

MAGOR WITH UNDY TOWN COUNCIL

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Ordinary Meeting of Magor with Undy Town Council

Dear Councillor

You are hereby summoned to attend an Ordinary Meeting of Magor with Undy Town Council on Monday 08th July 2024 at 7.00pm at Magor Baptist Church for the purpose of transacting the business on this meeting Agenda.

This meeting may also be joined via remote access on Zoom
<https://us06web.zoom.us/j/81942345400>

Councillors are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.

<http://www.magorundy.org.uk/UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%202021.pdf>

Members of the Public are reminded that when they join a remote meeting, they do so in line with the Council's Virtual Public Meetings Protocol

<http://www.magorundy.org.uk/UserFiles/Files/Virtual%20Public%20Meetings%20Protocol%20Aug%202021.pdf>

William Lewis



Clerk to the Town Council

03rd July 2024

AGENDA

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- 1 Public Open Forum**
 - 1.1** Public Open Forum (15 minutes at discretion of The Chair).

 - 2 Chairs announcements**
 - 2.1** To receive apologies for absence from Councillors.
 - 2.2** To receive any update and feedback from the Mayor in respect of meetings, functions, events or matters arising.

 - 3 Declarations of Interest**
 - 3.1** To receive any declarations of interest in items on the agenda.

 - 4 Correspondence**
 - 4.1** To note and agree that correspondence relative to agenda items has been sent and received by Council Members.

 - 5 Minutes of Previous Meetings**
 - 5.1** To adopt the draft minutes of Ordinary Meeting of 13th May 2024
 - 5.2** To adopt the draft minutes of Annual Statutory Meeting of 16th May 2024
 - 5.3** To adopt the draft minutes of Extraordinary Meeting of 29th May 2024
 - 5.4** To adopt the draft minutes of Ordinary Meeting of 10th June 2024

- 6 Finances**
- 6.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30th June 2024 (**Appendix A**)
- 6.2** To receive RBS Financial Software reports for month ending 31st May 2024 (Corresponded separately – deferred from Ordinary meeting 10/06/24)
- 6.3** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30th June 2024 (Appendix A).
- 6.4** To receive RBS Financial Software reports for month ending 30th June 2024 (Corresponded separately)
- 6.5** Virements – Clerk to present Council with requirement for virement of monies between budget headings.
- 7 Audit Wales – 2023/2024 – Basic Audit**
- 7.1** To receive Annual Return for the Year Ended 31 March 2024.
To consider and approve the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024.
- 8 IAC Internal Audit Observations**
- 8.1** To agree to increase the level of payments on Council debit card currently £500 to £1000 and amend Financial Regulation 6.19
- 9 Monmouthshire CC Planning Consultations – Please access the portal link to view the following applications**
<http://www.monmouthshire.gov.uk/planning>
- 9.1** Fast Track Planning Application – 3, The Limes, Undy. DM/2024/00759
Extend the garden and erect a new boundary timber fence. Operational Development as the ground slopes towards the fence, build up the ground and construct retaining wall max 700mm high.
- 10 Community Defibrillators**
- 10.1** A proposal by Cllr Kirkham that Town Council takes over the costs for the renewal of consumables for the following Defibrillators in the community (e.g. Pads, batteries etc) and agree actions necessary.
- Undy Church Hall - managed by the Ready Steady Go charity (although it's registered under MUCC name)
 - Magor and Undy Community Hub - managed by the MUCH charity
 - Town Square - managed by the Magor Churchmen (Events Group)
- 11 Notice Board update from Council Working Group**
- 11.1** To receive update from a member of the working group in consideration of observations of the condition and suitability of the current notice boards and agree actions necessary.
- 12 Christmas 2024**
- 12.1** Acquisition of 3 x Christmas Trees for festive season 2024. (Clerk to present) and agree actions necessary.
- 12.2** To consider quotations received from 2 suppliers of festive lighting (third has failed to respond to date) and agree actions necessary. (correspondence emailed to members).
- 13 IT Report**
- 13.1** To receive a report from Microshade VSM in respect of disruption of IT services impacting Town Council administration. (correspondence emailed to members)

- 14 Grant and Funding Policy - Internal Auditor Update**
14.1 To receive an update from Town Clerk in respect of Council Grant Funding Policy queries and agree any action as necessary.
- 15 Branding**
15.1 To discuss and agree a logo that Magor with Undy Town Council can utilise on correspondence and marketing materials and action as necessary. (Hyperlink sent to members)
- 16 Undy Play Park Project**
16.1 To receive report from working group and agree any action as necessary.
- 17 Signage for Council Office at Salisbury House**
17.1 To receive an image of proposed signage and costing and to consider suspending Financial Regulation 10.3 as accorded by Financial Regulation 17.2 due to the immediate need to identify the new premises at Salisbury House as that of The Council Office.
- 18 Summer Play – Mon Life Games**
18.1 To discuss the opportunities that will be supported for Children and Young Persons in Magor with Undy and agree any actions.
- 19 Gypsy and Traveller Land Identification**
19.1 To receive an update in respect of Mon CC process in respect of Langley Close and Dancing Hill, Magor.
- 20 Next Meeting**
20.1 Ordinary Meeting – 1900 hrs Monday 09th September 2024 – Venue TBA

Topic: MUTC Ordinary Meeting

Time: Jul 8, 2024 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/81942345400>

Meeting ID: 819 4234 5400

One tap mobile

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- **+1 564 217 2000 US**
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Meeting ID: 819 4234 5400

Find your local number: <https://us06web.zoom.us/u/kplnmK7nV>

APPENDIX A

MAGOR WITH UNDY TOWN COUNCIL

Current account statement balance as at		
30/06/2023		1,622.62
less outstanding cheques		
Current Account Balance		1,622.62
Current Account	1,622.62	1,622.62
BPA1 - Gen Dep	566,104.61	566,104.61
TOTAL		567,727.23
Total Receipts inc balances b/fwd		643,266.26
less total payments		75,539.03
		567,727.23