

**Raglan Community Council**  
**Minutes of the Annual General Meeting held on Wednesday**  
**17 May 2017 at Raglan School, Station Road, Raglan,**  
**at 7.00 pm**

**Present**

Cllr David Bevan	Cllr Richard Moorby
Cllr Hazel Davies	Cllr Sylvia Price
Cllr Chris Butler-Donnelly	Cllr Brian Willott (Chairman)
Cllr Marty Dorey	Cllr Peter Williams

**4254 In attendance:**

Adrian Edwards, Clerk to the Council.  
6 members of the public in attendance

Cllr David Bevan joined the meeting at 19.10 hrs and offered his apologies as he was waiting at the front entrance to the school.

Cllr Peter Williams opened the meeting and welcomed everyone, and asked for Standing Orders to be suspended for ten minutes to allow new members to complete the relevant paperwork for the clerk.

**4255 Agenda 1:-** Apologies for absence.

Mr Andrew Watkins & Cllr Penny Jones, due to an engagement that has been a longstanding appointment

**4256 Agenda 2:-** Members to sign the Acceptance of Office

All members present signed the Acceptance of Office.

**4257 Agenda 3:-** Report from former Chairman.

Cllr Williams gave his report and thanked everyone for attending this evening and congratulated those members who were elected on the 4 May. Cllr Williams explained that last year has been an enjoyable one and the community council have been involved with a number of projects, but he explained that it has been disappointing a further year has past and Monmouthshire County Council have not transferred the Multi Use Games Area (MUGA) to Raglan Community Council. He explained to the new members this transfer process has been ongoing for two years. He also thanked all those members who retired or lost their seats in the last election for the work they have undertaken in their term of office. Cllr Williams also explained in the last nine months he and Cllr Phillips installed the parking signs after the community council purchased them, following the debate the community council had with Monmouthshire Highways over signage.

**4258 Agenda 4:-**Election of Chairman for 2017/18.

Cllr Williams asked those present to nominate a Chairman. Cllr Willott asked about proxy votes as he has been given a proxy vote for Mr Watkins. It was explained that proxy votes are not used in council meetings members are summoned to meetings and it is for members to make themselves available to attend. A member must be in attendance to cast a vote at the council meeting following the debate or motion that has been proposed.

- Cllr Willott proposed by Cllr Butler- Donnelly seconded by Cllr Davies.
- Cllr Butler- Donnelly proposed by Cllr Willott seconded by Cllr Dorey
- Cllr Moorby proposed by Cllr Price proposed seconded by Cllr Bevan

The clerk then proceeded to take the second amendment first; at this point Cllr Dorey withdrew her proposal for Cllr Butler-Donnelly. Cllr Butler- Donnelly's nomination was withdrawn.

A show of hands recorded

	Cllr Willott	Cllr Moorby
For	3	2
Against	0	0
Abstention	2	

Cllr Willott became chairman. Mr Williams congratulated Cllr Willott and transferred the chain of office.

Mr Peter Williams left the meeting at 19.35 hrs

Cllr Butler-Donnelly asked about the election of chairman and asked if it is a law or a custom that chairmanship is given to the incumbent vice chair. It was explained the role of chairman is put to the vote at the AGM every year and as long as the person has not become disqualified and is eligible to stand, if a member of the council proposes a different person other than the person who is vice chair and the vice chair is also nominated it will go to a vote and a show of hands.

**4259      Agenda 5:-**Chairman to sign the Acceptance of Office.

Cllr Brian Willott signed the acceptance of office.

**4260      Agenda 6:-** Election of Vice Chairman for 2017/18.

The chairman invited nominations for Vice Chairman

- Cllr Butler-Donnelly proposed by Cllr Davies seconded by Cllr Dorey.

For	3
Against	0
Abstention	4

- Cllr Moorby proposed by Cllr Price seconded by Cllr Bevan

For	4
Against	0
Abstention	3

- Cllr Davies. proposed by Cllr Dorey proposed seconded by Cllr Butler-Donnelly

For	5
Against	0
Abstention	2

The Clerk read out the results from the vote and it was agreed that Cllr Davies becomes vice chairman for 2017/18 year

**4261      Agenda 7:-**Adopt the Members Code of Conduct, Standing Orders and Finance Regulations and all other community council policies.

The clerk explained that the Standing Orders, Code of Conduct and the Finance Regulation are documents that have been agreed with a number of governing bodies like the NALC, OVW and SLCC, including the WAO. After some discussion it was:

**Proposed:** by Cllr Price seconded by Cllr Butler-Donnelly the council agrees the acceptance.

**All those present agreed**

The clerk reminded members that the members Code of Conduct training will be convened on the 24 May 2017 at the Abergavenny Town Council, Council chamber. All members are required to attend Code of Conduct training.

**4262      Agenda 8:-**Members are to sign and return members personal declarations of interest forms.

The clerk explained that members are required to sign the declarations of interest that are set out on the declaration form and all the appropriate headings of interests, which all members are required to declare under the Councillors' Code of Conduct. The Clerk also explained that this document must be returned no later than 28 days following the Councils Annual General meeting. A number of members completed the document and returned to the clerk, some members will return at a later date.

**4263      Agenda 9:-**To note the minutes of the AGM held on Wednesday 26<sup>th</sup> May 2016.

The minutes were noted and it was agreed the minutes are accepted following them being agreed as a true and accurate record at the June meeting in 2016

**Proposed:** by Cllr Moorby seconded by Cllr Butler- Donnelly that *the minutes are accepted.*

**All Members Agreed**

**4264      Agenda 10:-**Confirm that all Councillors are members of the Finance & Tenders Committee, and agree to form further Committees if and when required.

The clerk explained that all members are members of the Finance committee as the work of this committee can be ratified and doesn't need to go back to full council. There was some discussion and it was:

**Proposed:** by Cllr Moorby seconded by Cllr Davies *the committee remains in the same format.*

**All those present agreed**

**4265      Agenda 11:** Appointment of Allotment and Dog-Walk Committee-4 members.

The clerk gave members some background to this committee and its role, the clerk explained that the Dog Walk committee has no remit, but works and reacts to the standard day to day issues that arise. The clerk also explained the background to the Allotments element of this committee. He explained the council manages the allotment site and the site is controlled by the agreement that is signed by all the tenants and the content of that agreement is set out in a number of Acts and legislation (1925 Allotment Acts and Amendments) and the standardised agreement form published by the Allotments Association along with elements from the template agreements from OVW and NALC's. After some discussion it was:

**Proposed:** *Cllr Moorby seconded by Cllr Butler-Donnelly that the committee is made up from the following members. Cllr's Price, Davies, Dorey and Willott.*

**All those present agreed.**

**4266      Agenda 12:-** Nominations to other Bodies.

12.1      Raglan School Governors.

Cllr Butler-Donnelly **Proposed:** by Cllr Moorby seconded by  
Cllr Davies

12.2      One Voice Wales area group meeting (2 Members).

Cllr's Moorby and Willott **Proposed:** by Cllr Butler-Donnell seconded by  
Cllr Davies

12.3      Community and forward planning and community plan committee (4 members).

Cllr Butler-Donnelly **Proposed:** seconded by Cllr Davies This committee is merged with  
12.11

**All those present agreed**

12.4      Project/s committee (4 members) Consider inviting individuals with an interest or knowledge of a project. (Max 3).

Cllr Butler-Donnelly **Proposed:** seconded by Cllr Davies This committee is merged with  
12.11

**All those present agreed**

12.5      Raglan Village Hall Association Committee.

Cllr Moorby **Proposed:** by Cllr Butler-Donnelly seconded by  
Cllr Price

12.6      Central Rural Forum.

Cllr P Jones **Proposed:** by Cllr Butler-Donnelly seconded by  
Cllr Davies

12.7      Members of the Central Area cluster group. (two members)

Cllr Watkins **Proposed:** by Cllr Butler-Donnelly seconded by

Cllr Davies. The second member will be elected in the next council meeting

12.8 Complaints Panel members (Min of three)

**Proposed:** by Cllr Butler-Donnelly seconded by Cllr Dorey this committee will set up as and when.

12.9 Formulation of a sub-committee for the MUGA and other assets.

Cllr Butler-Donnelly **Proposed:** seconded by Cllr Davies This committee is merged with 12.11

12.10 Central Area Committee "Raglan Community Council Member" one member to shadow MCC ward member.

**Proposed:** by Cllr Butler-Donnelly seconded by Cllr Dorey as and when.

12.11 Sub-Committee items relating to the Community Led Plan

**Proposed:** by Cllr Butler-Donnelly seconded by Cllr Davies this committee will be set up as and when.

**4267 Agenda 13:-** Annual Report 2016/2017.

**See appendix**

**4268 Agenda 14:-** Confirmation of Council Cheque Signatories.

**Proposed:** that Cllr's Butler-Donnelly, Moorby, Willott and Price are cheque signatories.

**Resolved:** that the above members are Council cheque signatories.

**All those present agreed**

**4269 Agenda 15:-** To consider the co-option of vacant seats, (see clerks report)

The clerk gave a verbal report relating co-option to fill the vacant seats. Following an ordinary election if there are insufficient persons nominated to fill all the available seats, the Community Council has 35 days from the date of the election to co-opt persons to fill those vacancies without the necessity of advertising for a potential by-election. If, following the election, there are insufficient councillors elected to form a quorum, the Community Council must advise the County Council. Under the Representation of the People Act 1983 Under section 21.-

(1) This section applies where, at an ordinary election of Parish or Community Councillors in England and Wales, an insufficient number of persons are or remain validly nominated to fill the vacancies in respect of which the election is held.

(2) Unless the number of newly elected members of the Council in question is less than the number that constitutes a quorum for meetings of the council:-

(a) those members may co-opt any person or persons to fill the vacancy or vacancies remaining unfilled,

**The recommendation:** would be to publish a notice of any vacancy after an election to encourage

fair, openness and transparency

It was: **resolved** in the Annual General Meeting on the 17 May 2017 the recommendation was accepted and a notice of 10 days is published.

It was also resolved that a Special meeting will be convened on the 30 May to consider any applications for co-option.

The clerk explained members will need to be mindful about the declaration of Personal Interests when considering the nominees for co-option. Members should be mindful of any interest they have or had in relation to this process.

**4270** The Chairman then thanked everyone for attending. The meeting closed at 21.10 hrs.

The date of the next meeting 23 May 2017

Signed by \_\_\_\_\_

Chairman  
Date 23 May 2017

**Raglan Community Council  
Action Points from meeting dated. 17 May 2017**

	<b>Action</b>	<b>Allocated to</b>	<b>Date issued</b>	<b>Status</b>	<b>Comments</b>
1	Inform the school of new co-option	Clerk	17 May	Completed	Head Teacher informed, letter sent
2	Inform OVW about new membership	Clerk	17 May	Completed	Letter sent
3	Inform RVHA about new membership	Clerk	17 May	Completed	Letter to be sent
4	Arrange an allotment sub committee	Clerk	17 May	Ongoing	TBC
5	Inform MCC co-ordinator about new member & confirm date	Clerk	17 May	Ongoing	Letter to be sent
6	Contact bank relating to mandate	Clerk	17 May	Completed	Signing mandate on the 23 May
7					
8					
9					
10					