



# Cyngor Cymuned Rogiet Community Council

## Minutes

Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 12<sup>th</sup> June 2024 at 6:30pm at the Pavilion and by Zoom

### Ordinary Meeting

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|           | <p><b>Open Forum</b></p> <p>1x resident attended via Zoom</p> <p>Community Support Officer 502 – Toby Wall and Sergeant Haywood in attendance – discussed Police Report and how they will try to come to future Meetings and Councillor Surgeries. Discussed recent issues in off road bikes riding around footpaths around the village as brought to our attention by social media – comments where noted.</p> <p>Youth Club / Mon Life attended - discussed the current youth club and as of the end of this school year, due to the space available at the current Pavilion, that the Youth Club will no longer be taking place in Rogiet.</p> |
| <b>01</b> | <p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Cawley (Vice Chair - chairing meeting), Trow, Fowler and Cromwell.</p> <p>Clerk/RFO – Alice Vaughan.</p> <p>County Councillor Strong</p> <p>Cllr Ellwood (Chair) – joined meeting by Zoom at 8:00pm</p> <p>Cllr Wilson and Winskill – apologies accepted.</p>   |
| <b>02</b> | <p><b>INTERESTS DECLARED</b></p> <p>None.</p>   |
|           | <p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>To consider and agree any items requiring to be heard without press and public present under section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, where transaction of business is considered confidential, the disclosure of which would be prejudicial.</p> <p>Item 9.5 – Staff Contracts.</p>  |
| <b>03</b> | <p><b>Minutes of Meetings of Council: The Annual Meeting of Council 1st May 2024 and Ordinary Meeting of 8th May 2024</b></p> <p><b>Resolved:</b> Minutes approved.</p>   |
| <b>04</b> | <p><b>Monthly Police Report April 2024 and May 2024</b></p> <p>Noted.</p>   |
| <b>05</b> | <p><b>County Councillor Report</b></p> <p>No report due to the upcoming election.</p>   |



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| <b>06</b> | <b>FINANCE</b>                                      |   |                |
| 06.1      | <b>Resolved:</b> To approve the following payments: |   |                |
|           | <b>Company</b>                                      | <b>Service</b>  | <b>Amount</b>  |
|           | HAGS  | Missed item from invoice 2021 INV 281187 Concerto Medium Cabasa | £629.77        |
|           | Rogiet Church Hall                                  | Council Surgery 01.06.24<br>x 2 hours                           | £28.00         |
|           | Merlin Environmental                                | INV 1760<br>June 2024   | £345.60        |
|           | Office Tech Solutions                               | INV<br>June 2024  | £66.00         |
|           | Cllr Ellwood  | Gemini Plants reimbursement                                     | £12.00         |
|           | Cllr Ellwood - Caldicot Printing                    | Leaflets for Councillors surgery reimbursement                  | £15.00         |
|           | Morgan Environmental Ltd                            | Sampling (missed of last invoice)                               | £84.00         |
|           | Gallagher Insurance                                 | 01/06/2024 – 31/5/2025  | £1791.18       |
|           | UK Fire Risk Assessments                            | INV FRA13702  | £354.00        |
|           | IAC Audit and Consultancy Ltd                       | INV 1805  | £474.00        |
|           | Chepstow Accountancy                                | Processing June Payroll   | £30.00         |
|           | Payroll/HMRC/Pensions                               | June 2024   | Estimate £2800 |
| <b>07</b> | <b>FINANCE - Barclaycard - To approve payments:</b> |   |                |
|           | Statement dated June 2024 – <b>Approved.</b>        |   |                |
|           | <b>Company</b>                                      | <b>Service</b>  | <b>Amount</b>  |
|           | May 2024  | CCTV signs, ink, D Day Flag, stamps , Cleaning consumables      | £137.54        |



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| <b>08</b> | <p><b>Internal Audit &amp; Annual Governance and Accounts Return for Year Ending 31st March 2024</b></p>  |
| 08.1      | <p>To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations.</p> <p><b>Resolved:</b> To adopt the Internal Auditor’s section of the Annual Return. Council reviewed the recommendations and the agreed actions, which will be sent to the Auditor.</p>                                      |
| 08.2      | <p>To receive Annual Accounts Return for the Year Ended 31 March 2024.</p> <p><b>Resolved:</b> To adopt the Annual Accounts Return for the year ended 31 March 2024.</p>  |
| 08.3      | <p>To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024</p> <p><b>Resolved:</b> To adopt the Annual Governance Statement (Parts 1 &amp; 2).</p>  |
| 08.4      | <p>To approve Annual Accounts Return and Annual Governance Statement for submission to Wales Audit Office.</p> <p><b>Resolved:</b> To approve the Annual Accounts Return and Annual Governance Statement for submission to the Wales Audit Office.</p>  |
| 08.5      | <p>Chair to sign the Annual Return and Annual Governance Statement</p> <p><b>Resolved:</b> As the Chair was at the meeting by Zoom, the Chair agreed to sign the Annual Accounts Return and Annual Governance Statement on 13th June 2024. <i>Post-meeting note: the documents were duly signed by the Chair on 13th June 2024.</i></p> |
| 08.6      | <p>Notice of appointment of the date for the exercise of electors’ rights – confirm dates.</p> <p><b>Approved</b> – clerk to put on website and notice boards.</p>  |
|           | <p>Resident left meeting</p>  |
| <b>09</b> | <p><b>Internal Audit Observations</b></p>   |
| 09.1      | <p><u>CILCA Qualification</u></p> <p>Noted. Clerk currently doing CILCA.</p>  |
| 09.2      | <p><u>Financial Regulations</u></p> <p>To be reviewed in September 2024 OM, as agreed in AM on 01.05.2024.</p>  |
| 09.3      | <p><u>Powers Grant 8th June</u> – Citizen Advise donation</p> <p>Noted: Power to spend - Local Government Act 1972 s142 (2a).</p>   |
| 09.4      | <p><u>Reserves review</u></p> <p>Noted and reviewed in AM 01.05.24 – Earmarked Reserves.</p>  |
| 09.5      | <p><u>Updated Contract of Employment for Litter picker</u></p> <p><b>Resolved:</b> For litter picker to be paid on scale SCP2 (in accordance with their original contract of employment). Letter to be sent confirming. Back pay and increased pay rate to be in June 2024 payroll.</p>   |



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| 09.6        | <p><u>Formula for Clerk's Pay</u></p> <p>To be confirmed at next OM.</p>  |
| 09.7        | <p><u>HMRC payments</u></p> <p>Clerk to contact HMRC about historic payment and to find out what year the shortfall has happened and then arrange for payment (to be on future meeting for approval of payment).</p>  |
| 09.8        | <p><u>Asset Register</u></p> <p>Value of Asset for Playing Fields, Ifton Lane, Car Park.</p> <p><b>Resolved:</b> Value of assets to be recorded as £1.00 on asset register.</p>   |
| 09.10       | <p><u>Disposed Assets 22/23</u></p> <p><b>Resolved:</b> Restated the asset value for 2022-2023 (prior year) in the 2023-2024 accounting statement by removing the value of the bus shelter.</p>   |
| <b>10</b>   | <b><u>Pavilion</u></b>  |
| <b>10.1</b> | <p><b><u>Proposed Reconfiguration of Pavilion</u></b></p> <p>RCC to ask Mistral to change the definition of each room to Room 1, Room 2, etc.</p> <p><b>Resolved:</b> To instruct Mistral Architects to deal with the pre-planning on behalf of RCC.</p> <p><b>Approved:</b> cost to Mistral Architects £500+ VAT (MCC fees exempt).</p>  |
| <b>10.2</b> | <b><u>Pavilion Maintenance</u></b>  |
| 10.2a       | <p><u>External and Emergency Lighting – update</u></p> <p>The second phase of work on the external / emergency lighting was completed on 16 May 2024. EFS will be coming back to alter the time switch as currently not working correctly.</p>  |
| 10.2b       | <p><u>Fire Risk Assessment update</u></p> <p>The Fire Risk assessment has been done by company, report will be on next OM.</p>  |
| 10.2c       | <p><u>Legionella Risk Assessment – Update</u></p> <p>Urgent work has been done from Legionella RA, awaiting quotes from High and Medium – Clerk to go ahead with quotations and get work needed done as per Financial Regulations and then put on next OM agenda for retrospective approval.</p> <p>Legionella training (High Speed Training) at £31.00 + VAT per learner to be arranged for Clerk, Cllr Ellwood and Cleaner.</p> |
| 10.3        | <p><u>Any other related items</u></p> <p>None.</p>  |



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| <b>11</b> | <b>Councillors Surgery – Monday 1 July 2024 6:00pm-8:00pm at Rogiet Hub</b><br>Cllr Ellwood's report from Councillor Surgery on the 3 <sup>rd</sup> June 2024 noted as read.<br>Cllrs Cromwell, Cawley, Fowler, Trow and C Cllr Strong are confirmed to be attending the second surgery at the Pavilion.<br>Sergeant Haywood and CSO Toby Wall invited to all surgeries.   |
| <b>12</b> | <b>Rogiet Community Café</b><br>The lease documentation is progressing with Solicitors.<br>RCC discussed do we/or Café take down the gate and gateposts for the construction – Cllr Ellwood to check with Café about anything previously discussed and let council know at next OM. RCC agree in principle to have the gate and posts removed but will await further details before approving.   |
|           | Cllr Ellwood joined the meeting at 8:00 pm. Cllr Cawley continued to chair.  |
| <b>13</b> | <b>Windmill Post</b><br>Cllr Ellwood's Notes from the Working Group noted.<br><u>Approved:</u> To approve the contents for publication; and to use Instantprint for printing the Summer Edition 2024. (£360.00 for 850 copies).  |
| <b>14</b> | <b>Land in front of Rogiet Primary School – Quote Grass cutting – Ownership</b><br>RCC are still looking into the ownership of the land. Quote from MCC has been received for grass cutting £256.46 per annum for 10-cut maintenance. MCC to clarify what type of cut – full cut or winding path.<br>Clerk to check with MCC if cutting is a full cut. Clerk to then advise MCC to go ahead if full cut – or if just for winding path to be brought back to next OM. |
| <b>15</b> | <b>75 bus service</b><br>Clerk has been in contact with the bus provider and MCC who run this bus service. RCC would want to be consulted in the future on any changes of timetable. Clerk to send email.  |
|           | With reference to Standing Order 3.v, council resolved to extend the meeting by 30 minutes.  |



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| <b>16</b> | <p><b>Severn Tunnel Junction Mural</b></p> <p>RCC discussed. County Councillor Strong to email questions to Ruth Colthard (MCC):</p> <p>1. Total size of mural. 2. Is it made up of panels? If so, how many? Size and weight? Can one person carry a panel, or would it need two persons? 3. What condition is it in? Will it need restoring? 4. Are the panels on frames? 5. What would be the best way of transporting it?</p> <p>RCC to await response.</p>                     |
| <b>17</b> | <p><b>RCC Car Park</b></p> <p>Noted from MCC email that the signs will be renewed soon; and that the redundant machine will be removed in the future.</p>  |
| <b>18</b> | <p><b>Dog Awareness Day – 27th June 2024</b></p> <p>RCC will be taken part in the Dog Awareness Day in conjunction with MCC. Time to be confirmed. RCC to distribute PSPO areas, give out dog waste bags, leaflets ‘Give Dog Fouling the Red Card’.</p>  |
| <b>19</b> | <p><b>Five Year Working Plan</b></p> <p>Working Group set up for all members – Zoom Wednesday 26<sup>th</sup> June at 7:00pm.</p>  |
| <b>20</b> | <p><b>Annual Report 2023-2024 – update</b></p> <p><u>Deferred</u> to next OM.</p>  |
| <b>21</b> | <p><b>Dugouts</b></p> <p>Clerk had checked with the league rules and found that the dugouts need to have an enclosure, so a bench on its own is not suitable.</p> <p>Clerk had requested quotes from 5 builders - for repair/rebuild of the dugouts.</p> <p>Only 2 companies had replied. Financial Regulations Number 10.3.</p> <p><b>Resolved:</b> to appoint A &amp; S Bricklayers to do the repairs/renew areas of the dugout.</p> <p><b>Approved:</b> Quote 2 - £2135.00.</p> |
| <b>22</b> | <p><b>Youth Council</b></p> <p>Cllr Trow still awaiting information. <u>Deferred</u> to a future meeting.</p>  |
| <b>23</b> | <p><b>Cheerful Club Grant Application</b></p> <p><b>Approved:</b> Grant for £500 – for transport and a wheelchair.</p> <p><i>Well-being of Future Generations (Wales) Act 2015 and Section 137</i></p> <p>(Promotion or improvement of social well-being)</p>  |



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| <b>24</b> | <b>Fast Track Householder Planning DM/2024/00723</b><br><u>Resolved:</u> No Objection.   |
| <b>25</b> | <b>Recommendations for Agenda Items for next Ordinary meeting</b><br>B4245 – Speed limit.  |
|           | <b>Meeting ended 9:05pm</b>  |
| <b>26</b> | <b>NEXT MEETING(S)</b><br>10th July 2024 - Ordinary Meeting - Pavilion and Zoom – 6:30pm<br>August 2024 – No meeting<br>11th September Ordinary Meeting - Pavilion and Zoom – 6:30pm |