



**The Annual General Meeting of Rogiet Community Council held on
Wednesday 1st May 2024 at 6:30pm at the Pavilion and by Zoom**

01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood, Wilson, Winskill, Trow and Cromwell. Clerk/RFO - Alice Vaughan. Apologies received - Cllrs Cawley and Fowler, County Cllr Strong.
02	ELECTION OF CHAIR FOR 2024-2025
02.1	Cllr Philip Ellwood was elected Chair for 2024-2025.
02.2	Chair signed Declaration of Acceptance of Office.
03	ELECTION OF VICE-CHAIR FOR 2024-2025
03.1	Cllr Beverly Cawley was elected Vice-Chair for 2024-2025.
04	DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - FORMS TO BE COMPLETED
04.1	None.
05	OUTGOING CHAIRPERSON'S REPORT <p>The civic year 2023-24 has been a more stable year than 2022-23, in terms of internal change. We had just one resignation and one co-option process to deal with. In November we welcomed Jan Trow as a co-opted member of council. Jan brings valuable knowledge and insight to the council on a variety of subjects, especially those related to education, childcare and young people in general.</p> <p>As your local council we have continued to maintain and improve valuable services to the community, including play park equipment, grass-cutting / hedge clearing (we pay MCC to do this), emptying of our 10 dog waste bins, responding as a consultee to planning applications, and helping residents to access services from MCC. We have also continued to maintain the Rogiet Hub (Pavilion) building, which provides home facilities for several local organisations: Little Tigers Daycare, MonLife Youth Club, and Severn Tunnel Football Club.</p> <p>Other examples of things we have done in and around the village in the last year: reinstatement of one dog waste bin following a review of the provision; support to various community groups, including Rogiet Community Junction and Rogiet Wildlife Friendly Village; maintenance of defibrillators; provision of Christmas trees and lighting; and purchase of remembrance wreaths.</p> <p>Additionally, we are often involved in consultations from MCC and other agencies. Recently we have made the case for safety improvements to the B4245 at Llanfihangel Rogiet, on the back of MCC's Active Travel consultation concerning the proposed</p>



<p>shared footpath / cycleway between Rogiet and Undy.</p> <p>A significant project that was delivered by your Community Council in 2023-24 was the provision of CCTV around the pavilion, play park and football pitch areas, with the aim of deterring vandalism and anti-social behaviours. We deployed the system in July 2023 and then made some minor technical improvements in November. More recently, in April, we have added a new external camera, to protect the playing fields car park and its boundary with the allotments. Overall, we have been very pleased to see that there has been little vandalism in the protected areas since we commissioned the system and put up the signage.</p> <p>Another tangible improvement has been the repair and upgrade to the lighting in the Multi Use Games Area (MUGA). We have replaced the old and mostly broken lamps with brand new state-of-the-art LED equivalents. Over the coming months we will be looking at ways to promote the MUGA to sports organisations and residents, to make best use of our investment.</p> <p>On a related note, last summer saw our purchase of new tennis nets and the provision of free tennis racquets and balls in a box, for residents to just ‘pick up and play’. This proved to very popular with families so we will be doing the same again this year!</p> <p>In October we decided to scale back our plans for a brand-new Rogiet Hub community building, and instead focus on refurbishing and improving our current building. We have re-engaged our architect to create feasibility designs to lead us to the pre-planning stage. We will share the proposals with residents in our summer edition of the Windmill Post, and on our web site and social media. We thank residents for their participation in last year’s Rogiet Hub survey, the results of which were most helpful to us.</p> <p>As well as all the above, we have managed the routine activities of running the council as a corporate body: controlling the finances (budget, precept, payment of staff, payment of invoices for services, day-to-day banking, etc); managing policies, staff, council meetings, social media, and so on.</p> <p>For this coming summer of 2024, we have planned some councillor surgeries, and some free ‘Stay and Play’ sessions for the children, on four consecutive weeks in the school holidays. These play sessions will be funded by RCC and provided by the MonLife play team.</p> <p>Also, for the summer season, we are clearing and re-planting four of the village’s planters to improve their appearance - in response to residents’ comments.</p> <p>On the civic side of 2023-24, on Remembrance Sunday I attended the morning service at St Mary’s Church; and then in the afternoon the Community Council was fully represented at the outdoor service at the War Memorial. Following the afternoon service, we opened the pavilion building for some much-welcomed refreshments and friendly chat for all attendees of the service.</p> <p>To conclude this report, I wish all residents, council members and staff a very pleasant summer.</p> <p>Cllr Phil Ellwood</p>



06	MINUTES OF THE LAST ANNUAL MEETING
06.1	To note that the minutes of the last Annual Meeting held on 04 th May 2023 were adopted at the Ordinary Meeting held on 18 th May 2023, Item No 3. Agreed and noted.
07	INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS
07.1	To review current council committees and terms of reference, and to consider any further committees or working groups (see Appendices 1 and 2). <u>Resolved:</u> Agreed as detailed in Appendices 1 and 2.
08	EXTERNAL ORGANISATIONS
08.1	To review current representation on External Organisations (see Appendix 3). <u>Resolved:</u> Agreed as detailed in Appendix 3.
08.2	Activities to be reported back to Full Council by email and/or Council Meetings.
09	POLICIES
09.1	Council agreed to readopt all policies. Council further agreed to review and update the Financial Regulations, and the Code of Conduct and Freedom of Information policies over the coming year, at the September 2024 Ordinary Meeting. <u>Resolved:</u> to readopt the following existing policy documents: <ol style="list-style-type: none">1. Standing Orders2. Financial Regulations3. Code of Conduct4. Concerns and Complaints5. Freedom of Information6. General Privacy Notice7. Social Media Policy8. Internal Control Policy9. Publication Scheme10. Sickness Absence Policy11. Staff Privacy Notice12. Disciplinary Procedure Policy13. Equality and Diversity Policy14. Expenses Policy15. Grievance Policy16. Lone Working Person Policy17. Data Protection Policy18. Training Plan These policies can be found on the council website at http://www.rogietchcommunitycouncil.co.uk/Policies_28522.aspx



	<p><u>Resolved:</u> to review and if needed update the Financial Regulations, and the Code of Conduct and Freedom of Information policies, at the September 2024 Ordinary Meeting.</p> <p><u>Action:</u> Clerk to investigate whether or not Council needs a Whistle Blowing Policy.</p>
10	FINANCE
10.1	<p>End-of-year accounts for 2023-2024 reviewed (Receipts and Payments by Budget Heading)</p> <p><u>Resolved:</u> EOY accounts agreed.</p>
10.2	<p>RCC Budget reviewed for 2023/2024</p> <p><u>Resolved:</u> to continue with the 2024-25 Precept Budget with a few changes due to actual invoices received or known changes for the coming year – e.g. income reduced from hire of Sports Pitch.</p> <p>The following new budgets for items that were originally shown as being funded from General Reserves:</p> <p>£850.00 Play Provision (MonLife Play)</p> <p>£300.00 Play Park Inspections</p> <p><u>Resolved:</u> to allocate £10,000 to Earmarked Reserves for the Rogiet Hub Feasibility Project. This is to be reviewed again later in the financial year.</p>
10.3	<p>RCC Banking arrangements reviewed for 2024/2025</p> <p>It was agreed that the signing authorities for the Community Council’s banking requirements at Lloyds Bank PLC will stay the same as when last amended at the Ordinary Meeting on 21 February 2024:</p> <p>Mandate/Cheque Signatory: Cllrs Ellwood, Wilson, Cromwell, Winskill, and the Clerk.</p> <p>Online Banking – Cllrs Ellwood, Wilson, Winskill (Full Access, Create* and Authorise Payments) plus the Clerk (Full Access, Create Payments).</p> <p><i>* In practice, the Clerk creates all payments; and two members authorise them.</i></p>
10.4	<p>To appoint independent member</p> <p>It was agreed that Cllr Fowler will be re-appointed as member independent of the cheque signing / online banking process to undertake financial checks, and that Cllr Cawley would continue to act as back-up for Cllr Fowler in this role.</p>
10.5	<p>Adopted the Annual Investment Strategy for the year 2024/2025.</p> <p><u>Action:</u> to include on Page 4 the allocation of £10,000 to Earmarked Reserves for the Rogiet Hub Feasibility Project. (See 10.2 above).</p>
10.6	<p><u>Agreed</u> the Financial Risk Assessment and Risk Assessments.</p>
10.7	<p><u>Agreed</u> the Asset Register</p> <p><u>Action:</u> to add the Litter Picker Trolley and the new MUGA lights.</p>



10.8	<p>Adopted the Determinations in the Independent Remuneration Panel for Wales Annual Report 2024-2025 and made policy decisions on the optional matters:</p> <p>Mandatory – Extra Costs of Working from Home Payment – £156.00 x 7 councillors</p> <p>Mandatory – Set Rate Consumables Allowance – £52 x 7 councillors</p> <p>Optional – Chair – £375.00 (25% of maximum £1500)</p> <p>Optional – Vice-Chair – £125.00 (25% of maximum £500)</p> <p>Optional – Senior Role – £125.00 (25% of maximum £500, for up to 3 members)</p> <p>...plus other items listed in Table 4 of the Annual Report.</p> <p><u>Action:</u> to review the <i>methods</i> of payments for the above allowances, in accordance with latest guidance from One Voice Wales.</p> <p><u>Noted:</u> that some reporting requirements are simplified from September 2024.</p>												
10.9	<p>Insurance cover arrangements reviewed and policy renewed</p> <p>Premium: £1791.18, effective 01/06/2024 to 31/05/2025.</p> <p>Note: this is the third and final year of a three-year agreement.</p>												
10.10	<p>To review charges for hire of facilities</p> <p><u>Resolved:</u> to introduce the following new charge rates from 1st July 2024:</p> <p>Pavilion / Hub users and Nursery – £7.50 per hour and £4.50 per day charge for closures - planned and unplanned (excluding Bank Holidays and weekends).</p> <p>Severn Tunnel Football Club – £16 per match* and £8.50 per training session. **</p> <p>Other users of the Football Pitch – £16.00 per hour for matches* and £8.50 per hour for training sessions**</p> <p>* <i>Includes use of the changing facilities in the Pavilion / Hub.</i></p> <p>** <i>No use of the changing facilities in the Pavilion/Hub</i></p> <p>...all to be reviewed at next AM in 2025.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p style="color: blue;">With reference to Standing Order 3.w council resolved to extend the meeting by 30 minutes.</p> </div>												
10.11	<p>Approved regular payments by standing order/direct debit to the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Service</th> <th style="text-align: left;">Frequency</th> <th style="text-align: left;">Current payment</th> </tr> </thead> <tbody> <tr> <td>EDF</td> <td>HUB Gas and Electricity</td> <td>Monthly</td> <td>Variable</td> </tr> <tr> <td>Dwr Cymru</td> <td>Hub Water and Drainage</td> <td>Every 6 months</td> <td>£76.91</td> </tr> </tbody> </table>	Company	Service	Frequency	Current payment	EDF	HUB Gas and Electricity	Monthly	Variable	Dwr Cymru	Hub Water and Drainage	Every 6 months	£76.91
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Cyngor Cymuned Rogiet Community Council

	Initial	Hub Sanitary bin emptying x 4	Every 3 months	£83.88
	Three Mobile	Clerk Mobile	Monthly	£11.28
	Office Tech Suite	Broadband Hub	Monthly	£66.00
	Norton	Antivirus	Annually	£15.99
	ICO	Data Protection	Annually	£35.00
	Business Rates	MCC	Annually (reduced amount)	£547.95
	Ogi	Clerk Broadband	Monthly	£30.00
11	MEETINGS Agreed that Ordinary Meetings will be held on the second Wednesday of each month (except August) at 6:30pm at Rogiet Pavilion / Hub and by Zoom. Agreed that the next Annual General Meeting will be held on Wednesday 7 th May 2025 at 6:30pm at Rogiet Pavilion / Hub and by Zoom. Agreed that a Finance Committee Meeting to be held November or December 2024.			
	NEXT MEETING Wednesday 8 th May 2024 at 6:30pm – Ordinary Meeting – Pavilion and Zoom			

Meeting closed at 9.00 pm.

Signed: (Chair / Vice-Chair)

Date: