



## Cyngor Cymuned Rogiet Community Council

### Minutes

**The Annual General Meeting of Rogiet Community Council held on  
Wednesday 7 May 2025 at 7:00pm at the Pavilion and by Zoom**

#### Minutes

<b>01</b>	<b>ELECTION OF CHAIR FOR 2025-2026</b>
01.1	Cllr Philip Ellwood was elected Chair for 2025-2026.
01.2	Chair signed Declaration of Acceptance of Office.
<b>02</b>	<b>ELECTION OF VICE-CHAIR FOR 2025-2026</b>
02.1	Cllr Beverly Cawley was elected Vice-Chair for 2025-2026.
<b>03</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllrs Ellwood, Cawley, Wilson, Winskill, Trow, Castree and Cromwell. Clerk/RFO - Alice Vaughan. Apologies received - County Cllr Strong.
<b>04</b>	<b>Declarations of interest in items on the agenda – Forms to be completed</b>
04.1	None.
<b>05</b>	<b>OUTGOING CHAIRPERSON'S REPORT</b> Chair's Report for 2024-25: <u>Adopted.</u>  In the civic year 2024-25 we had one resignation and one co-option. In September we appointed Robin Castree as a co-opted member of council. Robin has brought fresh energy, insight and world experience to the council, together with a wish to serve his community. We thanked Janet Fowler for her fine service to the council and the wider community. She continues to help us on a variety of topics as a much-valued volunteer.  On staff matters we are delighted that our Clerk and Responsible Financial Officer, Alice Vaughan has recently achieved her Certificate in Local Council Administration (CiLCA) qualification.  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), taking care of our war memorial, emptying dog waste bins, responding to planning applications, and helping residents to access services from MCC and other agencies. We have also continued to maintain the Rogiet Hub (Pavilion) building, which provides facilities for two local organisations: Little Tigers Daycare, and Severn Tunnel Football Club. The Pavilion continues to be an expensive-to-maintain asset with low revenue returns. See below my remarks on the



## Cyngor Cymuned Rogiet Community Council

### Minutes

<p>refurbishment project.</p> <p>Over the Summer and Autumn, we ran monthly councillor surgeries, where residents could come to speak to us about their concerns and learn more about what we are responsible for (and, for subjects out of our remit, how to make reports to the responsible agencies).</p> <p>In early Spring we replaced the wooden planters at the bus stops on the north side of Caldicot Road with new, larger, self-watering planters made from recycled plastic. We have filled these - and two wooden planters at South Grove and Slade View - with spring flowers. Later, we will replace the spring planting with summer bedding. We continue to keep the stone trough planters by the war memorial looking attractive.</p> <p>We have given financial support to community groups and charities, notably this year to the newly formed Rogiet Art Group, and to Monmouthshire County Citizens Advice. We have also lent legal (in the form of a lease), practical and neighbourly support to Rogiet Community Junction, during the build of their new community café and shop.</p> <p>We have maintained the defibrillator by the Church Hall; and provided a Christmas tree and lighting, and remembrance wreaths.</p> <p>We have regularly attended the MCC Severnside Area Committee meetings, where we make sure Rogiet's needs and priorities are voiced. Recent subjects have included the Undy-Rogiet Active Travel path, bus services, and speeding / enforcement on the B4245.</p> <p>We have further improved our CCTV system by adding a new external camera and upgrading the storage capacity of the recorder. The new camera gives cover to the war memorial and the road entrance from Westway.</p> <p>In the Summer, we arranged for the repair of long-term vandalism damage to one of our dugouts on the football field. Unfortunately, just three weeks after the repair, a parkour enthusiast managed to wreck a repaired side wall, so an even more extensive repair was needed, requiring the dugout to be fenced off for two months. The work was completed and the dugout returned to service, with new signs on both dugouts informing the public about CCTV and prohibiting climbing on the structures.</p> <p>We are investigating new ways of making the MUGA lights available to residents more conveniently. Also, we continue to look at ways to promote the MUGA to sports organisations and residents, to make best use of this valuable community asset. On a related note, last summer we again provided free tennis racquets and balls in a box, for residents to just 'pick up and play'. This continues to be popular with families.</p> <p>Following our decision to scale back our plans for a brand-new Rogiet Hub community building, we engaged our architect to create feasibility designs, and we have recently submitted our full Planning Application to Monmouthshire County Council. The application proposes to refurbish and re-configure our existing building to provide improved community facilities with better accessibility, and a new detached building for sports changing facilities. If we are successful with our application, we will then create a full business case and start looking actively for funding. In the meantime, we will continue to set aside funds into our ear-marked reserves. This project is likely to be a major focus for us.</p> <p>In early spring we started setting the scene for Rogiet in Bloom 2025. Posters and</p>
--



## Cyngor Cymuned Rogiet Community Council

### Minutes

	<p>flyers / application forms are done; and online applications are open. The information will be repeated in the Summer 2025 edition of Windmill Post.</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>On the civic side of 2024-25, on Remembrance Sunday I attended the morning service at St Mary's Church; and then in the afternoon the Community Council was well represented at the outdoor service at the War Memorial. Following the afternoon service, we opened the pavilion building for refreshments and friendly chat for all attendees of the service.</p> <p>In addition, on 6 June, we held a service for the 80<sup>th</sup> anniversary of D-Day and flew a special flag.</p> <p>To conclude this report, I wish all residents, council members and staff a very pleasant summer.</p> <p>Cllr Phil Ellwood</p>
<b>06</b>	<b>MINUTES OF THE LAST ANNUAL MEETING</b>
06.1	<p>To note that the minutes of the last Annual Meeting held on 1<sup>st</sup> May 2024 were adopted at the Ordinary Meeting held on 12<sup>th</sup> June 2024, Item No 3.</p> <p><u>Agreed and Noted.</u></p>
<b>07</b>	<b>General Power of Competence (GPoC)</b> <p><u>Noted:</u> that the Clerk became CiLCA Qualified on 22<sup>nd</sup> May 2025.</p> <p><u>Noted:</u> that Rogiet Community Council is currently not eligible for GPOC as we only have one year of unqualified Audit from Audit Wales. Also, that we have only three elected members out of our seven. Five out of seven (two thirds, rounded up) are required. We cannot become eligible for GPOC until next local elections in 2027 <u>and</u> until we have one more Unqualified Audit.</p>
<b>08</b>	<b>INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS</b> <p>To review current council committees and terms of reference, and to consider any further committees or working groups (see appendices 1 and 2)</p> <p><u>Resolved:</u> Agreed as detailed in Appendices 1 and 2.</p>
<b>09</b>	<b>EXTERNAL ORGANISATIONS</b>
09.1	<p>To review current representation on external organisations (see appendix 3)</p> <p><u>Resolved:</u> Agreed as detailed in Appendix 3.</p>
09.2	<p>Activities to be reported back to Full Council by email and/or Council Meetings.</p>



## Cyngor Cymuned Rogiet Community Council

### Minutes

<b>10</b>	<b>POLICIES</b>
10.1	<p>Council agreed to readopt all policies. Council further agreed to review and update the Code of Conduct at the September 2025 Ordinary Meeting.</p> <p><u>Resolved:</u> to readopt the following existing policy documents and the new Health and Safety Policy.</p> <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 Policy</li><li>8. Internal Control Policy</li><li>9. Publication Scheme</li><li>10. Sickness Absence Policy</li><li>11. Performance Review Policy</li><li>12. Staff Privacy Notice</li><li>13. Disciplinary Procedure Policy</li><li>14. Equality and Diversity Policy</li><li>15. Expenses Policy</li><li>16. Grievance Policy</li><li>17. Lone Working Person Policy</li><li>18. Fire Safety Policy</li><li>19. Data Protection Policy</li><li>20. Training Plan</li><li>21. Health and Safety Policy (New)</li></ol> <p>These policies can be found on the council website at <a href="http://www.rogietcommunitycouncil.co.uk/Policies_28522.aspx">http://www.rogietcommunitycouncil.co.uk/Policies_28522.aspx</a></p>
<b>11</b>	<b>FINANCE</b>
11.1	<p><b>To review end of year accounts for 2024-2025 (Receipts and Payments by Budget Heading)</b></p> <p><u>Resolved:</u> End of Year accounts agreed and adopted.</p>
11.2	<p><b>To review RCC Budget for 2025/2026</b></p> <p><u>Resolved:</u> to continue with the 2025-26 Precept Budget with a few changes due to actual invoices received or known changes for the coming year – i.e. mobile phone contract, etc.</p>
11.3	<p><b>To consider and agree signing authority with regards to the Community Council's Banking requirements at Lloyds Bank plc</b></p> <p>It was <u>agreed</u> 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 held on 12<sup>th</sup> February 2025, Item No 10.</p>



# Cyngor Cymuned Rogiet Community Council

## Minutes

	<p>Mandate/Cheque Signatory: Cllrs Castree, Cromwell, Ellwood, Wilson, Winskill; plus the Clerk.</p> <p>Online Banking – Cllrs Castree, Ellwood, Wilson and 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>								
11.4	<p><b>To appoint a member independent of the cheque signing/ banking process to undertake financial checks</b></p> <p>It was <u>agreed</u> that Cllr Cawley will be re-appointed as member independent of the cheque signing / online banking process to undertake financial checks, and that Cllr Trow would act as back-up for Cllr Cawley in this role.</p>								
11.5	<p><b>To adopt the Annual Investment Strategy for the year 2025/2026</b></p> <p><u>Noted and Agreed.</u></p>								
11.6	<p><b>To review Financial Risk Assessment and Risk Assessments</b></p> <p><u>Noted and Agreed.</u></p>								
11.7	<p><b>To review the Asset Register</b></p> <p><u>Noted and Agreed.</u></p>								
11.8	<p><b>To adopt the Independent Remuneration Panel for Wales Annual Report 2025-26</b></p> <p>Already adopted at the Ordinary Meeting held on 12<sup>th</sup> March 2025, Item No 12.</p>								
11.9	<p><b>To review Insurance cover arrangements in respect of all insured risks</b></p> <p>All quotes not yet received. Subject will be on OM 14.05.25 for approval.</p>								
11.10	<p><b>To review charges for hire of facilities</b></p> <p><u>Resolved:</u> to introduce the following new charge rates from 1<sup>st</sup> July 2025:</p> <p>Pavilion / Hub users and Nursery – £8.00 per hour and £5.00 per day charge for closures - planned and unplanned (excluding Bank Holidays and weekends).</p> <p>Severn Tunnel Football Club – £16.50 per match* and £9.00 per training session. **</p> <p>Other users of the Football Pitch – £16.50 per hour for matches* and £9.00 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 2026.</p>								
11.11	<p><b>To approve regular payments by standing order/direct debit to the following:</b></p> <p><u>Approved.</u></p> <table><tr><th>Company</th><th>Service</th><th>Frequency</th><th>Current payment</th></tr><tr><td>EDF</td><td>HUB Gas and</td><td>Monthly</td><td>Variable</td></tr></table>	Company	Service	Frequency	Current payment	EDF	HUB Gas and	Monthly	Variable
Company	Service	Frequency	Current payment						
EDF	HUB Gas and	Monthly	Variable						



## Cyngor Cymuned Rogiet Community Council

### Minutes

		Electricity		
	Dwr Cymru	Hub Water and Drainage	Every 6 months	Variable (due to being on a meter)
	Initial	Hub Sanitary bin emptying x 4	Every 3 months	£88.92
	Three Mobile	Clerk Mobile – sim only	Monthly – current until 23.06.25	£11.28
	Three Mobile	Clerk mobile – new phone and sim contract	Monthly – after 23.06.25	£32.40
	Office Tech Suite	Broadband Hub	Monthly	£66.00
	Norton	Antivirus	Annually	£32.49
	ICO	Data Protection	Annually	£52.00
	Business Rates	MCC	Annually	£923.00
	Ogi	Clerk Broadband	Monthly	£39.00
<b>11</b>	<b>MEETINGS</b> <b>To agree dates and times of Ordinary meetings for 2025-2026 and the Annual Meeting of 2026</b> <u>Agreed:</u> that Ordinary Meetings will be held on the second Wednesday of each month (except August) at 7:00pm at Rogiet Pavilion / Hub and by Zoom. <u>Agreed:</u> that the next Annual General Meeting will be held on Wednesday 6 <sup>th</sup> May 2026 at 7:00pm at Rogiet Pavilion / Hub and by Zoom. <b>To agree dates and times of Finance Meeting for 2025-2026</b> <u>Agreed:</u> that a Finance Meeting of Full Council will be held in November or December 2025.			
	<b>NEXT MEETING</b> Next Ordinary Meeting Wednesday 14 <sup>th</sup> May 2025 at Rogiet Hub and by Zoom.			
	<b>Meeting ended 8:00pm</b>			



## **Cyngor Cymuned Rogiet Community Council**

### **Minutes**

Signed: ..... (Chair / Vice-Chair)

Date: .....

*Draft*