



Cyngor Cymuned Rogiet Community Council

MINUTES

**Minutes of the Annual Meeting of Rogiet Community Council held on
Wednesday 6 May 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

01	ELECTION OF CHAIR FOR 2026-2027 01.1 Cllr Philip Ellwood was elected Chair for 2026-2027. 01.2 Chair signed Declaration of Acceptance of Office.
02	ELECTION OF VICE-CHAIR FOR 2026-2027 02.1 Cllr Beverly Cawley was elected Vice-Chair for 2026-2027.
03	TO RECEIVE APOLOGIES FOR ABSENCE Present: Cllrs Ellwood, Wilson, Winskill, Pickin and Cromwell. plus Clerk/RFO - Alice Vaughan. Apologies received: Cllrs Cawley and Trow, County Cllr Strong.
04	Declarations of interest in items on the agenda – Forms to be completed None.
05	OUTGOING CHAIRPERSON'S REPORT Chair's Report for Civic Year 2025-26: <u>Adopted.</u> In the civic year 2025-26 we had one resignation and one co-option. In February we appointed Stephen Pickin as a co-opted member of council. Stephen brings previous council experience and practical views to the council, together with a renewed wish to serve his community. We thanked Robin Castree for his short but valuable service as a councillor, and we look forward to working with him again in one of our Working Groups. As your local council we have continued to maintain and improve valuable services to the community, including play park equipment, grass-cutting / hedge clearing, 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 my remarks below on the refurbishment project. Over the year we ran quarterly 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). Resident participation continues to be sparse, but we resolve to continue the sessions to



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make ourselves available. County Councillor Strong normally attends the sessions and we appreciate his support.

The new planters at the bus stops on the north side of Caldicot Road have been in place for a year now and we are very pleased with them; they are much smarter and easier to take care of than the old wooden ones. We decided to remove the wooden planters at South Grove and Slade View, as they were in poor condition and the site conditions were not ideal to install replacements, but we are looking at options to improve the roundabout. We continue to keep the stone planters by the war memorial looking attractive in all seasons and of course for remembrance events.

Together with County Councillor Strong we successfully repatriated the Severn Tunnel Centenary Mural back to Rogiet in December. Recently the mural has been restored to its original condition by the original artist, and we are now trying to identify and secure a suitable permanent home for it.

The two-year lease for our CCTV system ended in July. We paid the residual fee for transfer of title, so the system is now ours. We have set up a maintenance contract with the original installer.

We have given financial support to community groups and charities, notably this year to Monmouthshire County Citizens Advice and Caldicot Food Bank.

We continued to lend support to Rogiet Community Junction during the build of their community shop and café. Since the opening of the facility in October, we have been delighted to witness the hugely positive impact on the village and the wider community. Massive congratulations are due to the trustees and volunteers at Rogiet Community Junction. We remain their trusted partner.

We were delighted to run the Rogiet in Bloom competition in 2025, the first time for many years. Undy and Magor Horticultural Society kindly judged the entries, and on 8 October we were delighted to host a prize-giving ceremony for the winners. Many congratulations to all participants for taking the time to enter and for the efforts made to make your gardens look beautiful. In April we opened the Rogiet in Bloom 2026 campaign. Flyers / application forms are done; and online applications are open. Information will be repeated in the Summer 2026 edition of Windmill Post.

In July, we installed a new defibrillator and cabinet at Rogiet Church Hall, to replace the previous unit that had unfortunately suffered damage from moisture ingress.

We have regularly attended the MCC Severnside and One Voice Wales Area Committee meetings, where we make sure Rogiet's needs and priorities are voiced. Perennial subjects with MCC include the Undy-Rogiet Active Travel path, bus services, and speeding / enforcement on the B4245. This year some new Active Travel schemes affecting Rogiet have been proposed. More information to follow when the public consultations are launched.



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In early autumn we changed the way that the MUGA lights are operated to a push button solution - to be more convenient for ad-hoc use by residents, and to require less management from the Council. It seems to be working well now. We did then see some new hirings from sports organisations wishing to use the MUGA, though that interest seems to have waned, owing to issues with the tired surface of the MUGA, which we are now looking at. On a related note, for the 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.

In May 2025 we gained planning approval from Monmouthshire County Council to refurbish and re-configure our existing Pavilion building to provide improved community facilities with better accessibility, and to build a new detached building to provide sports changing facilities. We are now working on the creation of a full Business Case to support applications for funding. We recently engaged Mr Phil Bearpark, a resident of Rogiet, as our volunteer Business Case Writer and member of our Hub Working Group. Phil has already created a first outline draft of the Business Case. In April we attended a National Lottery Community Fund Workshop at Magor and Undy Community Hub. This event gave us an opportunity to discuss our project with the Grants Officer from National Lottery and to gain advice for going forward with a full application for lottery funds. We are actively researching other potential sources of funding; and we continue to set aside a proportion of precept funds into earmarked reserves. This project will continue to be a major focus for us in the civic year 2026-27 and beyond. On a related matter we sought pre-application advice on our proposals to improve the path from Rogiet Playing Fields Car Park to the Hub and Shop/Café. This is now on hold, pending outcomes of MCC's Active Travel scheme called Severn Tunnel Links, which might address the same path.

2025 was a busy year for commemoration and remembrance services. We held outdoor services at the war memorial on three occasions: VE-Day 80 on 8 May, VJ-Day 80 on 15 August, each with a special flag flying at Rogiet Primary School; and of course Remembrance Sunday on 9 November. Following each of these services, we opened the pavilion building for refreshments and friendly chat for all participants and attendees.

Other civic occasions attended in 2025-26 were: Caldicot TC Civic Day on 16 October; Rogiet WI Open Day on 11 February; and Commonwealth Day Service, St Mary's Church, Magor, on 9 March.

As usual, we provided a lovely Christmas tree and lighting for the festive season.

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.



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	<p>To conclude this report, I wish all residents, council members and staff a very pleasant summer.</p> <p>Cllr Phil Ellwood</p>
06	MINUTES OF THE LAST ANNUAL MEETING
06.1	<p>To note that the minutes of the last Annual Meeting held on 7 May 2025 were adopted at the Ordinary Meeting held on 11 June 2025, Item No 3.</p> <p><u>Agreed and noted.</u></p>
07	General Power of Competence (GPOC)
	<p><u>Noted:</u> that the Clerk became CiLCA Qualified on 22nd May 2025.</p> <p><u>Noted:</u> that Rogiet Community Council is currently not eligible for GPOC. We have two years of unqualified Audit from Audit Wales, but 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.</p>
08	INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS
	<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>
09	EXTERNAL ORGANISATIONS
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>
10	POLICIES
10.1	<p>The Council agreed to readopt all policies. It was further agreed that the Statement of Internal Control and the Annual Review of Effectiveness will be reviewed and updated at the meeting held immediately after the Internal Audit report is received. Website and email details will be updated to the new council domain on each policy, where applicable, when they are revised with the new review date.</p> <p><u>Resolved:</u> to readopt the following existing policy documents.</p> <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations



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	<ol style="list-style-type: none">3. Code of Conduct4. Concerns and Complaints5. Freedom of Information6. General Privacy Notice7. Social Media Policy8. Internal Control Policy9. Statement of Internal Control and Annual review of effectiveness (to be reviewed after Internal Audit received)10. Publication Scheme11. Sickness Absence Policy12. Performance Review Policy13. Staff Privacy Notice14. Disciplinary Procedure Policy15. Equality and Diversity Policy16. Expenses Policy17. Grievance Policy18. Lone Working Person Policy19. Fire Safety Policy20. Data Protection Policy21. Training Plan22. Health and Safety Policy23. Grant Awarding Policy <p>These policies can be found on the council website at www.rogiet-cc.gov.wales</p>
11	FINANCE
11.1	To review end of year accounts for 2025-2026 (Receipts and Payments by Budget Heading) <u>Resolved:</u> End of Year accounts agreed and adopted.
11.2	To review RCC Budget for 2026/2027 <u>Resolved:</u> to continue with the 2026-27 Precept Budget with a few changes due to actual invoices received or known changes for the coming year – i.e. business rates, insurances, etc.
11.3	To consider and agree signing authority with regards to the Community Council's Banking requirements at Lloyds Bank plc 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 OM on 11.03.26.



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	<p>Mandate/Cheque Signatory: Cllrs Cromwell, Ellwood, Pickin, Wilson, Winskill; plus the Clerk.</p> <p>Online Banking – Cllrs Ellwood, Pickin, 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>To appoint a member independent of the cheque signing/ banking process to undertake financial checks</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>To adopt the Annual Investment Strategy for the year 2026/2027</p> <p><u>Noted and agreed.</u></p>
11.6	<p>To review Financial Risk Assessment and Risk Assessments</p> <p><u>Noted and agreed.</u></p> <p>Cllr Pickin will provide an overview and make amendments to enhance the depth of some of the Risk Assessments at a future OM later this year.</p>
11.7	<p>To review the Asset Register</p> <p><u>Noted and agreed.</u></p>
11.8	<p>To adopt the Independent Remuneration Panel for Wales Annual Report 2026-27</p> <p>Already adopted at the Ordinary Meeting held 11 March 2026, Item No 10.</p> <p>Resolved: to pay annually in arrears by bank transfer in March 2027. Members are responsible for reporting income to HMRC.</p>
11.9	<p>To review Insurance cover arrangements in respect of all insured risks</p> <p><u>Noted and agreed.</u></p>
11.10	<p>To review charges for hire of facilities</p> <p>Resolved: to introduce the following new charge rates from 1st July 2026:</p> <p>Pavilion / Hub users and Nursery – £8.38 per hour and £5.24 per day charge for closures - planned and unplanned (excluding Bank Holidays and weekends).</p> <p>Severn Tunnel Football Club – £17.28 per match * and £9.42 per training session. **</p> <p>Portskewett and Sudbrook Junior Football Club £17.28 per match * and £9.42 per match without use of changing rooms. **</p> <p>Other users of the Football Pitch – £17.28 per hour for matches * and £9.42 per hour for training sessions. **</p>



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11.11	<p>Fitness sessions on football field - £5.24 per hour ** <i>* Includes use of the changing facilities in the Pavilion / Hub.</i> <i>** No use of the changing facilities in the Pavilion/Hub</i> ...all to be reviewed at next AM in 2027.</p> <p>To approve regular payments by standing order/direct debit to the following: <u>Approved.</u></p>			
	Company	Service	Frequency	Current payment
	EDF	Hub Gas and Electricity	Monthly	Variable
	Dwr Cymru Water	Hub Water and Drainage	Every 6 months	£100.05
	Initial	Hub Sanitary bin emptying x 4	Every 3 months	£92.76
	Three Mobile	Clerk mobile	Monthly	£34.20
	Office Tech Suite	Hub Broadband	Monthly	£66.00
	Mcafee	Antivirus	Annually	£9.15
	Microsoft Business	Software clerk's laptop	Annually	£104.15
	ICO	Data Protection	Annually	£47.00 (includes £5 deduction due to DD)
	Lloyds	Bank Fee	Monthly	£4.79
	Business Rates	MCC	Annually	£1520.00 (estimate)
	Ogi	Clerk Broadband	Monthly	£40.92



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11	<p>MEETINGS</p> <p>To agree dates and times of Ordinary meetings for 2026-2027 and the Annual Meeting of 2027</p> <p><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.</p> <p><u>Agreed:</u> that the next Annual General Meeting will be held on Wednesday 5th May 2027 at 7:00pm at Rogiet Pavilion / Hub and by Zoom.</p> <p>To agree dates and times of Finance Meeting for 2026-2027</p> <p><u>Agreed:</u> that a Finance Meeting of Full Council will be held in November or December 2026.</p>
	<p>NEXT MEETING</p> <p>Next Ordinary Meeting Wednesday 13th May 2026 at Rogiet Hub and by Zoom.</p>
	<p>Meeting ended 8:10pm</p>

Signed: (Chair / Vice-Chair)

Date: