



**Minutes of the Ordinary Meeting of Rogiet Community Council held on Wednesday 24<sup>th</sup> March 2021, which commenced at 7:15pm via video conferencing.**

**Councillors Present (box checked):**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Robert Stallard (Chair)    | <input 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 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
94	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b><u>Resolved:</u></b> to accept the absence and reason for absence of Cllr J Stallard and Cllr Fowler.</p>
95	<p><b>INTERESTS DECLARED</b></p> <p>Cllr R Stallard – Min 96, Min 102 (regarding staff pay)</p>
96	<p><b>BIODIVERSITY</b></p> <p><b><u>Resolved:</u></b> To allow the Rogiet Wildlife Friendly Village group to site their Keep Wales Tidy shed alongside the hub building and to provide Laura Spuffard with a copy of the padlock key for the main gate, in order to access their tools.</p>
97	<p><b>PLANNING</b></p> <p><b><u>Resolved:</u></b> To approve the revised Rogiet Community Junction parking plan, as required by MCC Highways Department.</p>
98 98a	<p><b>GOVERNANCE</b></p> <p><b><u>Resolved:</u></b> To approve the following documents:</p> <ol style="list-style-type: none"> <li>1. Standing Orders</li> <li>2. 2019-2020 Internal recommendation document</li> </ol>



<b>MIN NO. <sup>1</sup></b>	<b>Business Transacted</b>
	<p>3. <i>Code of Conduct</i></p> <p><b>Resolved:</b> <i>To approve the insurance policy after the clerk has checked that the war memorial and the shed and sports equipment are covered.</i></p>
<b>98b</b>	<p><b>Resolved:</b> <i>To adopt the following documents:</i></p> <ol style="list-style-type: none"><li>1. <i>Financial Risk Assessment</i></li><li>2. <i>Publication Scheme</i></li><li>3. <i>Legionella Management Plan</i></li><li>4. <i>Asset Register</i></li></ol>
<b>98c</b>	<p><i>Noted that the following policies are will be drawn up shortly and are in progress:</i></p> <ol style="list-style-type: none"><li>1. <i>Grant Funding Policy (in progress)</i></li><li>2. <i>Virtual Meeting Policy (in progress)</i></li><li>3. <i>Fire Risk Assessment (in progress)</i></li><li>4. <i>Recruitment and Retention Policy</i></li><li>5. <i>Biodiversity Policy</i></li></ol>
<b>99</b>	<p><b>STAFFING</b></p> <p><b>Resolved:</b> <i>To include in the job description for Grounds and Facilities Officer 'and any reasonable tasks as required by the Council'.</i></p> <p><b>Resolved:</b> <i>To advertise the position of Grounds and Facilities Officer in April in the Windmill Post, and Council website and Facebook, with the job details being those included in the Written Statement of Employment, and to request the job advert also be place in the church noticeboard.</i></p>
<b>100</b>	<p><b>RECOMMENDATIONS FROM COMMITTEES</b></p>
	<p><b>Recommendations of the Community Engagement Committee of 21<sup>st</sup> January 2021</b></p> <ol style="list-style-type: none"><li>1. To agree to allow advertising in the Windmill Post, at an agreed cost per ¼, ½ and whole page.</li></ol> <p><b>Resolved:</b> <i>To set the cost for advertising at £5 per ¼ page, £10 per ½ page, and £20 per whole page of the Windmill Post.</i></p>





MIN NO. <sup>1</sup>	Business Transacted
102	<p><b>CLERK'S CONFIDENTIAL REPORT ON STAFFING MATTERS</b></p> <p><b><i>Resolved:</i></b> To rectify incorrect salary payments in March 2021 pay.</p> <p><b><i>Resolved:</i></b> To approve contracts for Litter Picker, Cleaner, and Grounds and Facilities Officer, after amendment of typographical errors.</p> <p><b><i>Resolved:</i></b> For the clerk to purchase new work boots for the litter picker.</p> <p><b><i>Resolved:</i></b> To add Cllr Ellwood as an editor on the Council Facebook page and group to post, respond and promote biodiversity/climate change/active transport initiatives and information.</p>
103	<p><b>FUTURE MEETINGS</b></p> <p>Next Ordinary Meeting to take place on Wednesday 14<sup>th</sup> April 2021 at 7:15pm via videoconferencing.</p>

(<sup>1</sup> All minute numbers are preceded by '2020/')

**Meeting closed at 9:30pm**

Signed: ..... Chair/Vice Chair

Date: .....