

**Raglan Community Council**  
**Minutes of the Annual General Meeting held on Wednesday**  
**24 May 2023 Fellowship Centre, Usk Road, Raglan**  
**at 7.00 pm**

**Present**

Cllr Hazel Davies  
Cllr Lynne Eilertsen  
Cllr Penny Jones  
Cllr Richard Moorby

Cllr Pennie Walker  
Cllr Nick Ramsay (Chair)  
Cllr Martine Dorey  
Cllr Mike James  
Cllr Susan Harrington

**5306 In attendance:**

Adrian Edwards, Clerk to the Council,

**5307 Agenda 1:** - Apologies for absence.

All members were in attendance

**5308 Agenda 2:** - Report from the Chairman.

The chair gave a verbal report

**5309 Agenda 3:** - Election of Chairman for 2023/24.

**Proposed:** by Cllr Leacock seconded by Cllr Moorby that Cllr Ramsay is elected as Chairman for  
2023/24

**Resolved:** that Cllr Ramsay is elected as Chairman.

**All those present agreed**

**5310 Agenda 4:** -Chairman to sign the Acceptance of Office.

Cllr Ramsay to sign the acceptance of office following the meeting.

**5311 Agenda 5:** - Election of Vice Chairman for 2022/23.

**Proposed:** by Cllr Moorby seconded by Cllr Jones that Cllr Leacock is elected as Vice Chairman for  
2023/24

**Resolved:** that Cllr Leacock is elected as Vice Chairman.

**All those present agreed**

**5312 Agenda 6:** - To note the minutes of the AGM held on Wednesday 11 May 2022. (Minutes agreed as an accurate record in the June 2022 meeting)

The minutes were noted, and it was agreed the minutes were signed and agreed as a true and accurate  
record at the June meeting in 2022

**All those present agreed**

**5313**      **Agenda 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.

Proposed by Cllr Eilertsen seconded by Cllr Moorby that these documents are accepted.

**All those present agreed**

**5314**      **Agenda 8:** - To receive an amended register of members interests since the previous AGM. (Copy attached)

Several members have completed and returned the individual member declaration forms. Members who have not yet returned their forms were reminded to return them.

**All those present agreed**

**5315**      **Agenda 9:** - To confirm the dates for the next twelve months Community Council meetings (the fourth Wednesday in the month)

It was confirmed meetings will be convened on the 4<sup>th</sup> Wednesday of the month apart from August and December 2023.

**All those present agreed**

**5316**      **Agenda 10:** - To agree a remuneration payment to members, under the Local Government (Wales) Measure 2011, for Community and Town Council members, and, whether and how to recover any payments made to a member who leaves their role during the financial year

Members agreed and accepted the recommendations of the Remuneration Panel and the Community Council’s Policy regarding recovery.

**All those present agreed**

**5317**      **Agenda 11:** - The Council shall appoint a Data Protection Officer in line with standing orders

A discussion took place. After some debate it was

**Proposed:** by Cllr Jones seconded by Cllr Harrington that Adrian Edwards, the Clerk becomes the DPO

**All those present agreed.**

**5318**      **Agenda 12:** - Confirm that all Councillors are members of the Finance & Tenders Committee and agree to form further Committees if and when required.

**Proposed:** by Cllr Leacock seconded by Cllr Eilertsen

**All those present agreed**

**5319**      **Agenda 13:** - To consider the training needs of Members and Staff (Please see Footnote):

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

Members agreed and accepted the recommendations.

**All those present agreed**

**5320** **Agenda 14:** - Appointment of Allotment and Dog-Walk Committee-4 members plus three current tenants.

Cllr's Leacock, Eilertsen, Dorey and Walker. The committee will also include two representatives from the Allotment tenants.

**5321** **Agenda 15:** - Nominations to other Bodies.

15.1 Raglan School Governors.

A discussion took place with a range of views being expressed by members. It was noted that members of the Community Council would like to arrange quarterly meetings with the Head Teacher and Chair of Governors. There was also some discussion on the representation of Monmouthshire County Council on the school governing body. It was explained that the ward members no longer sit on the school governing body.

After some debate it was:

**Proposed:** Cllr James is co-opted onto Raglan School Governing body if quarterly meetings cannot be arranged.

**All those present agreed**

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

Proposed: The Chair and Vice chair

**All those present agreed**

15.3 Community, forward planning, and community plan committee including the Community Led Plan. (4 members). 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.

After some debate it was:

**Proposed:** Cllr's Eilertsen, Harrington and Walker plus one other.

**All those present agreed**

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

After some debate it was proposed that this committee will be convened as and when required

**All those present agreed**

15.5 Co-opted member to Raglan Village Hall Association Committee (1 Member).

After some debate it was proposed that this committee will be convened as and when required, since the current Raglan Village Hall Committee has been mothballed, but the current cohort of trustees remain.

**After some debate it was agreed by all those present agreed**

15.6 Complaints Panel members (Min of three),

After some debate it was:

**Proposed:** This committee will set up as and when required

**5321 Agenda 15:** - To accept the Statement of Accounts for year ended 31 March 2023.

This item was deferred to the next meeting

**5322 Agenda 16:** - Confirmation of Council Cheque Signatories.

**Proposed:** that Cllr's Moorby, Ramsay, Dorey, and Eilertsen, be cheque signatories.

It was agreed the Clerk would meet members at the Bank, to become signatories.

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

**All those present agreed**

**5322** The Chairman then thanked everyone for attending. The meeting closed at 19.35 hrs.

The date of the next AGM meeting 22 May 2024

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

Chairman

Date 28 June 2023

Please note: these minutes are a summary of the above meeting, and a record of the decisions or resolutions moved. These minutes are not to be taken as a verbatim record of the meeting.