



Ty-Nant,  
Old Trap Road,  
Gilwern,  
Monmouthshire,  
NP70HW  
Tel: 01873 832017

Members are summoned to the next **Annual General Meeting** of Raglan Community Council which will be held on Wednesday 28 October 2020 at 7:00 pm via electronic meetings, due to the current Corvid-19 restrictions, to consider the following agenda items distributed to members. Members appointed to an outside body will have a personal interest in that body and will need to consider their position when they attend a council or committee or other decision-making body which is considering a matter which relates to the outside body. Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. The council may consider to exclude the members of the press and public from a meeting of a council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. Copies of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from the Clerk to the Council on 01873 832 017. Please note: members of the public will need to give 3 days' notice prior to the meeting in order to provide you with this agenda.

*Adrian Edwards*

Clerk to the Council  
Date 20 October 2020

This meeting is convened in accordance with regulations issued by the Welsh Government under "The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020" that came into force on the 22nd April 2020. The regulations from the Minister were circulated to all Councils on 22 April 2020 and members of Raglan Community Council.

9.—(1) A meeting which, by virtue of an enactment or other instrument, a local authority is required to hold before 1 May 2021 may be held on such day and at such time before 1 May 2021 as the local authority may determine (whether or not it is subject to any other requirements as to when it must be held).

(2) In this regulation, "meeting" does not include an annual meeting of—

(a) a principal council; (b) a community council; (c) a National Park authority

## Agenda

1. Chairman welcome and address
2. Report from current Chairman.

---

If the minutes of a preceding meetings have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read as per the councils SO.

3. Election of Chairman for 2020/21. Under the regulation set out in the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 this is not a requirement and the incumbent remain in office.
4. Election of Vice Chairman for 2012/21. As above item 3
5. To note the minutes of the AGM held on Wednesday 20 May 2019. (Minutes agreed as an accurate record in the June 2019 meeting)
6. Adopt the Community Council Constitution inclusive of the “Members Code of Conduct, Standing Orders and Finance Regulations, Risk Assessment and all other community council policies”. This document is on the Community Council website for members to consult due to its size for printing.
7. To receive any amendments to the register of members interests since the previous AGM.
8. To confirm the dates for the next twelve months Community Council meetings (the fourth Wednesday in the month)
9. To agree a remuneration payment accepted in the council’s February 2020 meeting. The Local Government (Wales) Measure 2011, for Community and Town Council members, under Determination 40 to 48 inclusive, members determine whether and how to recover any payments made to a member who leaves their role during the financial year.
10. Confirm that all Councillors are members of the Finance & Tenders Committee and agree to form further Committees if and when required.
11. Appointment of Allotment and Dog-Walk Committee-4 members plus three current tenants.
12. Nominations to other Bodies and committees.
  - 12.1 Raglan School Governors. (Vacant)
  - 12.2 One Voice Wales area group meeting. (Currently the Chair)
  - 12.3 Community, forward planning, and community plan committee including the Community Led Plan. (4 members).
  - 12.4 Committee members to consider Monmouthshire County Council (4 Members) *RLDP in accordance with the revised timetable which sets out the following key dates: Delivery Agreement report to Council: 22nd October 2020, Growth and Spatial Options Non-statutory Consultation Dec 2020- January 2021, Preferred Strategy Consultation and Second Call for Candidate Sites: May-June 2021, Deposit Consultation, July-September 2022 and Submission for Examination, early 2023.* Also consider inviting individuals with an interest or knowledge of a project. (Max 3).
  - 12.5 Project/s committee (4 members)
  - 12.6 Co-opted member to Raglan Village Hall Association Committee (1 Member Currently the Chair).
  - 12.7 Complaints Panel members (Min of 3)
- 13 To accept the Annual Report 2019/2020.
- 14 To consider the vacant seat on Council.
- 15 Confirmation of Council Cheque Signatories.

# **Raglan Community Council**

## **Apology for Absence**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification for an Apology for Absence for not attending the meeting which I was summoned to on the date below:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

REASON FOR ABSENCE (see note)

### **Guidance Note:**

Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all. Members are requested to indicate the reason for non-attendance. Approval may be given by the council to an absence in advance; for example, where a member is intending to work abroad for an extended period.

**Please Note:** in addition to the written Apology for Absence, members have an obligation to declare the Apology for Absence orally or by emailing the Clerk/Proper Officer before the meeting.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Raglan Community Council:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest, but I have received dispensation from the Standards Committee.**

**Agenda item:** \_\_\_\_\_

**Details of the business on the agenda which the Personal Interest relates to:**

**Details of the personal/prejudicial interest:**

***Please Note:*** in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_