



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 May 2025 at 7:00 pm**. This meeting will be convened at the Fellowship Centre, Usk Road, Raglan. Members are to consider the following agenda items and policies. Members are invited to declare Personal and Prejudicial interests 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. 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.

Adrian Edwards

Clerk to the Council
Date 14 May 2025

Agenda

1. Chairman welcome and address
2. 2024/25 Report from Chairman.
3. Election of Chairman for 2025/256
4. Chairman to sign the Acceptance of Office. (Copy attached to this agenda)
5. Election of Vice Chairman for 2025/26.
6. To note the minutes of the AGM held on Wednesday 22 May 2024. (Minutes agreed as an accurate record in the June 2024 meeting)
7. 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". These documents are on the Community Council website for members to consult due to its size for printing.
8. To receive amended register of members interests since the previous AGM. (Copy attached)
9. To confirm the dates for the next twelve months Community Council meetings (the fourth Wednesday in the month)
10. To agree a remuneration amount and payment to members, under the Local Government (Wales) Measure 2011, for Community and Town Council members, and how to recover any payments made to a member who leaves their role during the financial year.
11. The Council shall appoint a Data Protection Officer in line with standing orders.

12. Confirm that all Councillors are members of the Finance & Tenders Committee and agree to form further Committees if, and when, required.
13. To consider the training and Continuous Professional Development needs of Members and Staff and adopt a programme of dates. (Please see Footnote):
14. Appointment of Allotment and Dog-Walk Committee-4 members plus three current tenants.
15. Consider membership to outside advisory and professional bodies.
16. Nominations to other Bodies.
 - 16.1 Raglan School Governors.
 - 16.2 Community, forward planning, and community plan committee including the Community Led Plan. (4 members). (Please see footnote):
 - 16.3 Project/s committee (4 members) Consider inviting individuals with an interest or knowledge of a project. (Max 3).
 - 16.4 Complaints Panel members (Min of three members if and when)
17. To accept the Statement of Account for year ended 31 March 2025.
18. Confirmation of Council Cheque Signatories.

Footnote:

- I. The LGE of (Wales) Bill 2021 Requires Community Councils to consider and address the training needs of members and staff. It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. The Community Council must make a new training plan no later than three months after each ordinary election of community councillors to the council.
- II. Community Councils must provide the council's priorities, activities, and achievements over the previous year, in an annual report that provides information that strengthens the accountability of the council and increases transparency of the work undertaken.

Raglan Community Council

Local Government Act 1972

Chair's Declaration of Acceptance of Office

I.....

Having been elected to the office of Chair to **Raglan Community Council**, I declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I.....

Undertake to observe the members Code of Conduct for the time being as to the conduct which is expected of members of **Raglan Community Council** and which may be revised from time to time.

Signed:

Date:28 May 2025.....

This declaration was made and signed before the Clerk and Proper Officer, Adrian Edwards Clerk and Proper Officer to Raglan Community Council.

Signed:.....*Adrian Edwards*

Date:May 2025.....

Raglan Community Council

Section 83 (4), Local Government Act 1972

Declaration of Acceptance of Office

IHaving been co-opted/elected to the office as **Councillor to Raglan Community Council** declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I Undertake to observe the code for the time being as to the conduct which is expected of members of **Raglan Community Council** and which may be revised from time to time.

Signed:

Date:

Where the declaration is made before another person authorised by section 83(3) or of the Local Government Act 1972, state instead the capacity in which that person takes the declaration.

This declaration was made and signed before me, Adrian Edwards Clerk to Raglan Community Council.

Signed: *Adrian Edwards*

Mr Adrian Edwards, Proper Officer and Clerk of Raglan Community Council.

Date:

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: _____

RAGLAN COMMUNITY COUNCIL
LOCAL GOVERNMENT ACT 2000, section 81(1)

The Local Authorities (Model Code of Conduct) Order 2007

Raglan Community Council
Register of Members Interests to be updated following the 2016 AGM

I, (full name)

A Member of

Raglan Community Council

GIVE NOTICE that I have the following interests (*please state "None" where appropriate*):

1. I am a member or hold a position of general control or management of the following body/ies to which I have been appointed or nominated by the authority as its representative

2(a) I am a member or hold a position of general control or management of the following body/ies exercising functions of public nature

2(b) I am a member or hold a position of general control or management of the following body/ies directed to charitable purposes

2(c) I am a member or hold a position of general control or management of the following body/ies whose principal purpose includes the influence of public opinion or policy (including any political party or trade union)

3. [My employment] [Business carried on by me] (*delete whichever does not apply*)

4. [Name(s) of my employer(s)] [name of any person or body who has appointed me] (*delete whichever do not apply*)

5. Name(s) of person(s) or body(ies) (other than relevant authority) who has/have made any payment to me in respect of my election or any expenses incurred by me in carrying out my duties

6. Name(s) of any person or body/ies having a place of business or land in the authority's area, and in which I have a beneficial interest in a class of securities of that body/those bodies that exceeds the nominal value of £25,000, or one hundredth of the total issued share capital of that body/those bodies

7. Description of any contract for goods, services or works made between the authority and myself or a firm in which I am a partner, a company of which I am a remunerated director, or a body of the description specified in (6)

8. Interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25

9. Address or other description (*sufficient to identify the location*) of land in which I have beneficial interest and which is in the area of the authority

10. Address or other description (*sufficient to identify the location*) of any land where the landlord is the authority and the tenant is a firm in which I am a partner, a company of which I am a remunerated director, or a body of the description specified in 6

11. Address or other description (*sufficient to identify the location*) of any land in the authority’s area in which I have a licence (alone or jointly with others) to occupy for 28 days or longer

Date

Signed.....

Under parg 15.—(1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) *your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or (b) your election or appointment to office (if that is later), register your personal interests, where they fall within a category mentioned in paragraph 10(2) (a), in your authority's register of members' interests by providing written notification to your authority's proper officer. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) of the code is no longer sensitive information, your authority's proper officer asking that the information be included in your authority's register of members' interests.*

Members should read the code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

Members are reminded this declaration will published on the community council web-site