELECTION OF CHAIRMAN</b></p> <p>Cllr R Stallard was proposed by Cllr Bennett, seconded by Cllr Haywood and agreed by all.</p> <p><b><u>Resolved:</u></b> That Cllr R Stallard hold the position of Chairman for 2021-2022.</p> <p><b><u>Resolved:</u></b> For Cllr R Stallard to sign the declaration of acceptance of office at a later date due to the meeting being held remotely.</p>



MIN NO. <sup>1</sup>	Business Transacted
004	<b>ELECTION OF VICE CHAIRMAN</b> Cllr R Stallard proposed Cllr McVicker-Orringe, seconded by Cllr Haywood and agreed by all. <b><u>Resolved:</u></b> <i>That Cllr McVicker-Orringe hold the position Vice Chairman for 2021-2022.</i>
005	<b>INTEREST DECLARED</b> None
006	<b>COUNCIL COMMITTEES</b> <b><u>Resolved:</u></b> <i>That committees, terms of reference and members of committees will be as listed in Appendix 1</i>
007	<b>EXTERNAL ORGANISATIONS</b> <b><u>Resolved:</u></b> <i>That representatives be appointed to external organisation as listed in Appendix 2</i>
008	<b>POLICIES</b> <b><u>Resolved:</u></b> <i>That the following policies, having been reviewed, are approved for 2021-2022:</i> <ol style="list-style-type: none"><li>1. Standing Order</li><li>2. Financial Regulations</li><li>3. Code of Conduct</li><li>4. Concerns and Complaints</li><li>5. Freedom of Information</li><li>6. General Privacy Notice</li><li>7. Social Media</li><li>8. Sickness Absence</li><li>9. Staff Privacy Notice</li><li>10. Disciplinary Procedure</li><li>11. Equality and Diversity</li><li>12. Expenses</li><li>13. Grievance</li></ol>



MIN NO. <sup>1</sup>	Business Transacted																				
009	FINANCE																				
009.1	<p><b><u>Resolved:</u></b> To approve accounts for 2020-2021.</p> <p><b><u>Resolved:</u></b> For the clerk to look into high gas costs.</p>																				
009.2	<p><b><u>Resolved:</u></b> For the clerk try to re-register Cllr Milmine to the bank account again.</p> <p><b><u>Resolved:</u></b> To remove Cllr Guppy from the bank signing authority.</p> <p><b><u>Resolved:</u></b> That Cllr Bennett will remain as a cheque signatory only.</p> <p><b><u>Resolved:</u></b> For the clerk to try to re-register Cllr R Stallard as an online authorisation.</p>																				
009.3	<p><b><u>Resolved:</u></b> To appoint Cllr Fowler, as a member independent of the cheque signing process, to undertake bank reconciliation and other financial checks.</p>																				
009.4	<p><b><u>Resolved:</u></b> To approve the Financial Risk Assessment with the amendment of building security being reduced from a likelihood of 3 to 1, given security measures of fencing.</p>																				
009.5	<p><b><u>Resolved:</u></b> To approve the asset register with the amendment of the location of the third noticeboard which has now been installed.</p>																				
009.6	<p><b><u>Resolved:</u></b> To adopt the recommendations of the Independent Remuneration Panel for Wales 2021-2022 report</p>																				
009.7	<p><b><u>Resolved:</u></b> To review charges for hire of facilities at a future ordinary meeting.</p>																				
009.8	<p><b><u>Resolved:</u></b> To approve regular payment by standing order/direct debit of the following bills:</p> <table><tr><th>Company</th><th>Service</th><th>Frequency</th><th>Current payment</th></tr><tr><td>British Gas</td><td>Hub gas</td><td>Monthly</td><td>£63.00</td></tr><tr><td>Swalec</td><td>Hub electricity</td><td>Monthly</td><td>£70.00</td></tr><tr><td>Dwr Cymru</td><td>Hub water and drainage</td><td>Variable</td><td>Variable</td></tr><tr><td>Initial</td><td>Hub sanitary bin</td><td>Every other</td><td>£76.68</td></tr></table>	Company	Service	Frequency	Current payment	British Gas	Hub gas	Monthly	£63.00	Swalec	Hub electricity	Monthly	£70.00	Dwr Cymru	Hub water and drainage	Variable	Variable	Initial	Hub sanitary bin	Every other	£76.68
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<b>MIN NO. <sup>1</sup></b>	<b>Business Transacted</b>			
		emptying	month	
	Merlin Waste	Dog waste bin emptying	Monthly	£141.33
	Talk Talk	Council phone and internet	Monthly	£29.40
<b>010</b>	<b>MEETINGS</b>			
010.1	<b><u>Resolved:</u></b> For the Ordinary Meeting dates of Rogiet Community Council to be the second Wednesday of the month at 7:15pm for 2021-2022.			
010.2	<b><u>Resolved:</u></b> For the clerk to bring recommendations of committee meeting dates to a future Ordinary Meeting.			
<b>11</b>	<b>FUTURE MEETINGS</b>  Next Ordinary Meeting to take place on Wednesday 19 <sup>th</sup> May 2021 at 7:15pm via Zoom videoconferencing.  Items for inclusion on the next agenda:  <ol style="list-style-type: none"><li>1. Obtaining a valuation of potential rental for the new building design.</li><li>2. Possibility of taking down the dugouts following yet further vandalism.</li><li>3. State of bus shelter.</li></ol>			

(<sup>1</sup> All minute numbers are preceded by '2021/')

**Meeting closed at 8:25pm**

Signed: ..... Chair/Vice Chair

Date: .....

## Appendix 1

### **Terms of Reference for Rogiet Community Council Committees**

These terms of reference should be read in conjunction with Rogiet Community Council Standing Orders, in particular Sections 4 and 6.

#### **The following terms apply to Council committees:**

1. The committee will work with the clerk to compile recommendations to Council - **all committees are advisory only\***
2. Council may appoint a new chair or remove a member from the Committee at any time.
3. The committee shall hold no delegated powers on behalf of the Council unless expressly stated.
4. Anyone carrying out any duty as part of the Committee must make it clear to third parties i.e. anyone who is not a member of the Committee that they are acting for the Committee as opposed to the Council.
5. No member of the Committee shall publicly express an opinion as the Council's opinion unless that opinion has been minuted by the Council.
6. The minimum number of councillors shall be 3\*.
7. The quorum shall be 3\*.
8. The Chair will liaise with the clerk to ensure that minutes are produced for each committee meeting.

(\*Excluding the Planning Committee and the Emergency Planning Committee)

#### **In addition the following will apply to specific committees:**

##### **Policies and Contracts Committee:**

1. To work with the clerk to compile policies and contracts deemed necessary by the Council, or by law.
2. To review policies and contracts regularly in order to ensure Council applies up-to-date legislation and practices.
3. The committee shall be made up of members only. No members of public to be part of the committee due to the confidential nature of discussions.

##### **Human Resources Committee:**

1. To work with the clerk to deal with any human resources matters such as workload, sickness and other HR issues.
2. To form a panel of three members from within the committee to address individual issues that fall under the Grievance Policy or Disciplinary Policy as and when the need arises.
3. To report back to, and advise Council regarding point 1.
4. The committee shall be formed of members only. No members of public to be part of the committee due to the confidential nature of discussions.

##### **Health and Safety Committee:**

1. ***Under the Local Government Act 1972 s.101 Discharge of Functions plenary powers are hereby given to the Health and Safety Committee to inspect council land and property and make recommendations to Council***
2. To advise Council of findings of health and safety inspections.
3. To work with the clerk and Council to ensure that health and safety issues are addressed and remedied.
4. The committee shall have no delegated authority to instruct third parties to carry out remedial work.

Land and Building Committee:

1. Regular users of the land or building may be invited to appoint a representative to join the committee and will be bound by all relevant standing orders and terms of reference.

Finance Committee

1. To work with the clerk to review Council finances, including assessing financial risks, preparing a preliminary budget for review and approval by Council, advising on matters relating to major financial transactions and commitments, reviewing quarterly account and mid-year spending, source potential funding for projects.
2. The committee shall be made up of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Community Engagement Committee

1. Interested members of public may be invited to join the committee and will be bound by all relevant standing orders and terms of reference.
2. The committee will ensure that relevant council policies are adhered to when engaging with the public, including but not limited to Social Media Policy and Equality and Diversity Policy.
3. To engage with the residents of Rogiet in order to understand their concerns and listen to their ideas via a variety of means including surveys, and feedback to Council.
4. To be responsible for compilation and production of the Windmill Post.
5. To contribute appropriate information for publication on the Council's Facebook account and website

Planning Committee

1. To comprise all councillors.
2. The 4<sup>th</sup> Wednesday of the month will be reserved for Planning Committee meetings in order to feedback to the Planning Authority within the 21 day time limit when this time limit would otherwise be breached by holding the application to the next Ordinary Meeting.

Emergency Planning Committee\*

1. ***Under the Local Government Act 1972 s.101 Discharge of Functions plenary powers are hereby given to the Health and Safety Committee to assess planning applications presented to the Council during recesses and periods of no meetings, and to respond to the Planning Authority on the behalf of the Council***

2. Every effort will be made to contact the Chair or Vice Chair to be part of an Emergency Planning Committee meeting.
3. Contact will then be made to all other councillors via email from the clerk and once enough members confirm availability the meeting will be called.



## Appendix 2

### Rogiet Community Council Committee Members 2021-2022

COMMITTEE	MEMBERS
PLANNING COMMITTEE	All Councillors
FINANCE COMMITTEE	<b>Anna Wilson (Chair),</b> Rob Stallard, Sebastian McVicker-Orringe, Hazel Bennett
LAND AND BUILDINGS COMMITTEE	<b>Jers Dyderski (Chair),</b> Rob Stallard, Gillian Haywood, Anna Wilson, Phil Ellwood
POLICIES AND CONTRACTS COMMITTEE	<b>Sebastian McVicker-Orringe (Chair),</b> Peter Milmine, Rob Stallard, Janet Fowler
HEALTH AND SAFETY COMMITTEE	<b>Peter Milmine (Chair),</b> Robert Stallard, Jayne Stallard, Hazel Bennett, Gillian Haywood
COMMUNITY ENGAGEMENT COMMITTEE (to include Windmill Post)	<b>Janet Fowler (Chair),</b> Jayne Stallard, Robert Stallard, Anna Wilson, Sebastian McVicker-Orringe, Peter Milmine, Gillian Haywood
EMERGENCY PLANNING COMMITTEE	4 Councillors, as available
HUMAN RESOURCES COMMITTEE	Sebastian McVicker, Hazel Bennett, Rob Stallard, Gillian Haywood, Janet Fowler
IFTON LANE WORKING GROUP	Jers Dyderski, Robert Stallard, Jayne Stallard, Sebastian McVicker-Orringe, Peter Milmine, Philip Ellwood  Members of the community invited to join, in particular members of the Friends of Rogiet Countryside Park and Rogiet Wildlife Friendly Village

## Appendix 3

### Rogiet Community Council Representatives to External Organisations 2021-2022

ORGANISATION	REPRESENTATIVE
ONE VOICE WALES	Sebastian McVicker and Philip Ellwood
CITIZENS ADVICE BUREAU MANAGEMENT COMMITTEE	VACANT Await further information
ROGIET SCHOOL GOVERNORS	Peter Milmine
SEVERNSIDE AREA COMMITTEE/ FORUM/FOCUS & PROJECT BOARD	Robert Stallard, Jers Dyderski, Anna Wilson
CONSERVATION TRUST/ENVIRONMENTAL ISSUES (2)	Robert Stallard and Jayne Stallard
PATIENT PARTICIPATION GROUP	Hazel Bennett + VACANT defer additional
SEVERNSIDE CLUSTER GROUP	Robert Stallard, Linda Guppy, Sebastian McVicker-Orringe
ROGIET COMMUNITY JUNCTION	Jers Dyderski
ROGIET WILDLIFE FRIENDLY VILLAGE	Philip Ellwood