

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

Annual Report 2022-2023



MAYORS MESSAGE

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Message from Mayor Hopkins

I would like to thank Councillors for electing me and for their support over the past year. I would also like to thank the Clerk, Mr William Lewis who was appointed in June 2022 for his hard work and enthusiasm to learn about the role and his efforts and dedication to ensure the administration for Magor and Undy Community Council is managed efficiently and effectively. The village litter pickers undertake a never-ending job of picking up litter. Thank you, you are out in all weathers to ensure that we have a better place in which to live.

I would like to pay tribute to the many volunteers in the area who give up their time and energy supporting many groups and organisations. By doing this they contribute significantly to the wellbeing of people living in the area

Cllr Carole Hopkins - Mayor

Magor with Undy Town Council

ABOUT THIS REPORT

Welcome to the first Annual Report following our change to Town Council from Community Council by virtue of the Monmouthshire Boundaries Order 2022

The Council is required by law to produce an Annual Report in accordance with the Well-being of Future Generations (Wales) Act 2015.

The report sets out to inform the residents of Magor with Undy about the structure, responsibilities and activities undertaken by the Council during the civic year 2022/2023.

The Council welcomes your feed-back on what could be added, improved, or subtracted to make future annual reports more readable, informative and appealing.

This report covers the period of May 2022 – March 2023

William Lewis
Clerk to the Council

Magor with Undy Town Council's Mission Statement:

To conserve and improve Magor with Undy as an attractive and sustainable place in which to live, visit and do business

Magor with Undy Town Council
Council Office
The Hayloft
Magor Square
Caldicot

Email: admin@magorundy.org.uk
Tel: 01633 882842

Visit Us at www.magorundy.org.uk

MEET YOUR COUNCILLORS

Cllr Carole Hopkins (Elected by Council to serve as Mayor)

Cllrcarole.hopkins@magorundy.org.uk



Cllr Frances Taylor (Elected by Council to serve as Deputy Mayor)

Cllrfrances.taylor@magorundy.org.uk



Cllr Penny Kirkham

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Cllr Paul Cawley

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Cllr Donna James

Cllrdonna.james@magorundy.org.uk



Cllr Mike James

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Cllr Neeta Baicher

Cllrneeta.baicher@magorundy.org.uk



Cllr Catherine Baker

cllrcatherine.baker@magorundy.org.uk



Cllr Amanda Graham

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Cllr Jennifer Baynton.

cllrjennifer.baynton@magorundy.org.uk

ABOUT MAGOR WITH UNDY TOWN COUNCIL

The Town Council is made up of 10 elected councillors representing 4 electoral wards. The current council was elected in May 2022 for a term of 5 years and strives to improve the quality of life for the people of Magor with Undy. It has responsibility to the local electorate for delivering a wide range of services and for the provision and upkeep of local amenities. It offers a grass roots voice for Local Governance in Wales to a diverse and growing community as well as playing a vital role in representing the interests of that community in influencing other decision makers.

The Community Council owns/leases and manages:

- The Procurators House
- Common-y-coed Plantation
- Three Allotment Sites (Undy, Sycamore & Greenmoor)
- Norton Lane Poor Land
- Undy Half Pipe Skate Park
- Three Children's Play Parks (at Undy Playing Fields, Sycamore Playing Fields, Millfield Park Playing Fields)
- Multi Use Games Area (MUGA)
- War Memorial in Magor Square
- Undy Pound

As well as management of the above the Council is responsible for and/or provides:

- Litter bins
- Dog waste bins
- Benches and floral planters
- Bus shelters
- Noticeboards
- Community grant funding
- Funding for Monmouthshire Citizens Advice Bureau
- Maintenance grants for the two churchyards
- Making observations on all planning applications in the community.
Monmouthshire County Council makes the final decision having taken into account Council's views.
- Commonwealth Day Service
- Annual Remembrance Day Service in Magor Square
- Christmas trees and lighting
- Open Air Carol Service in Magor Square
- Support to local projects
-

And worked in partnership with Monmouthshire County Council:

- To provide funding for a summer playscheme for local primary school children
- To relocate flower planters throughout the villages
- By supporting a walking/cycling route from Undy to Rogiet

The Mayor

The Mayor is elected by the members at the Council's Annual Meeting and serves for 12 months under section 15 (1) of the Local Government Act 1972. The Mayor is responsible for presiding at meetings ensuring all Councillors contribute to discussions and that effective and lawful decisions are taken with the advice of the Clerk. The Mayor summarises debate

and has a casting vote in the event of a tied vote under the Local Government Act 1972 Sch 12 par 39(2).

Mutual respect between the Mayor and the Clerk and the Mayor and the other Members is essential.

The Mayor is the public face of the Council and must promote the decisions and views of the Council and not their personal view.

The Mayor cannot legally make a decision/promise on behalf of the council.

Councillors as Individuals

Councillors are individuals, who are elected on to the Council through the democratic process under Section 16 (2) of the Local Government Act 1972 every 4 or 5 years. A Councillor can also be returned by local by-election or co-option. Either way, before acting as a Councillor, they must sign a declaration of acceptance of office undertaking to observe the Council's Code of Conduct and complete a list of interests in which they need to declare any associations or affiliations with groups, bodies or individuals.

Councillors have a responsibility to attend council meetings when summoned to do so and act on behalf of the whole electorate. Councillors should prepare for meetings by studying the agenda and ensuring that they are properly informed and prepared for the issues being discussed. It is the individual Councillor's duty to declare an interest and leave the meeting if any matter being discussed could be perceived as securing any type of advantage to that Member.

Councillors contribute to the work of the Council by:

- Suggesting ideas
- Engaging in constructive debate
- Interacting with their electors
- Behaving in an ethical way
- Voting – enabling the Council to make decisions
- Councillors cannot make decisions/promises individually, this has to be done by the Council as a corporate body. Councillors actively and constructively contribute to good governance and encourage community participation and residents' involvement in the work of the council.

Details on how to contact a Magor with Undy Town Councillor can be found on the Council's website www.magorundy.org.uk/Contact

In 2022/2023 the Council was represented on the following outside bodies:

• Monmouthshire County CAB (<i>*for term of Council</i>) – Cllr A Graham
• School Governors (Minor Authority representatives) *
○ Undy Primary School - Cllr N Baicher
○ Magor Church in Wales Primary School – Cllr Baynton
• Give Dog Fouling the Red Card Working Group (Mon CC) - Clerk
• One Voice Wales – Cllr Kirkham and Cllr D James
• NRW Internal Drainage Board – Cllr Cawley and Cllr Baker
• MAGOR - Magor Action Group on Rail – To be confirmed

• MUCH - Magor and Undy Community Hub – Cllr Kirkham
• Undy AFC – Cllr D James
• Patient's Voice – Gray Hill Surgery – Cllr D James and Cllr Cawley

Your local Councillor is a channel of communication, ensuring that constituents are informed of services available and dealing with enquiries fairly, without prejudice.

Full Council Meetings between May 2022 and 12th April 2023.

There were 17 meetings of the Full Council during the above period.

Name	Attendance
Cllr C Hopkins Mayor	17
Cllr F Taylor Dep Mayor	16
Cllr D James	15
Cllr M James	14
Cllr P Kirkham	17
Cllr P Cawley	9
Cllr N Baicher	6
Cllr C Baker	7
Cllr A Graham	10
Cllr J Baynton	6

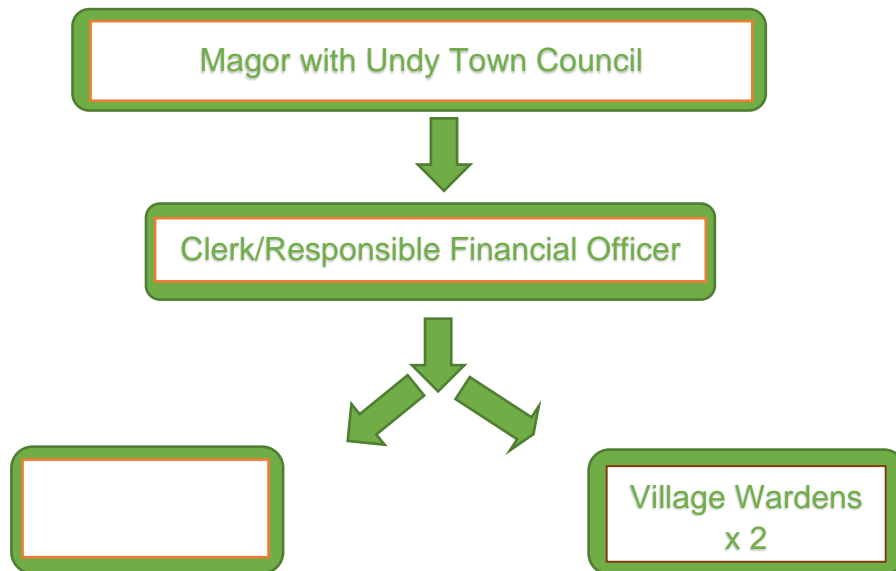
Members' allowances Claim 2022/2023

Community Councillors are not paid for their valuable work and time; however, allowances are determined, and in some cases mandated each year by the Independent Remuneration Panel for Wales. A mandated allowance of £156 per year is payable towards cost of consumables and £52 per year, however Councillors can opt to decline receipt of this allowance if they so wish.

Councillor Name	Basic Payment £150 a year per member To recognise councillors incur costs to do their role.	Responsibility Payment Up to £500 to be paid to a maximum of 5 members For their extra work.	Chair or Mayor's Personal Payment. This excludes any Civic Budget For their extra work.	Deputy Chair or Mayor's Personal Payment This excludes any Civic Budget For their extra work.	Total
Cllr C Hopkins	£150.00		£1000.00		£1150.00
Cllr F Taylor	£150.00			£500.00	£150.00
Cllr N Baicher	£150.00				£150.00
Cllr P Cawley	£150.00				£150.00
Cllr M James	£150.00				£150.00
Cllr A Graham	£150.00				£137.50
Cllr D James	£150.00				£150.00
Cllr P Kirkham	£150.00				£150.00

Declined to receive Remuneration					
Cllr J Baynton					
Cllr C Baker					

Council Staff and Management



The Clerk and Responsible Financial Officer

The Clerk is the Council's Chief Officer employed under section 112 (1) of the Local Government Act 1972. As the Proper Officer of the council in law the Clerk is answerable to the Council as a whole. Individual members cannot give instructions to the Clerk.

The Council must also appoint a Responsible Financial Officer (RFO) to manage its finances and at Magor with Undy Town Council the Clerk and RFO is the same person.

The role of the Clerk and RFO, although not exhaustive, includes:

- Advising the Council on legal matters
- Organising the Council's procedures
- Gathering information to help the Council make an informed decision
- Raising the profile of the Council in the local community
- Implementing the Council's decisions
- Providing administrative support
- Personnel management
- Project management
- Health and safety management
- Management of Council's finances

The Clerk can have delegated powers of the Council to act on its behalf under the Local Government Act 1972 Section 101 (Discharge of Functions).

Whilst it is good practice for the Clerk to consult on the content of an agenda with the Mayor, the Clerk has the final say as Proper Officer and the legal signatory.

All correspondence for the Council should be addressed to the Clerk.

The Council as an Employer

The Council as a corporate body is the overall employer however it would be impractical for the whole Council to act as a line manager hence in 2023/2024 the Mayor of the Council with the support of the Mayor of Human Resources (HR) Committee was line manager for the Clerk.

All other staff, although employed by the Council, are under the direct responsibility of the Clerk who is their manager.

The Council has a number of rules, procedures and guidance in place to ensure it safeguards both employees and the Council as a safe and efficient place of work. It also has policies in place to assist and protect its employees and these are reviewed annually to reflect ongoing developments. Current policies can be viewed on the Council's website www.magorundy.org.uk.

Democracy and Decision Making

An Annual meeting is held in May each year and this is where the election of the Mayor and Deputy Mayor for the forthcoming year takes place.

Ordinary Council meetings are held on the second Monday of each month. Consequent to the impact of the Covid 19 Pandemic Meetings have been held remotely via an internet platform. The Council have moved back to physical meetings but this was initially restrictive

as such meetings need to be 'Hybrid Meetings' meaning that persons are able to attend a venue in person and have provision to join via an internet platform. These 'Hybrid' meetings require suitable equipment and devices to facilitate the meeting and a stable Wi-Fi connection is essential. Venues available are Magor Baptist Church, Undy Church Hall, however other local venues are used for ad-hoc meetings. All meetings are open to the public and there is an opportunity for the public to contribute to matters on the agenda at Ordinary Meetings. The Council also holds regular monthly workshops to consider ongoing projects.

As a corporate body the Council sets an annual budget and the strategic direction of the Council. The Council obtains almost all of its funds from its precept - an additional amount which is added to council tax bills based upon the Council's estimated expenditure. For the financial year 2022/2023 the Council estimated it would require a precept of £298,578. A small amount of income is collected from way-leaves, bank interest, use of the MUGA and allotment rents. Council can also apply for grant funding which is occasionally awarded for projects.

Details on how to contact the Council together with notices of meetings, agendas, reports and minutes can be viewed on the Community Council's website www.magorundy.org.uk. Information about the Council's finances, including its annual accounts and governance documents can also be viewed here.

COUNCIL'S SPENDING

The Council's expenditure is controlled by a budgeting and monitoring process. In setting the budget the Council aims to provide services, manage facilities and meet its priorities as debated and agreed during the budget process commencing with a workshop convened in November of each year. The resulting budget arising from the workshop is then considered and approved at the Annual Finance Meeting in either December or January the following year.

In order to effectively manage public funds Magor with Undy Town Council:

- Strives to obtain value for money
- Monitors and controls expenditure as per its Standing Orders and Financial Regulations
- Considers budget versus actual comparisons throughout the year
- Annually reviews its hire and tenancy fees
- Provides grant funding, in accordance with policy
- Identifies future projects, as required
- Publishes details of its Finances on its website www.magorundy.org.uk

The accounts for the year 2021/22 have been duly audited but not yet certified by the external auditor.

By law any interested person has the right to inspect a Council's accounts. If you are entitled and registered to vote in the Town Council elections, then you (or your representative) also have the right to ask the appointed auditor questions about the council's accounts or challenge an item of account contained within them.

Council will be considering the budget for 2023/24 at Budget Workshops in November 2023.

Financial summary for the year 2022/23 Largest areas of expenditure 2022/23

Actual £

Salaries inc HMRC and Pension Contributions	68,218.00
Grass Cutting	5,336
Grants and Donations *	16,495
Council Office	8,861
Bin Emptying (Dog bins)	10,948
PWLB Repayment	10,831
Christmas	5,736
Professional Fees	6,159
IT	3,411
Telephones & Broadband	1,998

Budget agreed for 2023 -24

ADMINISTRATION	£
Staff Salary	101,448
PAYE and NI	11,000
Pension	21,380
Staff Mileage & Benefits	1,000
Staff other Expenses	100
Staff PPE & Uniforms	400
Training	3,000
Councillors Expenses	5,000
Bank Charges	350
Audit Fees	10,600
Chepstow Accountancy (Wages)	600
Professional Fees	13,000
Emergency/Ad Hoc	2,000
Subscriptions & Memberships	1,390
Insurance	3,200
Stationery & Office Equipment	800
Photocopier	1,080
Postage	100
Telephone & Broadband	1,300
Survey Monkey	400
IT	2,890
Grants & Donations Paid	82,000
Hall Hire	600
Hybrid Meetings	2,000
Section 137 Expenditure	250
PWLB Repayment	10,831
Elections	4,366
Newsletter	2,500
Consultation Programme	500

Confidential Waste Disposal	800
Sub-Total: Administration	284,885
COUNCIL OFFICE	
Contents Insurance	300
Accommodation	8,775
Utilities	1,200
Cleaning	1,040
Maintenance	300
Council Office Sub-Total	11,615
Civic Service Events	
Commonwealth Day	200
Civic Events Other	150
Remembrance Sunday	250
Carol Service	470
Civic Service Events Sub-Total	1,170
OUTSIDE SPACES	
Rates	5
Leases	3
Sycamore lane	15,500
Notice Boards	3000
Health & safety Inspections	500
Service Level Agreement	43,193
Grass Cutting	8,307
Bin Bags	200
Bin Emptying	15,800
Plants and Planters	4000
Equipment	126
Village Improvements	27,974
OUTSIDE SPACES Sub-Total	126,608
PLAY PARKS	
Leases	120
Maintenance	1880
Inspections	1900
Equipment	5,0000
PLAY PARKS sub-total	53,900
SYCAMORE SPORTS FIELD	
Utilities	1,200
Rates	709
Leases	5
Maintenance	1,924
Inspections	76
MUGA Refurbishment	25,971

MUGA Field Improvements	1,000
SYCAMORE SPORTS FIELD sub-total	30,885
EVENTS	
Utilities	300
Coronation of King Charles	3,700
Village Produce Show	500
Christmas	8,500
EVENTS sub-total	13,000
Potential Future Projects	
Allocated Dog Space	2,000
Community Services Projects	20,000
Dog rails – Play parks	3,000
Fingerpost Installation	9,580
Muga Phase 2	3,000

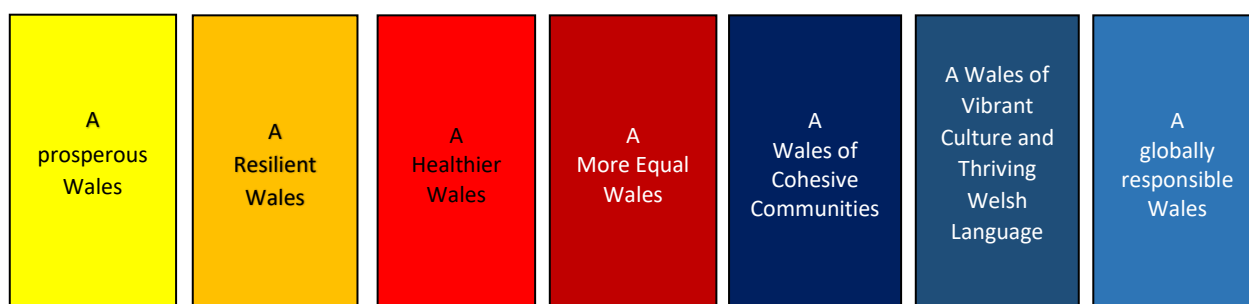
WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

The Well-being of Future Generations (Wales) Act is about improving the social, economic, environmental and cultural well-being of Wales and to help create a Wales that we all want to live in, now and in the future.

The Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other to prevent problems and take a more joined-up approach.

Town and Community Councils are subject to the Act if gross income or expenditure is over £200,000 for three consecutive financial years and must take all reasonable steps towards meeting the local objectives in the Monmouthshire Public Service Board Well-Being Plan.

Magor with Undy Town Council recognises the role it has to play in promoting sustainable development and how it goes about meeting its duty under the Act to achieve the vision for Wales set out in the well-being goals whilst working for and with the local community.



COUNCIL'S ONGOING RESPONSIBILITIES

Dog Waste Collection	From 33 dog waste bins in and around Magor and Undy
Allotments	Management and maintenance
Noticeboards	Management and maintenance and refurbishment
Playparks	Arrangements for ROSPA inspections and responding to reports
Multiuse Games Area	Regular Inspection and booking management
Planters/Planting	Arrangement of contracts for planting throughout year
Festive events, lighting and decorations	Arrangement of Carol Service at Magor Square. Hold a Decorative window competition for businesses. Arrange lighting and Christmas Trees at Magor Square and Undy Pound.

SUMMARY 2022-2023

The Councils longstanding Clerk and RFO Beverly Cawley retired at the end of May 2022.

03rd June 2022 Magor Square was the focus of the celebration of HM The Queen Elizabeth Platinum Jubilee with COMMUNITY BIG JUBILEE LUNCH. The event was well attended by many families and children from the community and enjoyed by all.

On 06th June 2022 Mr William (Bill) Lewis to the Town Council appointed as the Clerk and RFO.

In July 2022 the Town Council welcomed three new members co-opted to the Town Council, Catherine Baker, Jennifer Baynton and Amanda Graham.

Cllr Baynton was appointed as the Town Council School Governor (Minor Authority representative) to Magor Church in Wales Primary School.

During the months of July to September the Council Office was relocated from the First Floor of Magor Police Station to premises at The Hayloft, Magor Square.

In August 2022 the Town Council gave financial support to MonLife Summer Play Schemes facilitating the MUGA courts for their use in providing activity and games for local children inclusive of the children of the Ukrainian refugees who have been provided temporary accommodation within our community having been displaced from their country following the military conflict with Russia.

On 08th September 2022 Queen Elizabeth II had passed away and along with the rest of the Country and parts of the world a period of mourning began. On 18th September 2022 Magor with Undy Town Council, Netherwent Ministry area, Magor Baptist Chapel and local churches, joined with members of the communities of Magor and Undy in a service of Commemoration and Thanksgiving for the life of Her Majesty, Queen Elizabeth II.

Magor Post Office lost its Post Master through resignation in December and the premises were temporarily closed. Deputy Mayor Frances Taylor vigorously pursued the Post Office Limited and a temporary Post master was appointed until a permanent solution could be arrived at.

The annual Christmas Carol Service in Magor Square was held on 02nd December 2022 led by Rev Hilary Priest and supported by the Severn Tunnel Silver Band.

The Christmas Window Decoration competition was this year judged on 14th December 2022 by the guest attendance of Edward Watts (Deputy Lord Lieutenant of Gwent), and Members of the Town Council. The winner was Village Treats.

In January the MUCH Trustees held the historical tradition of a 'Wassail' in the Town Councils Community Orchard which included story-telling and Morris Dancing and lots of noise from children and families banging wooden spoons against pans to scare away the evil spirits and ensure a good harvest.

On the weekend of 6th May 2023, we witnessed the Coronation of King Charles III and together with Events Groups and Magor Churchmen provision was made for a lunchtime Street Party in Magor Square on 08th May 2023. The Town Council provided to the children of Magor CIW Primary School and Undy Primary School commemorative drinks bottles for all the school pupils.

The weather on 08th May conspired to disrupt the planned Street Party, however the management of the Golden Lion, Magor Square stepped up with a very kind offer that the event could be held within the pub garden and the pub itself.

During this preceding 12 months the office and members of the Council have attended to the completion of projects in respect of the installation of Village Maps Signage at Magor Square and Undy Pound, resumption of the acquisition and installation of 'Fingerpost' signage at various predetermined locations in the community.

Mediated and resolved issues re the booking of the MUGA Courts by bringing parties together to discuss and reach compromise.

Commenced a thorough analysis of the three allotment sites and developed a specification of works required to improve and address the waiting list.

Commenced initial enquiries to establish a Service Level Agreement with Monmouthshire County Council for the appointment of two dedicated Council maintenance officers who will be employed in Magor and Undy under the direction of the Town Clerk for a number of specified hours each week to attend to the large amount of maintenance of greens, pathways and roadside verges.