

# 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 a Meeting of Magor with Undy Town Council at 7.00pm on Monday 10<sup>th</sup> February 2025 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/85244343517>

*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

05<sup>th</sup> February 2025

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### Public Open Forum

Members of the public may make representations and ask questions in respect of the business on the agenda. This does not mean that members of the public can take part in debate, but they shall be given a reasonable opportunity to make representations about business to be discussed. (Standing Order 3.3(d)).

The Public Open Forum shall be for a period of not more than 15 minutes during which members of the public may comment upon any matter on the Meeting Agenda (Standing Orders 3.3(e)).

Subject to standing order 3.3 (e), a member of the public shall not speak for more than 5 minutes. (Standing Order 3.3 (f))

### 1 Chairs Announcements

1.1 To receive apologies for absence from Councillors.

1.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.

### 2 Declarations of Interest

2.1 To receive any declarations of interest in items on the agenda.

### 3 Correspondence

3.1 To note and agree that correspondence relative to agenda items has been received by Council Members.

### 4 Minutes of Previous meetings

- 4.1 To adopt the minutes of the Extraordinary meeting of 02<sup>nd</sup> December 2024 (deferred at Ordinary Meeting of 13<sup>th</sup> January 2025 to allow the Clerk to check meeting recording).
- 4.2 To adopt the minutes of the Ordinary Meeting of Monday 13<sup>th</sup> January 2025
- 4.3 To adopt the minutes of the Finance Meeting of Monday 20<sup>th</sup> January 2025
  
- 5 Finances**
- 5.1 To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31/01/25.
- 5.2 To receive RBS Financial Software reconciliation reports for month ending 31/01/25.
- 5.3 **Rushwall Wind turbine**  
To note receipt on 27/01/25 of £4000.00 community contribution associated with the existing Rushwall Turbine.
  
- 6 Budget Engagement Session for Town and Community Councils in Monmouthshire**
- 6.1 To note Monmouthshire County Council is commencing a four-week consultation on 2025-26 budget, from the 23<sup>rd</sup> January – 22<sup>nd</sup> February 2024. To receive invitation to dedicated engagement session and action as necessary.
  
- 7 Interim Audit 28<sup>th</sup> November 2024 Observations**
- 7.1 To note the revised observation report of the IAC Audit and Consultancy of the interim Audit, agree Council responses and agree any actions necessary.
  
- 8 National Events**
- 8.1 **VE day: 08<sup>th</sup> May 2025.**  
To agree any actions necessary in commemoration of VE Day.
- 8.2 **Commonwealth Day: 10<sup>th</sup> March 2025.**  
To agree any actions necessary in celebration of Commonwealth Day.
  
- 9 Magor with Undy Town Regeneration-Placemaking Plan**
- 9.1 To receive update and note the Public Consultation dates of 14<sup>th</sup> February 2025 at Magor Baptist Church and 15<sup>th</sup> February 2025 at The Hub.
  
- 10 Working Groups Updates.**
- 10.1 Undy Play Park
- 10.2 MUTC Newsletter
- 10.3 MUTC Noticeboards
  
- 11 MUCH**
- 11.1 To receive update from Cllr Kirkham.
  
- 12 Local Support Grant approved at Ordinary Meeting of 11/11/2024 to Undy AFC.**
- 12.1 To receive a report in respect of the grant awarded to Undy AFC (which remains unpaid) and to agree actions necessary.

**13 Dog Waste Collection Contract Renewal**

**13.1** To consider appointment of a service provider for collection of dog waste. To note that this is a niche service with a limited number of providers in this locality. To consider the contracts presented for this service and to consider waiving Financial Regulation 11.1(g) allowing Council to agree with whom to contract for this service. (Correspondence sent to Council Members)

**14 Magor Events Group/Churchmen Storage Shed**

**14.1** To receive proposal from Magor Events Group for locating their storage shed and action as necessary.

**15 Consideration of Planning Consultations**

**View Link:** <https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

**15.1** To note that by virtue of Minute number 134.8 of 2023/24 the following consultations where the end date falls prior to this Council Meeting were shared with Cllrs Paul Cawley and Victoria Hammett Johnson. Their observations on behalf of Magor with Undy Town Council were communicated to the Clerk and responses have been forwarded to Mon CC Planning

- a) **DM/2024/01499.** 2 Arlington Close - No material planning concerns were identified and there are no representations from Magor Town Council.
- b) **DM/2025/00021.** 18 Mill Reen - No material planning concerns were identified and there are no representations from Magor Town Council.
- c) **DM/2024/01444.** Kingfisher Cottage - No material planning concerns were identified and there are no representations from Magor Town Council.
- d) **DM/2024/01492.** Great House Farm – Magor Town Council have made representations in respect of this consultation and submitted them to Monmouthshire Planning Department.

**15.2 DM/2025/00047. 13 Millfield Park**

Two Storey Side Extension and Single Storey Rear Kitchen Extension

**15.3 DM/2025/00073. Rhondaville, Newport Road**

Proposed upper extension and two storey rear extension.

**16 MUTC and Heddlu Gwent Police Collaborative Surgeries**

**16.1** To note that a surgery has been arranged taking place at the Magor and Undy Community Hub (MUCH) at 3pm on Monday 17th February 2025

**17 Date of Next Ordinary Meeting**

**17.1** Monday 10<sup>th</sup> March 2025 at Magor Baptist Church.

Zoom meeting.

Topic: MUTC Full Council

Time: Feb 10, 2025 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/85244343517>

Meeting ID: 852 4434 3517

Find your local number: <https://us06web.zoom.us/j/85244343517>

# MAGOR WITH UNDY TOWN COUNCIL

## MAGOR GYDA CHYNGOR TREF UNDY

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### Extraordinary Meeting of Monday 02<sup>nd</sup> December 2024

Draft Minutes of meeting of Magor with Undy Town Council  
held at Magor Baptist Church and remotely via Zoom  
at 1900 hours Monday 02<sup>nd</sup> December 2024

Magor with Undy Town Council	In attendance / Apologies-Absent
Deputy Mayor, Cllr Frances Taylor (Chair)	In Person
Cllr Paul Cawley	In Person
Cllr Victoria Hammett-Johnson	In Person
Cllr Dr Mario Bisi	In Person
Cllr M James	In Person
Cllr D James	In Person
Cllr Neeta Baicher	In Person
Cllr Catherine Baker	Remote attendance via ZOOM
Cllr Penny Kirkham	Remote attendance via ZOOM
Mayor, Carole Hopkins	Apology for absence
<b>Officers</b>	
William Lewis – Clerk/RFO	
Rachel Jones – Business Support and Projects Officer	
<b>County Councillors</b>	
John Crook	
<b>Public attendance</b>	
In Person	Two
Remotely via ZOOM	Fluctuated during meeting Max of 16

The Chair checked that sound quality was good for all online and in the room prior to the meeting commencing.

#### **PUBLIC OPEN FORUM**

Representation from public attendees (in person) brought the following matters to the attention of the Council:

A member of the public in person in attendance expressed an interest in agenda item 5.1.

109

#### **Chairs Announcements**

109.1

To receive apologies for absence from Councillors.

Received as above.

110 **Declarations of Interest**

- 110.1 To receive any declarations of interest in items on the agenda.  
**Cllr D James and Cllr M Bisi in relation to agenda item 6.1.**

111 **Correspondence**

- 111.1 To note and agree that correspondence relative to agenda items has been received by Council Members.  
**Agreed**

112 **Undy Play Park – Skate Park. Leasehold.**

- 112.1 To receive a report from the Clerk referring to the leases and
- I. to progress with a leasehold agreement between Magor with Undy Town Council and Undy Athletic Football Club and
  - II. if necessary to support Undy AFC legal costs in respect of leasehold arrangement.

Cllr F Taylor provided background details regarding the leasehold of these parcels of land. Cllr D James expressed support to expedite the process, that was concern that from Undy AFC regarding liability if someone were to get hurt on the play area. The Town Clerk informed the Council that conversation has been had with Monmouthshire County Council and Undy AFC and confirmed that the Council remain responsible for Undy Play Park during this process and that Council insurance covers Undy Play Park.

Cllr F Taylor suggested that Council set aside £1k to support Undy AFC with legal costs for arrangement of leasehold between themselves and the Council if required.

Cllr D James Proposal: To proceed with arranging a lease hold agreement between MUTC and Undy AFC expeditiously. Seconded by Cllr M Bisi.

Cllr Frances Taylor Proposal: Council set aside £1k to support Undy AFC with legal costs for arrangement of leasehold between themselves and the Council if required. Seconded by Cllr D James

**Resolution**

**To progress the leasehold arrangement with Undy AFC and provide financial support to Undy AFC up to £1000 for legal fees (if required) from Professional Fees Budget.**

**Power to spend: Local Gov (Misc Provisions) Act 1976 s.19 / Open Spaces Act 1906 ss 9 & 10**

113 **Waiver of six-month Councillor attendance rule.**

- 113.1 To agree that the period of 6 months absence from Council Meetings permitted under section 85 of the Local Government Act 1972 is extended in respect of the absence of Town Council Mayor, Cllr Carole Hopkins.

**Summarisation of Debate**

**Cllr Mike James:** Noted the reduction in Councillor numbers from 13 to 10, since the boundary review. The Mayor has been absent over the last 6 months. It is difficult to get enough councillors or working groups, for example. Was pleased with the performance of the mayor to date but felt that Council could not continue to cover the absence for much longer.

**Cllr Neeta Baicher:** Declared that this was a difficult topic but feels the problem is that any absence causes increased responsibilities of the remaining councillors. Cllr Baicher questioned whether it was right to receive the prestige of being the mayor without putting into effort. She felt that there is prestige and kudos with the office of Mayor and Deputy Mayor and that effort because of so many reasons had not been put in and that's not acceptable. The law says this as

well. We need to have a regime where honesty and integrity is required of councillors and called into question. Councillors following their principles, would long ago have done what is right for the council and community, and resigned because they are not carrying out the obligations they were elected to fulfil.

**Cllr Donna James:** Declared that she is totally sympathetic with the mayor's current situation but there is a need to consider the wider implications. The term of office as a Mayor is 12 months, and unfortunately the mayor has been absent for half of that term. In considering any decision council must be unemotional and objective. Council must consider the implications in the reduction in the number of councillors from 13 to 10 following the boundary reviews. That the mayor is a pivotal in playing a key role in the decision-making process and provides leadership to the whole community.

**Comment from the Clerk – William Lewis:** Confirmation was given that the last meeting attended by the Mayor to was the 10th of June. The reason for absence of the Mayor was ill-health caused by Covid Virus contracted shortly after the last meeting attended which meant that the Mayor was unable to attend any Council meetings. However, the Mayor maintained her role as line manager, conferring by telephone almost daily up to a point in September when she was admitted to hospital. At this point her duties were cascaded down to the Deputy Mayor.

**Cllr Hammett-Johnson:** felt that the Mayor has been a font of knowledge and strength for her during her own relatively short time as a member of the Council up to the point where she was taken into hospital. That she would be minded to extend the Mayor absence, That the Mayor is an integral part of the team. On the matter of attendance at working groups., it is often the same people that attends the working groups while other members of the Council attend meetings but are not in any of the working groups and are not involved outside of attending meetings. That the request for absence should not be wholly measured on attending meetings, but on the Mayors whole contribution which has been significant. I would like to support the waiver and extension of absence.

**Cllr Penny Kirkham:** I would like to agree with the sentiments expressed by Cllr Hammett-Johnson and was also be minded to approve an extension, to allow the Mayor to recover and make up her own mind. She added that there was precedent for Council to approved extended absences. in 2014 a Councillor had an absence of 10 months approved, and prior to that another member had been absent for 7 months.

**Cllr Catherine Baker:** agreed that the Mayor has done fantastic work. However, the Mayor has been unwell for a period, and it is a shame that she's not been with us for these last few months. However, extending the period of absence is a concern as it is lot of pressure on the Mayor if she's not well enough right now to come back to meetings. The main priority is just for the Mayor to get well and for Council to have a good, focused lead.

**Cllr Paul Cawley:** Declared that he wished to re-iterate actually reiterate the comments of Cllrs Kirkham and Hammett-Johnson and in his view the Mayor had greater knowledge of the community that the rest of the Council combined. He then referred to the legislation under which Council are permitted to consider extending a member's absence indicating that it only applied 'with good reason'. He stated that being hospitalised would appear to qualify as a good reason for not attending a meeting of the Council. He proposed that Council should agree to extend the period of absence until March 2025.

**Cllr Mario Bisi:** referred to the guidance provided by the Clerk from One Voice Wales where the guidance is that Councils should not cut corners. That attendance at events is while important, is no substitute for participation in council meetings and in decision taking. He recognised that the Mayor does things behind the scenes, and unofficially, according to legislation, she's been

working while she was ill. He drew further reference from the OVW guidance stating you can take ill health as a valid reason for non-attendance, but it also stipulates that Council should minute and vote on absences and not just recording them as apologies for absences. He added that in relation to this matter he was on the fence thus undecided but agreed with Cllrs Donna James and Neeta Baicher the decision to be made should not be personal but what is best for Council.

**Cllr Frances Taylor (Chair):** Declared her thanks to the views of adding that the legislation does allow us to approve of the reason for non-attendance provided that the approval is given before the expiry of the 6-month period. Whilst this the legislation does pertain to attendance at formal meetings of council it doesn't talk about is the work that happens outside of formal meetings of council, and that, could be argued that the number of hours put in by members in their respect roles including Councillor Hopkins, is far greater outside of the formal meetings of Council. Whilst Councillor Hopkins couldn't attend for reasons of being very unwell, with a severe Covid infection she remained active up until the period when she was hospitalised and concurred that being in hospital is probably a very good reason for absence from formal meetings.

Cllr Taylor proposed, having heard all the representations by members that Council waiver the 6-month attendance rule and agree to approve the reason for non-attendance and extend the six-month period. The Chair informed Council that Councillor Hopkins has communicated to her that she anticipates making a full recovery which will enable her returning to council business at the earliest opportunity. Councillor Hopkins has been instrumental in building a team within the council and providing support for staff. This was seconded by Cllr Cawley.

There ensued further debate and discussion among members.

The Chair referred to the proposal and requested that members vote on waiving the six-month rule and allowing an extension of the absence of the Mayor from attendance at meetings. All members in attendance voted

#### **Resolution**

**By a vote of 5 to 4 Council determined not to waiver the six-month rule (Local Government Act 1972 s 85) to extend the period whereby the reason for the absence of the Mayor from Council Meetings might be agreed and her period of absence extended.**

#### 114 **Audit Wales – Additional Fees 2018/19 Audit**

114.1 To receive an update regarding additional fees invoice charged by Audit Wales in respect of their Audit of Magor with Undy Community Council for year 2018/19 and the Public Interest report.

The chair introduced an update in regard of the invoice for additional fees charged by the Wales Audit Office. On the 12th of December 2022, an email was received from Audit Wales for with an invoice for £21,570, payable for “additional work” in respect of the audit of Magor with Undy Community Council for the year 2018-2019, and the subsequent report in the public interest. At that time the responsible financial officer, the Mayor and councillors were appraised of the invoice, and we were not comfortable in making a payment until there was clarity on what exactly the invoice was for.

Over the ensuing months we have sought clarification on the breakdown of those costs. The final pieces of the jigsaw have been received from Audit Wales. The Clerk is preparing a report and was hoping to have brought it to this meeting. Subject to capacity the clerk is hoping that we will be able to bring this to the next practicable ordinary meeting for discussion and resolution. Council will be able to have full discussion about the options in respect of the fee. You will be aware that the invoice is showing in our accounts as an accrual at the present time. For your information, because this has taken a long time for us to resolve, and for audit Wales to provide

us with the relevant information. Audit Wales have also confirmed that they are not charging us any interest on the outstanding fee for the period.

Under the stewardship of the Mayor, Cllr Hopkins, it was felt to be right and proper, that we did not pay the fee until we were clear what the fee was for.

**Cllr Bisi** expressed thanks and acknowledged that this will have involved a significant amount of work for the clerk. Cllr Bisi felt that this would particularly be the case as he would be picking this up as a new clerk.

**Cllr Kirkham:** Asked for clarification as to whether the report that the clerk is going to present to Council would include a breakdown of how the costs were made up. It was hoped that it would be ready for this meeting, however I appreciate that a lot of work has been undertaken. It would be helpful that the report contains reference to how the overall costs were built, the process of the audit and the clearance and not simply the number of hours overall. The process in conducting the audit, and then the process that followed that in respect of queries that were raised repeatedly. The whole process where costs were accrued which amounts to public money that Council will have to spend. Cllr Kirkham requested a timeline.

**Clerk – William Lewis:** Members were informed that the final piece of information came from Audit Wales just recently. In respect of the breakdown and the costing involved, and how that figure of £21,570 was charged. The information was not received in time so that a report could be prepared earlier. The intention is to bring it to the full council meeting of the 9th of December, and it will be comprehensive as I can be made so that council have a clear picture of the enquiries undertaken and engagement with Audit Wales over the last two years.

**Cllr Donna James:** Announced that she and Cllr M James had attended a SLCC training event the previous week, where a similar issue was brought to the attention of attendees. The Clerk had been trying to find out if any other Councils had the same issues. Cllr James advised that at that training session a very small Council had been billed £16,000 for an audit. The WAO officer who was presenting at this training event commented that the fee structure for audits had changed in 2016. The fee will have to be paid, Council was made aware of the fee structure.

#### **Resolution**

**The item was an update only and this business shall be included on the agenda of Ordinary Meeting of Monday 09<sup>th</sup> December 2024, subject to the requisite report being completed.**

115

#### **Finance**

115.1

To agree to vire £2,715 from Professional Services budget and £5,000 from Community Services Project into the Grants and Donations Budget.

MUTC has received an increase in grant applications – the increase would allow some budgetary provision for the remainder of the year. If the virements are agreed the remaining Grants and Donations budget would amount to £5,000 for the remainder of the financial year.

Proposal: To vire £2,715 from Professional Services Budget and £5,000 from Community Services Project into Grants and Donations

Proposer – Cllr M Bisi and Seconded by Cllr M James.

#### **Resolution**

**To vire £2715 from professional services cost centre and £5000 from the community services cost centre/budget into the Grants and Donations cost centre/budgets and arrange virements of stated amounts as proposed.**



### **Multi Use Games Area (MUGA) Portacabin**

To receive Clerks report and agree actions necessary.

### **During this debate Cllrs Bisi and Cllr Baker declared a non-prejudicial interest**

The Clerks report, its implications and issues of the Portacabin in respect of its condition, removal and replacement were debated in detail by members with contribution also from a member of the public in physical attendance.

### **Resolved**

**To proceed with the resolution 68.1 agreed at Extraordinary Meeting of 27th July 2022 to encourage and promote greater use the facility having due regard to the works identified in the report of the Town Clerk and subject to pre planning advice regarding any requisite planning consent of Monmouthshire County Council Planning Department.**

### **116 Sycamore Lane – re-surfacing**

**116.1** To receive complaint from a resident and details of initial enquiries conducted by the Clerk regarding the condition of the surface of the lane and agree actions necessary.

This agenda item was debated in detail by members with contribution also from a member of the public in physical attendance.

It is acknowledged has budgetary provision of £15,500 for remedial work of Sycamore Lane which may no longer be sufficient to complete the task which would mean to complete the task of resurfacing this road having due regard to sustainable drainage and flood risk assessment meaning that budgetary movements will be essential.

Debate also considered the matter of how it impacted upon the work required in respect of the removal of and replacement of the Portacabin.

The immediate issue of a risk to health and safety of residents and of pedestrians because of flooded potholes and a poor state of repair of Sycamore Lane was discussed.

Proposal: That the Clerk shall progress arrangements for a sustainable solution in respect of a project for re-surfacing Sycamore Lane and more immediately will attend to reparation of the lane regarding potholes. Proposer Cllr Hammett Johnson. Seconded by Cllr Bisi and unanimously agreed. Proposal carried.

### **Resolved**

To progress arrangements for a sustainable solution in respect of a seeking quotes for re-surfacing Sycamore Lane. In the interim to make urgent arrangements following the clerk's assessment that the condition of the lane poses a health and safety risk, for urgent remedial repair to the potholes on Sycamore lane in line with financial regulation 4.5. To allow the clerk and RFO to authorise revenue expenditure on behalf of the Council which in the RFO's judgement it is necessary to carry out. This expenditure will be notified to the chair and reported to council as soon as practicable thereafter.

### **117 RDLP – Dancing Hill and Langley Close**

**117.1** To note that MUTC's submission to the RLDP to protect existing amenity land as a Candidate site for protection has been given little or no consideration. The Council's application was supported by planning consultancy reports commissioned by MUTC. It is suggested that the council agree to seek further support from Andrea Pellegram Planning Consultancy for the drafting of a consultation response and to make necessary budgetary provisions for this from the professional services budget,

There was extended debate between members of MUTC with contribution from County Councillor John Crook and a member of the public in person.

The following proposals were considered:

**Councillor M James:** NOT to engage a planning consultant because no consideration to previous consulting reports had been included in the RDLP and was not best use of public money. Seconded by Cllr D James and carried by show of hands.

**Cllr Catherine Baker:** We give short reply, reiterating that we maintain our position that our green and open spaces need protection from development. The Council has had a great deal of consultation with residents over the last 6 months who feel that the amenity space in the area is very important and should be protected.

**Resolution**

**To not request the services of Andrea Pellegram Planning Consultancy for drafting of a response to the RDLP consultation.**

**To submit a very brief statement of support with reference community engagement during the last six months about open space and the use of open space the enjoyment of the use of those spaces.**

**118 Business Support and Projects Officer Appointment 20/05/24**

118.1 To note that the Business Support and Projects Officer has successfully completed the probationary period following appointment to the role and that tenure as a permanent member of staff of Magor with Undy Town Council is confirmed.

**Resolution**

**Noted by members and congratulations were extended.**

**119 Festive Décor and Lighting**

- 119.1
- I. To receive a request for provision of festive decoration/lighting at Magor Square consequent to the fire resulting in temporary closure of the Golden Lion which has impacted upon amenity and vibrancy of Magor Square.
  - II. To note that this request may be accommodated with the existing budgetary provision and to agree actions necessary.

Members were requested to consider some provision of festive lighting outside the Golden Lion Public House, Magor Square which has been closed for several weeks following a fire at the premises. As a result, that side of the square seems dark, uninviting and lacking festive cheer.

Members had discussion about the previous resolution for provision of Christmas trees. Some members felt that this was not in line with the Council's resolution to purchase 3 trees. The chair clarifies that providing some additional festive items in the square does not negate the motion, it is simply a response to a further request of the Council. It was not about supporting a singular business but about supporting a festive atmosphere in Magor Square which has been diminished, particularly at night due to the very sad fire damage to the Golden Lion.

Proposal by Cllr Hammet-Johnson: The office shall investigate for the provision of a small Christmas Tree with battery-controlled lights or similar. Seconded by Cllr Cawley. Carried by a majority. It was noted that this can be accommodated within existing budgetary provision.

**During the debate about this business at 20:58 the Chair requested agreement to suspend standing order 3.3v to enable completion of business to be transacted.**

**Resolution**

**Officers shall implement the proposal limited to a cost of between £150 and £200 for the provision of a Christmas Tree and lighting to be erected on the nearside of Magor Square.**

21:02  
Hours

**This extraordinary meeting was concluded**

# MAGOR WITH UNDY TOWN COUNCIL

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### Ordinary Meeting of Monday 13<sup>th</sup> January 2025

Draft Minutes of meeting of Magor with Undy Town Council  
held at Magor Baptist Church and remotely via Zoom  
at 1900 hours Monday 13<sup>th</sup> January 2025

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Carole Hopkins	Online
Deputy Mayor, Cllr Frances Taylor (Chair)	In person
Cllr Penny Kirkham	Online
Cllr Victoria Hammett-Johnson	Online
Cllr Paul Cawley	Apologies received
Cllr Dr Mario Bisi	Apologies Received
Cllr M James	In person
Cllr D James	In person
Cllr Neeta Baicher	In person
Cllr Catherine Baker	Online
<b>Officers</b>	
William Lewis – Clerk/RFO	In person
Rachel Jones – Business Support and Projects Officer	In Person
<b>County Councillors</b>	
<b>Public attendance</b>	
In Person	Nil
Remotely via ZOOM	6 persons

#### Public Open Forum

There were no members present in person. Participants online were invited to give presentation.

No person indicated that they wished to participate.

#### 137 Chairs Announcements

137.1 The Mayor addressed Council advising that consequent to her continued recovery from illness that the Deputy Mayor Cllr Frances Taylor shall preside at the meeting in her stead.

137.2 To receive apologies for absence from Councillors.

**Received as detailed above.**

137.3 To receive any update and feedback in respect of meetings, functions, events or matters arising.  
**There was no business to be determined.**

**138**            **Declarations of Interest**

**138.1**          To receive any declarations of interest in items on the agenda.

**'Declarations of Interest' were received from Cllrs Kirkham and Hammett-Johnson in respect of Agenda Item 9 Undy and Magor Horticultural Society.**

**139**            **Correspondence**

**139.1**          To note and agree that correspondence relative to agenda items has been received by Council Members.

Cllr M James questioned the absence from the website of the Internal Auditors report. The Clerk responded that the report was for Council to consider the observations within that report which would then be published. Cllr Catherine Baker pointed out the legal obligation that any papers included as appendices to an agenda should be published on the website. The Clerk asked if this also applied to unapproved banking reconciliation reports and Cllr Baker confirmed that fact. The Clerk stated that this was the first time that this requirement had been raised and that henceforth that this will be executed.

Cllr Kirkham thanked Cllr Baker for bringing this to our attention and perhaps she should communicate with the Clerk in respect of any other matters we should be aware of.

Cllr Hopkins asked Cllr Baker how long this had been a requirement and was informed by Cllr Baker that the requirement has been in effect for many years and recently updated about three years previously.

Cllr Hopkins questioned why Council were only today being appraised of this to which Cllr Baker stated that she had noted the absence of associated documents on the website today.

Cllr Hopkins thanked Cllr Baker for the explanation.

Cllr M James suggested that this may be a good starting point to consider providing embedded links within the published agenda.

The Deputy Chair thanked Cllr M James and acknowledged that the office could explore the implementation of this but to note that a key issue is the uploading of documents to the Council website.

Cllr Baker indicated that this was something that she could assist with and would communicate with the office.

**140**            **His Majesty the King - New Year Honours**

**140.1**          To note that Town Mayor Carole Hopkins has been recognised in HM King Charles Honours 2025. Cllr Hopkins receives a British Empire Medal in recognition of her service to the community of Magor.

Cllr Frances Taylor stated that all will wish to offer congratulations to the Town Mayor, Councillor Carol Hopkins, who has been recognized in His Majesty King Charles, New Year's Honours List of 2025 and Councillor Hopkins receives a British Empire Medal in recognition of her service to the community of Magor over a period of something like 45 years.

Cllr Hopkins thanked the Council and added that while the award does not relate to her role as Mayor that she had received invitations for all sorts of things from various sources and that she is hoping is that although the award is not linked to Council there may be opportunity in some of these invitations that can used for the benefit of the communities. She promised to keep everyone involved.

**141**            **Minutes of Previous Meetings**

**141.1**          To adopt the draft minutes of Extraordinary Meeting of 02nd December 2024 (Appendix A).

Representation was received from Cllrs Kirkham re Minute 115.1 identifying a formatting error, where Agenda item "Multi Use Games Area (MUGA) Portacabin" had been merged under that minute number.

Also, that the resolution relating to "Multi Use Games Area (MUGA) Portacabin" required amendment to read:

***To proceed with the resolution 68.1 agreed at Extraordinary Meeting of 26th July 2022.***

***To encourage and promote greater use the facility having due regard to the works identified in the report of the Town Clerk at the meeting of 02<sup>nd</sup> December 2024 subject to pre planning advice regarding any requisite planning consent of Monmouthshire County Council Planning Department.***

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Representations was received from Cllr Donna James:

**Minute 110.1** - it be recorded that Cllr Baker questioned if public were going to be given opportunity to speak and that she (Cllr D James) had reminded the chair of the statutory requirement of allowing public participation.

**Minute 113.1** - requested that additional details be included in respect of comments made Councillors and a member of the public.

**Minute 114.1** - requested clarification of summarisation of her comments.

**Minute 115.1 Multi Use Games Area (MUGA) Portacabin** - requested that content should also include that 'Planning requirements' Multi Use Games Area (MUGA) Portacabin" were discussed in detail.

**Minute 117.1** – request amendment so that it reads: ***'To not request the services of Andrea Pellegram Planning Consultancy for drafting of a response to the RDLP consultation.***

***Cllr D James shall prepare a brief statement reiterating Council position in support of Magor and Undy with reference community engagement during the last six months about open space, the use of open space and the enjoyment of the use of those spaces.'***

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**Cllr D James referred to printed email from Cllr Bisi:**

Clerk acknowledged receipt of the same email received that day and of the response to Cllr Bisi and copied to all Councillors.

**Minute 113.1**

Comments from the resident are not included.

There is no mention in the Minutes that it might be some time before the Mayor would be well enough to return.

Reference to Cllr Frances Taylor and the Chair are interchanged.

Consideration when voting of the best interest of Council and the health of the Mayor.

Chairs instigation of "Casting Vote" and intervention of Cllr Baker

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Cllrs D James and M James both requested that the minutes of 02<sup>nd</sup> December 2024 should include the details of the business referring to the vote in respect of the Waiver of six-month Councillor attendance rule in regard to the absence of The Mayor. That the Chair had attempted to instigate a casting vote when she had counted the votes as 5 to 4 against the waiver had it not been for the intervention of Cllr Baker.

The Chair acknowledged that she had made an error in her count at that meeting and gave further acknowledgment of that error.

It was proposed by Cllr Baker that the Clerk shall listen to the recording of the meeting to make necessary amendments to the minutes. Seconded by Cllr Kirkham and agreed by show of hands

#### **Resolution**

**The adopting of the minutes of the extraordinary meeting of the 02<sup>nd</sup> December 2024 shall be deferred to allow the clerk to listen to the recording, make amendments appropriate to representations received and bring back to Council.**

To adopt the draft minutes of Ordinary Meeting of 09th December 2024 (Appendix B).

Representation of Cllr Kirkham re minute 127.1 and requirement to correct resolution where it states remaining members (3). This requires to be changed to **(2)**

Representation of Cllrs D James and M Bisi

Cllr Baker was not absent as detailed but had sent apologies by email at 18:05 hrs on the evening of the meeting.

The Clerk informed the meeting that he had not had opportunity to check emails prior to commencement of the meeting due the requirements of preparation of the equipment and facilities to hold the meeting at the venue.

Cllr James suggested that officers shall monitor the admin email account up to commencement of meeting to receive correspondence from Councillors and members of the public.

Chair agreed that officers should try to do that but consideration has to be given setting up the meeting room and equipment prior to commencement which may mean that this is not possible.

Resolution

**Minutes of Ordinary Meeting of 09<sup>th</sup> December 2024 are adopted with corrections as identified.**

**142 Finances**

**142.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30/11/24 and month ending 31/12/24. (Appendix A).

Received and agreed

**142.2** To receive RBS Financial Software reconciliation reports for month ending 30/11/24 and month ending 31/12/24. (Appendix B).

Received and agreed

**142.3** Virements – to approve virement of sums of money between budgets lines as detailed. (Appendix C).

Clerk/RFO referred to the appendices included in the Agenda pack. Members considered the proposed virements and adjustments were made.

Acceptance of adjusted virements was proposed by Cllr Hopkins, seconded by Cllr Kirkham and agreed by members show of hands.

Resolution

**Virements between budget lines agreed as detailed in Appendix C of the minutes.**

**143 Interim Audit 2024-2025 IAC Audit & Consultancy Ltd.**

**143.1** To receive Interim Audit Report of Thursday 28 November 2024 from IAC Audit & Consultancy Ltd for the Financial Year 2023/2024 and agree actions necessary.

Council discussed the observations report as detailed in the Interim Internal Audit report and provided details of the responses to each of the observations.

The Clerk informed Council that in respect of section 4(1) that this information had been provided to the Internal Auditor following previous audit. That the error had been acknowledged by the internal auditor who had yet to provide an amended observation report.

**Resolution**

**The Clerk shall investigate Item 4.2 of the report and bring back findings at the Finance Meeting of 20<sup>th</sup> January 2025.**

**The Clerk shall complete the table of responses in the remainder of observation report and present at the Ordinary Meeting of the 10<sup>th</sup> February 2025 for approval.**

**144 Review of Financial Regulations and Standing Orders**

**144.1** To receive and agree actions necessary following review by the Clerk of councils current Financial Regulations and Standing Orders.

Members concluded that the content of the recently published Model Financial Regulations in 2024 and Model Standing Orders in 2023 required to be scrutinised by members and their observations and suggestions discussed at a future meeting of Full Council.

**Resolution.**

**To defer to an Extraordinary meeting of Full Council as soon as practicable.**

**20:21** Cllr Kirkham (online) and Cllr Hammett-Johnson (online) removed themselves from the meeting  
**hrs** room in accordance with their declarations of interest in respect of the following business to be transacted.

**145 Grant Application deferred from Council meeting of 09th December 2024**

**145.1** To receive a Local Support Grant application from Undy & Magor Horticultural Society seeking the grant of £1000.00 (Appendix G).

Members discussed the content of the application first presented to Council on the 09<sup>th</sup> December 2025 and the intended use of funds.

Cllr Baker commented that grants could not be approved for retrospective funding and in consideration of the ongoing operation and intentions of the Society, proposed that Council approve the grant for use on future projects, seconded by the Cllr Hopkins and agreed by show of hands.

**Resolution**

**To grant the application subject to confirmation from the Undy and Magor Horticultural Society that the money shall be for future projects and not retrospective costs.**

**Power to spend: Local Govt Act 1972 s.145**

**20:30** Cllr Kirkham (online) and Cllr Hammett-Johnson (online) re-joined the meeting room.  
**hrs**

**146 Future Energy Llanwern Solar Project - EIA Scoping Notification and Consultation**

**146.1** The Applicant for the Proposed Development intends to make an application for Development Consent under the Planning Act 2008. The Applicant has sought a Scoping Opinion from the Planning Inspectorate, on behalf of the Secretary of State, as to the scope and level of detail of the information to be provided within the Environmental Statement that will accompany its future application.



The Planning Inspectorate has identified Magor with Undy Town Council as a consultation body to inform the Scoping Opinion and is therefore inviting comment no later than statutory requirement of 16th January 2025. (Information corresponded separately 06/01/25)

Members discussed this consultation and how the timing of its delivery on 19<sup>th</sup> December 2024 just prior to Festive Holiday Period, its expansive content and the response date of 16<sup>th</sup> January 2025 afforded little opportunity to fully consider the proposed development which is accepted as a project of National Significance.

Cllr Taylor informed Council that she would prepare a response and requested that if Councillors had specific points or representations that they wished to be included in the Councils response that they send them to the Office bearing in mind that a response is required no later than 16<sup>th</sup> January.

**Resolution**

**Cllr Taylor on behalf of Magor with Undy Town Council shall prepare and submit a response in respect of this consultation using existing information in respect of the Gwent levels and the likely impact of the SSI.**

- |                      |  |
|----------------------|--|
| <b>147</b>           | <b>Future Meetings</b>                             |
| <b>147.1</b>         | 7.00pm Monday 20th January 2025. Finance Meeting   |
| <b>147.2</b>         | 7.00pm Monday 10th February 2025. Ordinary Meeting |
| <b>20:49<br/>hrs</b> | <b>Meeting concluded</b>                           |



### EXCEL RECORD OF INCOME TO 30/11/24

DATE	REF	Recon	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	PSDF/CCLA	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					-65,414.58	137,050.26	455,518.04	10,117.00	324.00	224,067.00	11,168.50	1,491.30	774,321.52
1/11/24	FP 0343			ALLOTMENT					12.00				12.00
4/11/24	FP 0344			ALLOTMENT					12.00				12.00
4/11/24	FP 0345			ALLOTMENT					12.00				12.00
4/11/24	FP 0346			INVESTMENT INCOME			1,911.09						1,911.09
8/11/24	FP 0351			ALLOTMENT					12.00				12.00
11/11/24	FP 0352			ALLOTMENT					24.00				24.00
11/11/24	TFR 0353			FUNDS TRFR	20,000.00	-20,000.00							0.00
12/11/24	FP 0354			ALLOTMENT					12.00				12.00
13/11/24	FP 0355			ALLOTMENT					12.00				12.00
13/11/24	FP 0356			MUGA- MUTC 0027								17.00	17.00
13/11/24	FP 0357			MUGA- MUTC 0026								11.00	11.00
15/11/24	FP 0358			MUGA- MUTC 0025								7.00	7.00
15/11/24	FP 0359			VAT PAYMENTS RFND				16,343.91					16,343.91
18/11/24	FP 0360			ALLOTMENT					12.00				12.00
18/11/24	FP 0361			ALLOTMENT					12.00				12.00
19/11/24	FP 0364			MUGA- MUTC 0028								11.00	11.00
20/11/24	FP 0365			ALLOTMENT					12.00				12.00
25/11/24	FP 0370			ALLOTMENT					24.00				24.00
26/11/24	FP 0372			ALLOTMENT					12.00				12.00
26/11/24	FP 0373			ALLOTMENT					12.00				12.00
26/11/24	FP 0374			ALLOTMENT					24.00				24.00
26/11/24	FP 0375			MUGA- MUTC 0029								3.50	3.50
27/11/24	FP 0394			ALLOTMENT					12.00				12.00
28/11/24	FP 0395			ALLOTMENT					12.00				12.00
28/11/24	FP 0396			ALLOTMENT					12.00				12.00
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					-45,414.58	117,050.26	457,429.13	26,460.91	564.00	224,067.00	11,168.50	1,540.80	797,866.02

**EXCEL RECORD OF EXPENDITURE TO 31/12/24**

DATE	TRANS NO	Minute No or Cost code	PAYEE	DESCRIPTION	Ref com	SALARIES	ESTABLISHMENT	S.127	BANK CHARGES	VAT	TOTAL
B/f/w/d						57,801.09	125,049.06	0.00	71.90	17,161.22	200,083.27
4.12.24	DD 0397	4475		CONFIDENTIAL WASTE COLLECTION			74.35			14.87	89.22
5.12.24	DD 0398	4190-110		CONFERENCE CALLING			12.99			2.60	15.59
5.12.24	DD 0399	4100		BANK CHARGES					12.10		12.10
5.12.24	DCD 0400	4700-190		XMAS TREE LIGHTS			15.00			2.99	17.99
9.12.24	DD 0401	4145		COUNCIL OFFICE RATES			411.00				411.00
10.12.24	DCD 0402	4700-190		PURCHASE BATTERIES (Xmas Tree			10.00				10.00
31.12.25	DD 0402A	4200-115		ELECTRIC - SALISBURY HSE			105.44			5.27	110.71
16.12.24	DD 0405	4240-170		PORTACABIN RATES - PCM			62.00				62.00
17.12.24	DD 0406	4170		MOBILE CONTRACT			50.78			10.16	60.94
20.12.24	DD 0407	4155		PRINTING COSTS			33.99			6.80	40.79
20.12.24	DD 0408	4170		BROADBAND TELEPHONY			144.15			28.83	172.98
17.12.24	BACS 0409	4205-115		OFFICE CLEANING			60.00				60.00
19.12.24	BACS 0410	4440-150		SLA GENERAL			5,111.11			1,022.22	6,133.33
19.12.24	BACS 0411	4550-160		SLA ROSPA INSPECTIONS			168.63			33.73	202.36
19.12.24	BACS 0412	4550-170		SLA MUGA INSPECTIONS			22.01			4.40	26.41
17.12.24	BACS 0413	4460-150		DOG WASTE			1,188.00			237.60	1,425.60
17.12.24	BACS 0414	4190		SOFTWARE AND SECURITY			156.70			31.34	188.04
17.12.24	BACS 0415	4210		YOUTH CLUB HALL HIRE			220.00				220.00
17.12.24	BACS 0416	4115-110		INTERIM AUDIT 28/11/24			395.00			79.00	474.00
19.12.24	BACS 0417	4090-110		IRPW ALLOWANCES			52.00				52.00
19.12.24	BACS 0418	4090-110		IRPW ALLOWANCES			52.00				52.00
19.12.24	BACS 0419	4090-110		IRPW ALLOWANCES			52.00				52.00
19.12.24	BACS 0420	4090-110		IRPW ALLOWANCES			52.00				52.00
19.12.24	BACS 0421	4090-110		IRPW ALLOWANCES			52.00				52.00
17.12.24	BACS 0422	4700-190		CHRISTMAS TREE			55.00				55.00
19.11.24	BACS 0423	4145		RENT 25/12/24 TO 24/03/25			1,900.00			380.00	2,280.00
19.11.24	BACS 0424	4210-110		YOUTH SERVICES 2024-25			11,738.47				11,738.47
19.12.24	BACS 0425	4700-190		COLUMN LIGHTS O/S COOP			460.00			92.00	552.00
19.12.24	BACS 0426	4080-110		TRAINING-3 MEMBERS ATTENDED			195.00			39.00	234.00
17.12.24	BACS 0427	4205-115		WINDOW CLEANER (NOV)			7.00				7.00
27.12.25	BACS 0428	4110-110		ADDITIONAL WORK RE 2018/2019			21,570.00				21,570.00
20.12.24	BACS 0429	4210		LS GRANT (MIN 28.1 OF 100624)			12,500.00				12,500.00
20.12.24	BACS 0430	4115-110		SALARY ADMIN			20.00				20.00
20.12.24	BACS 0431	4000-110		STAFF X 4		4,512.36					4,512.36
20.12.24	BACS 0432	4030-110		STAT DEDUCTIONS		1,194.88					1,194.88
20.12.24	BACS 0433	4040-110		PENSION CONTRIBUTIONS		1,335.80					1,335.80
20.12.24	BACS 0434	min 241		LUNDY ALLOTMENT IMPROVEMTS			1,910.00			382.00	2,292.00
20.12.24	BACS 0435	4205-115		WINDOW CLEANER (DEC)			7.00				7.00
20.12.24	DCD 0436	4150		STAMP PAD INK			4.32			0.87	5.19
											0.00
											0.00
											0.00
						64,844.13	183,917.00	0.00	84.00	19,534.90	268,380.03

**EXCEL RECORD OF INCOME TO 31/12/24**

DATE	REF	Recon	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	PSDF/CCLA	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					-45,414.58	117,050.26	457,429.13	26,460.91	564.00	224,067.00	11,168.50	1,540.80	792,866.02
5/12/24	FP 0403			ALLOTMENT					12.00				12.00
2/12/24	CRINT 0404			GEN RESERVE - INTEREST		473.08							473.08
18/12/24	TRFR 0437			FUNDS TRFR (FR-5.5c)	20,000.00	-20,000.00							0.00
19/12/24	TRFR 0438			FUNDS TRFR (FR-5.5c)	20,000.00	-20,000.00							0.00
20/12/24	TRFR 0439			FUNDS TRFR (FR-5.5c)	15,000.00	-15,000.00							0.00
20/12/24	FP 0440			ALLOTMENT					12.00				12.00
24/12/24	FP 0441			ALLOTMENT					12.00				12.00
31/12/24	FP 0442			WAYLEAVES								17.27	17.27
24/12/24	FP 0443			PRECEPT#3						112,033.00			112,033.00
24/12/24	TRFR 0444			FUNDS TRANSFER	-110,000.00	110,000.00							0.00
3/12/24	FP 0445			INVESTMENT INCOME			1,805.62						1,805.62
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					-100,414.58	172,523.34	459,234.75	26,460.91	600.00	336,100.00	11,168.50	1,558.07	907,230.99

## APPENDIX C

### LIST OF AGREED VIREMENTS BETWEEN BUDGET HEADINGS

	<b>FROM</b>			<b>TO</b>	
<b>AMOUNT</b>	<b>NOMINAL- COST CENTRE</b>	<b>BUDGET HEADING</b>	<b>MITIGATION</b>	<b>NOMINAL -COST CENTRE</b>	<b>BUDGET HEADING</b>
£5350	4000 - 110	SALARIES	UNDERSPENT	4040-110	PENSIONS
£50	4050 - 110	STAFF MILEAGE	UNDERSPENT	4070 - 170	STAFF EXPENSES
£500	4140 - 110	INSURANCE	UNDERSPENT	4130-110	SUBSCRIPTIONS
£250	4150 - 110	STATIONARY&OFFICE	UNDERSPENT	4155-110	PHOTOCOPIER
£1350	4110 - 110	AUDIT FEES	UNDERSPENT	4170-110	TELEPHONE & BROADBAND
£500	4225 – 110	HYBRID MEETINGS	UNUSED	4190-110	IT
£200	4220 – 110	HALL HIRE	UNDERSPENT		
£400	4140 - 110	INSURANCE	UNDERSPENT		
£650	4200 - 170	MUGA UTILITIES	UNDERSPENT	4145-110	OFFICE ACCOMODATION
£500	4300 - 150	H&S INSPECTIONS	UNUSED	4550-160	PLAYPARK INSPECTIONS
£36	4300 - 170	MUGA MAINTENANCE	UNDERSPENT	4240-170	MUGA RATES

**APPENDIX D**

**IAC AUDIT & CONSULTANCY OBSERVATIONS OF INTERIM AUDIT OF 28/11/24**

No.	Audit Test	Response	Observation	Recommendation	Priority
1	Is Clerk CILCA qualified?	No	<i>The Clerk is not CilCA qualified but is pursuing the qualification.</i>	Council to note.	Medium
2	Have tenders been obtained as set out in Financial Regulations?	Yes	<i>It is understood that the Council is planning the procurement of play equipment, the value of which will exceed the £25,000 (£30,000 including VAT) tender limit as set out in the Councils Standing Orders and Financial Regulations.</i>  <i>(It is very common for local councils to purchase play equipment on a shortlist / direct procurement basis).</i>	Should the Council decide to procure the play equipment without the use of formal Public Tenders the Council must formally Minute a decision to do this and to waive its Financial Regulations and Standing Orders in respect of this decision.  The Council should also record in the Minutes of the relevant meeting, the reasons for procurement outside of the normal tendering process.	High

3					
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No.	Audit Test	Response	Observation	Recommendation	Priority
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory
2	Minutes reviewed and no 'unusual activity' identified (interim - give date of last Minutes reviewed)	Yes	<i>It was noted that the Council has a practice of approving Minutes of the annual meeting of the Council at the next annual meeting (i.e. it waits a full year to approve the Minutes). It is unclear why this is done, it appears to be a longstanding practice.</i>	Meetings of the Annual Meeting of the Council should be approved at the next ordinary meeting of the Council.	Medium

3	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>As at the date of the interim audit the Council had not reviewed the effectiveness of its internal control system as required by Regulation 5 of the Accounts and Audit Regulations (Wales) 2014.</i>	Council to note the requirement for it to regularly review its internal control system and ensure that this is done prior to the end of the financial year.	High
4					
<b>No.</b>	<b>Audit Test</b>	<b>Response</b>	<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>
1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	<i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>	Council to provide its comments on the previous Internal Audit Observations.	Medium
2	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<i>The budget recorded in the Councils accounting system does not agree to the budget set by Council</i>	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High
5					
<b>No.</b>	<b>Audit Test</b>	<b>Response</b>	<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>
1	Has the Investment Strategy been published on the Councils website?	No	<i>The Council has not published its Investment Strategy on the Councils website as required by the Statutory Guidance on Local Council Investments.</i>	Council to ensure that its Investment Strategy is published on its website in accordance with statutory guidance.	Medium



2	Has the Investment Strategy been subject to annual review?	No	<i>The Investment Strategy has not been subject to annual review. (Minutes of Council meeting of 16th May 2024 record agreement to defer publication).</i>	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High
10					
<b>No.</b>	<b>Audit Test</b>	<b>Response</b>	<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>
1	Prior year accruals have been correctly reversed in the current year. (interim)	Yes	<i>It was noted that an accrual for £21,570 due to audit Wales on nominal code 510 remains outstanding as at the date of the interim audit. It is understood that this is pending clarifications requested on the calculation of the amount due.</i>	Council to note that the accrual balance remains on nominal code 510 (this should offset the payment when it is made).	Medium

# MAGOR WITH UNDY TOWN COUNCIL

## MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)web: [www.magorundy.org.uk](http://www.magorundy.org.uk)

### Annual Finance Meeting of Monday 20<sup>th</sup> January 2025.

19:00 hrs – 22:09 hrs

Draft Minutes of meeting of Magor with Undy Town Council  
held at Magor Baptist Church and remotely via Zoom

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Carole Hopkins	Apology received
Deputy Mayor, Cllr Frances Taylor (Chair)	In person
Cllr Penny Kirkham	In person
Cllr Victoria Hammett-Johnson	In person
Cllr Paul Cawley	Apology received
Cllr Dr Mario Bisi	Online
Cllr M James	Online
Cllr D James	Online
Cllr Neeta Baicher	Apology received
Cllr Catherine Baker	Online
<b>Officers</b>	
William Lewis – Clerk/RFO	In person
Rachel Jones – Business Support and Projects Officer	In Person
<b>County Councillors</b>	
<b>Public attendance</b>	
In Person	Nil
Remotely via ZOOM	Nil

The Chair noted that no members of the public were present at the meeting either in person or online.

#### 148 Chairs Announcements

148.1 To receive apologies for absence from Councillors.

**Apologies received as detailed above.**

148.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.  
**No information was required to be announced.**

#### 149 Declarations of Interest

149.1 To receive any declarations of interest in items on the agenda.

**Cllr M Bisi and Cllr C Baker on Youth Provision (declared at agenda item - determined to be non-prejudicial.)**

#### 150 BANKING PROVISIONS and INVESTMENTS

150.1 To consider Bank Account and Investment Account requirements of the Town Council.

- a) To note and consider current signing authority and whether it is fit for purpose, agreeing any actions and/or changes required

**Resolution:**

**No alterations required with current authorisations and signatories.**

- b) To approve the payments for services, utilities and regular payments by CHAPS/BACS, variable direct debit, standing order or recurring payment for the financial year 2025/2026.

**Resolution:**

**Continuation of payments for services, utilities and regular payments by variable direct debit, standing order or recurring payment for the financial year 25/26 were approved.**

- c) To approve for transfer of monies between the Councils Current Bank Account and the Councils Investment Account (CCLA/Public Sector Deposit Fund).

**Resolution:**

**Council approved the transfer of monies between Councils Current Bank Account and the Councils Investment Account (CCLA /Public Sector Deposit Fund)**

**151 INTERNAL AUDITORS**

- 151.1** *To agree the appointment of IAC Audit & Consultancy Ltd as Councils Internal Auditors for the Financial Year 2025/2026*

*Cllr M Bisi enquired how many years council had used IAC and of the need to consider potential issues associated with multi-year contracts.*

*William Lewis provided positive feedback on the quality of service provided by IAC. This was supported by Cllr Kirkham who commented on the provision of IAC of interim audits which benefited Council in preparation for the full audit.*

*William Lewis also highlighted that there is a shortage of Auditors. Cllr C Baker informed Council that it is known that the demand for Auditors outweighs availability at present but suggested that Council could explore the availability of alternative Internal Auditors for next year.*

*Proposal by Cllr Kirkham to appoint IAC Audit & Consultancy Ltd as Councils Internal Auditors for the Financial Year 2025/2026 was seconded by Cllr Hammett-Johnson and carried by show of hands.*

*The Chair requested that the minutes should include detail regarding the scarcity of Internal Auditors and that Council should seek wider availability and quotations for year 2026/2027.*

**Resolution:**

**To appoint IAC Auditing and Consultancy Limited as Internal Auditor for Magor with Undy Town Council for year 2025 /2026.**

**Power: Section 151 of the Local Government Act 1972 and The Accounts and Audit Regulations (Wales) 2014 (as amended)**

**152 INTERNAL AUDITORS INTERIM REPORT**

- 152.1** *To receive clarification of Section 4.2 of the Interim Audit Observation Report of 28th November 2024 and agree actions as necessary.*

*The examination of the issue identified within the observation of the interim audit revealed that there were formulae errors in the Excel Budget spreadsheet used at the Finance Meeting of 22<sup>nd</sup>*

January 2024. Whereas the constituent lines in the spreadsheet were accurate the sum total was inaccurate as a consequence of the formulae error which resulted in the incorrect £652,232 budget expenditure.

When the formulae error in the spreadsheet was corrected the budget was re-calculated to show £667,973 which is the figure accurate within Councils Financial Software program.

It should therefore be noted that the budget expenditure of £652,232 as recorded under minute number 165.1 the Finance Meeting of 22/01/24 was incorrect due to an error in the spreadsheet and the corrected budget expenditure is £667,973

**Resolution:**

**To note that the budget expenditure of £652,232 as recorded under minute number 165.1 the Finance Meeting of 22/01/24 was incorrect due to an error in the spreadsheet and the corrected budget expenditure should have been recorded as £667,973**

**153 PROJECTED RECEIPTS & PAYMENTS & DRAFT BUDGET**

**153.1 To agree the Budget for the Financial year 2025/2026.**

*Members gave discussion to the Budget Spreadsheet produced from Financial Software dated 31/12/24 that was screen shared. Budget lines were discussed, the YTD expenditure & balances were explained and proposals for the budget settings were agreed.*

At 8.53pm the Chair proposed that Standing Order 3.3v to extend the meeting beyond 2100 hours be suspended to complete business remaining. Seconded by Cllr Hammett-Johnson and carried by show of hands.

*When discussing budget settings for future projects there was extended debate in relation to existing projects calculating what Council were required to retain in general reserves for running costs. That what was being suggested in respect of the budgeting for provision of toilets would result in insufficient funds for running costs in general reserves OR the precept would need to be further increased. The Chair stated that there has been money in earmarked reserves for various projects for a number of years and that Council had not had the capacity to be in a position to deliver them and in that regard, members should be mindful that those projects require to be delivered before committing large amounts of earmarked reserves to any other proposed projects.*

**Resolution:**

**Members approved a budget for financial year 25/26 of £496,955 which incorporates a transfer of £145,205 from General Reserves; and EMR of £295,315 which incorporates a transfer of £28,522 from General Reserves. This assumes the Precept is set at £350,000 for the 25/26 financial year.**

**154 ANNUAL PRECEPT**

**154.1 To agree the Precept for Financial year 2025/2026.**

Proposal by Cllr Kirkham to set Precept at £350,000 was seconded by Cllr Hammett-Johnson and carried by show of hands.

**Resolution:**

**A precept request for £350,00 for financial year 25/26 will be submitted to Monmouthshire County Council.**

**154.2 To consider Monmouthshire County Council correspondence regarding the payment of the Precept under Council Tax regulations regarding receipt of payments and to note that Council shall continue to receive the Precept in three equal payments (April, August, December).**

**Resolution:**

A precept request for £350,00 for financial year 25/26 will be submitted to Monmouthshire County Council. The payments will be received from Monmouthshire County Council in equal amounts in April, August and December 2025.

**155 ANNUAL INVESTMENT STRATEGY**

**155.1** To agree that an Annual Investment Strategy be drawn up and adopted following the end of Year, as at the 31st March 2025.

Proposal by Cllr D James was seconded by Cllr M Bisi and carried by show of hands.

**Resolution:**

The Annual Investment Strategy shall be drawn up for adoption following the end of year as at the 31<sup>st</sup> March 2025.

**156 RBS YEAR END ACCOUNTANCY CLOSEDOWN SERVICE.**

**156.1** To receive quotes from Councils Financial Software provider for schemes to facilitate year end closedown of accounts and agree action as necessary.

*Members having been provided with correspondence in respect of Schemes offered by Council Financial Software provider RBS considered which would be preferred.*

*Proposal by Cllr Baker to register for the 3-year Gold Scheme was seconded by Cllr Bisi and carried by show of hands.*

**Resolution:**

Clerk to register for the RBS Gold Scheme 3-year package from 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2028.

**157 PWLB LOAN**

**157.1** To receive details regarding the outstanding balance of the Councils existing Public Works Loan Board arrangement and consider actions.

**Resolution:**

Council shall continue with current repayment plan for the PWLB Loan.

**158 NORTON LANE (POOR LAND)**

**158.1** To note that the Norton Lane 'Poor Land' requires to go out for tender July/August 2025.  
Topic:

**Duly noted by members**

**159 Meeting concluded at 10:09pm**

---

**EXCEL RECONCILIATION 01/01/25 TO 31/01/25****Current account statement  
balance as at**

31/01/2025	12,740.27
Minus outstanding cheques	

0.00	0.00
------	------

Current Account Balance

12,740.27
-----------

CCLA/PSDF	461,087.53	461,087.53
Current Account	12,740.27	12,740.27
BPA1 - Gen Dep	147,523.34	147,523.34
TOTAL		621,351.14

Total Receipts inc balances b/fwd

913,104.27

Minus total payments

291,753.13
------------

621,351.14
------------

**Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/01/2025		12,740.27
			<u>12,740.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,740.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,740.27
		<b>Balance per Cash Book is :-</b>	<b>12,740.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/01/2025	DD 0446	17.44		17.44		R <input type="checkbox"/>	BRITISH GAS
06/01/2025	DD 0447	15.59		15.59		R <input type="checkbox"/>	Zoom Video Communications
06/01/2025	DD 0448	171.97		171.97		R <input type="checkbox"/>	GRENKELEASING
07/01/2025	DD 0449	33.31		33.31		R <input type="checkbox"/>	BRITISH GAS
08/01/2025	DD 0450	411.00		411.00		R <input type="checkbox"/>	Mon CC
09/01/2025	DD 0451	8.50		8.50		R <input type="checkbox"/>	Barclays Bank
13/01/2025	DCD 0451A	13.25		13.25		R <input type="checkbox"/>	Amazon Service Europe
13/01/2025	BACS		20.50	20.50		R <input type="checkbox"/>	Receipt(s) Banked
15/01/2025	DD 0453	62.00		62.00		R <input type="checkbox"/>	Mon CC
15/01/2025	TRFR 0482		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
16/01/2025	BACS 0454	6,133.33		6,133.33		R <input type="checkbox"/>	Mon CC
16/01/2025	BACS 0455	40.00		40.00		R <input type="checkbox"/>	SQUEAKYCLEAN
17/01/2025	DD 0456	60.94		60.94		R <input type="checkbox"/>	EE LIMITED
24/01/2025	DD 0457	37.99		37.99		R <input type="checkbox"/>	Solutions in Technology
24/01/2025	DD 0458	132.02		132.02		R <input type="checkbox"/>	Solutions in Technology
27/01/2025	DCD 0459	70.81		70.81		R <input type="checkbox"/>	TRAVIS PERKINS
27/01/2025	DCD 0459A	-70.81		-70.81		R <input type="checkbox"/>	TRAVIS PERKINS
27/01/2025	BACS		4,000.00	4,000.00		R <input type="checkbox"/>	Receipt(s) Banked
29/01/2025	BACS 0460	510.00		510.00		R <input type="checkbox"/>	ENERVEO
29/01/2025	BACS 0461	6,133.33		6,133.33		R <input type="checkbox"/>	Mon CC
29/01/2025	BACS 0462	202.36		202.36		R <input type="checkbox"/>	Mon CC
29/01/2025	BACS 0463	26.41		26.41		R <input type="checkbox"/>	Mon CC
29/01/2025	DD 0464	11.23		11.23		R <input type="checkbox"/>	BRITISH GAS
29/01/2025	BACS 0465	5.00		5.00		R <input type="checkbox"/>	Mon CC
29/01/2025	BACS 0466	15.00		15.00		R <input type="checkbox"/>	EBENEZER BAPTIST CHURCH
29/01/2025	BACS 0467	15.00		15.00		R <input type="checkbox"/>	EBENEZER BAPTIST CHURCH
29/01/2025	BACS 0468	4,463.48		4,463.48		R <input type="checkbox"/>	Salaries
29/01/2025	BACS 0469	1,194.68		1,194.68		R <input type="checkbox"/>	HMRC
29/01/2025	BACS 0470	1,323.19		1,323.19		R <input type="checkbox"/>	Torfaen CBC
29/01/2025	BACS 0471	20.00		20.00		R <input type="checkbox"/>	Chepstow Accountancy
29/01/2025	DCD 0472	28.85		28.85		R <input type="checkbox"/>	PAPIS PIZZERIA
29/01/2025	BACS 0473	720.00		720.00		R <input type="checkbox"/>	John Reece
29/01/2025	BACS 0474	1,140.48		1,140.48		R <input type="checkbox"/>	Merlin Environmental Services
29/01/2025	BACS 0475	165.00		165.00		R <input type="checkbox"/>	M.U.C.H.
29/01/2025	BACS 0476	40.00		40.00		R <input type="checkbox"/>	St Mary' Church Hall Magor
29/01/2025	BACS 0477	7.00		7.00		R <input type="checkbox"/>	ADRIAN YEARSLEY
29/01/2025	BACS 0478	214.75		214.75		R <input type="checkbox"/>	Microshade Bus Consultants Ltd
29/01/2025	TRFR 0483		20,000.00	20,000.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>23,373.10</u>	<u>29,020.50</u>				

## Signatory 1:

Name .....Signed .....Date .....

## Signatory 2:

Name .....Signed .....Date .....



**Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 2 - General/Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/01/2025		147,523.34
			<u>147,523.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			147,523.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			147,523.34
		<b>Balance per Cash Book is :-</b>	<b>147,523.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation up to 31/01/2025 for Cashbook No 2 - General/Reserve

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/01/2025	TRFR 0482	5,000.00		5,000.00		R <input type="checkbox"/>	Current Bank A/c
29/01/2025	TRFR 0483	20,000.00		20,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>25,000.00</u>	<u>0.00</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 10 - CCLA-PSDF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA-PSDF	31/01/2025		461,087.53
			<u>461,087.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			461,087.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			461,087.53
		<b>Balance per Cash Book is :-</b>	<b>461,087.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation up to 31/01/2025 for Cashbook No 10 - CCLA-PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/12/2024	FP 0479		1,852.78	1,852.78		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>1,852.78</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



21st January 2025

Lead Officer Email:

communications@monmouthshire.gov.uk

## Town and Community Councils

Dear Sir/Madam,

Monmouthshire County Council is commencing a four-week consultation on our 2025-26 budget, from the 23<sup>rd</sup> January – 22<sup>nd</sup> February 2024. The draft budget prioritises essential neighbourhood services which are critical for maintaining the quality of life in the communities and preserving our environment for future generations.

Open and robust scrutiny and challenge is an essential part of the budget setting process and something we place great importance on as your Cabinet representatives. These proposals are not set in stone, and your feedback will help us ensure a fair budget while protecting core services. We want to know if you think we're making the right choices.

For more information on the proposals and the questionnaire to capture responses, please visit – [letstalkmonmouthshire.co.uk/budget-2025-26](http://letstalkmonmouthshire.co.uk/budget-2025-26). Please feel free to share this link through your networks and encourage participation.

**We would like to invite all community and town council chairs, or their deputies, to a dedicated engagement session on Tuesday 11<sup>th</sup> February at 3.30pm.** This will take place in the Council Chamber at County Hall, Usk. Access to the meeting via Microsoft Teams will also be available. This will give us the opportunity to have more direct and personal conversations with you about the proposals.

Please let us know who will be attending from your organisation along with an email address for each attendee, and whether this will be in person or online. This will allow us to make sure you have the appropriate information ahead of the meeting.

We look forward to working with you through this consultation period and beyond.

Yours Sincerely,

Cllr Ben Callard – Cabinet Member for Resources



**Cyngor Sir Fynwy**

Neuadd y Sir, Y Rhadyr, Brynbuga, Sir Fynwy, NP15 1GA

**Monmouthshire County Council**

County Hall, Y Rhadyr, Usk, Monmouthshire, NP15 1GA

**Ffôn/Tel:** 01633 644 644

**Web/Gwefan:** [monmouthshire.gov.uk](http://monmouthshire.gov.uk)

# Magor with Undy Community Council Financial Year 2023-24



IAC Audit and Consultancy Ltd

Audit date: 28/11/2024

## Interim Internal Audit Observations

2 Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Is Clerk CILCA qualified?	No	The Clerk is not CILCA qualified but is pursuing the qualification.	Council to note.	Medium	Clerk/RFO began the training in October 2024 with 6 scheduled sessions of two hours. The final session scheduled for March 2025. Due to exigencies the Clerk has yet to register enrolment with SLCC on the next available CILCA qualification intake (via the SLCC website) following which there is 12 months to complete the Portfolio (i.e. body of work / evidence).
2	Have tenders been obtained as set out in Financial Regulations?	Yes	It is understood that the Council is planning the procurement of play equipment, the value of which will exceed the £25,000 (£30,000 including VAT) tender limit as set out in the Councils Standing Orders and Financial Regulations.  (It is very common for local councils to purchase play equipment on a shortlist / direct procurement basis).	Should the Council decide to procure the play equipment without the use of formal Public Tenders the Council must formally Minute a decision to do this and Standing Orders in respect of this decision.  The Council should also record in the Minutes of the relevant meeting, the reasons for procurement outside of the normal tendering process.	High	Whereas Council have already progressed receipt of quotations by direct procurement it is acknowledged that following the observation of the Interim Audit that Council shall in addition to the quotations already received go out to formal public tender via 'Sell 2 Wales' so as to be wholly compliant with the Councils Financial Regulations and relative Standing Order.

3 The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
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7.1.

1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	Council acknowledge that the 'General Risk Assessment Policy' was subject of review during a work on 29/09/23. At Full Council meeting on 09/10/23 the policy was adopted subject to further review which to date is incomplete. Council acknowledge this observation and shall ensure that it is included on the next Full Council Agenda to complete a formal review of the GRA as soon as practicable.
2	Minutes reviewed and no 'unusual activity' identified (interim - give date of last Minutes reviewed)	Yes	It was noted that the Council has a practice of approving Minutes of the annual meeting of the Council at the next annual meeting (i.e. it waits a full year to approve the Minutes). It is unclear why this is done, it appears to be a longstanding practice.	Meetings of the Annual Meeting of the Council should be approved at the next ordinary meeting of the Council.	Medium	Records of minutes have been checked which in part disputes this observation.  In 2022 the minutes were adopted at the next Full Council Meeting on 27/05/22 - Minute 17.4 To adopt the minutes of the Annual Meeting held remotely on 12th May 2022. In 2023 the minutes were adopted at the next Full Council Meeting on 12/06/23 - Minute 16.4 To adopt the minutes of the Annual Meeting of 15th May 2023. However, as a consequence of matters raised in respect of the accuracy of the minutes of meetings of 13th May 2024 and 10th June 2024. This inevitably resulted in the delays which meant that the minutes of the Annual Meeting of 2024 was not presented for adoption until: 08/07/24 - Minute 39.2 To adopt the draft minutes of Annual Statutory Meeting of 16th May 2024
3	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	As at the date of the interim audit the Council had not reviewed the effectiveness of its internal control system as required by Regulation 5 of the Accounts and Audit Regulations (Wales) 2014.	Council to note the requirement for it to regularly review its internal control system and ensure that this is done prior to the end of the financial year.	High	Observation is acknowledged and upon checking it has been noted that resolution 94.3 of 09th October 2023 which reads: To adopt/publish the policies as drafted but to revisit these in the next month to six weeks to attend to a small number of amendments which are identified has not been completed. an undertaking to complete this requirement prior to the end of this financial year is given.
4						

**4** *The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
-----	------------	----------	-------------	----------------	----------	----------

1	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	The budget recorded in the Councils accounting system does not agree to the budget set by Council	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High	The examination of the issue identified within the observation of the interim audit revealed that there were formulae errors in the Excel Budget spreadsheet used at the Finance Meeting of 22 <sup>nd</sup> January 2024. Whereas the constituent lines in the spreadsheet were accurate the sum total was inaccurate as a consequence of the formulae error which resulted in the incorrect £652,232 budget expenditure. When the formulae error in the spreadsheet was corrected the budget was re-calculated to show £667,973 which is the figure accurate within Councils Financial Software program. It should therefore be noted that the budget expenditure of £652,232 as recorded under minute number 165.1 the Finance Meeting of 22/01/24 was incorrect due to an error in the spreadsheet and the corrected budget expenditure is £667,973
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**5 Expected Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Investment Strategy been published on the Councils website?	No	The Council has not published its Investment Strategy on the Councils website as required by the Statutory Guidance on Local Council Investments.	Council to ensure that its Investment Strategy is published on its website in accordance with statutory guidance.	Medium	At the Annual finance Meeting of 22/01/24 Council resolved under minute 168.1 That the Annual Investment Strategy would be drawn up for adoption following the end of Year as at the 31st March 2024. However it was not confirmed and not uploaded to website. This will be attended to in retrospect. A draft for 2025/26 has been drawn up and shared with members for consideration. This will be scheduled on the Ordinary Council meeting in March 2025 for agreement.



2	Has the Investment Strategy been subject to annual review?	No	The Investment Strategy has not been subject to annual review. (Minutes of Council meeting of 16th May 2024 record agreement to defer publication).	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	Council File Explorer show that a word doc record exists for each year since 2004-2005? There is no Strategy report for year 2024/25 drafted albeit that Minute 11.2 of makes this requirement. This will be remediated as soon as practicable before YE 2025.
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**10 Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Prior year accruals have been correctly reversed in the current year. (interim)	Yes	It was noted that an accrual for £21,570 due to audit Wales on nominal code 510 remains outstanding as at the date of the interim audit. It is understood that this is pending clarifications requested on the calculation of the amount due.	Council to note that the accrual balance remains on nominal code 510 (this should offset the payment when it is made).	Medium	Payment was processed and cleared on 27/12/24

## Meeting Report

### Agenda Item

Local Support Grant approved at Ordinary Meeting of 11<sup>th</sup> November 2024 to Undy AFC

**98.2 Undy AFC, The Causeway, Undy, Caldicot, NP26 3EW**

The grant is for the maintenance and upgrade of our main tractor power unit and cutting deck, which is used for the maintenance of the main playing fields.

Proposal from Chair that this grant application is approved purpose the upgrade of equipment for grounds maintenance. Proposal seconded by Cllr D James and carried unanimously.

**Resolved**

**To grant the sum of £9,032 to Undy AFC for the upgrade/purchase of grounds maintenance equipment**

**Power to spend:**

**Local Government (Miscellaneous Provisions) Act 1976, S.19**

The following email (REDACTED) was received on 21/11/24 from Undy AFC

*Today I received a call from [REDACTED] at Frank Suttons (the John Deere dealer locally) You may recall I advised [REDACTED] had taken a look over the mower and recommended the repair works rather than replacement. They have collected the unit now and have it in their workshop to complete the works.*

*Upon inspection it seems the mower is in a much better state than they thought and won't need all the works they quoted for. Specifically, it seems it does not need a new mowing unit, which can instead be serviced saving a a likely few thousand pounds.*

*This is clearly the right thing to do and not spend the monies unnecessarily.*

*As a result, please can I ask you to not transfer the monies yet? I will await a total cost from [REDACTED] and advise if you believe this is the best course of action.*

The payment of the grant was, as requested, withheld. On 25/01/25 a further email was received from Undy AFC with attached invoices for the work previously identified in the Grant Application. This detailed that the work as indicated by the Invoices totalled £6,783.53.

This provides a difference of £2,518.47 to the amount granted.

Also provided as attachments to that email were quotations for maintenance work of the pitches used by the communities and a question of whether the Council could support this maintenance on an ongoing basis. In this regard a response was sent referring to the options of applying for a grant for such purpose.

It has been asked if the difference of £2,518.47 between the grant applied for and the actual cost of the work could be ringfenced for future use in that regard.

**From:**

**To:** Taylor, Frances <[francestaylor@monmouthshire.gov.uk](mailto:francestaylor@monmouthshire.gov.uk)>

**Cc:** Bill Lewis <[bill.lewis@office.magorundy.org.uk](mailto:bill.lewis@office.magorundy.org.uk)>,

**Subject:** Location of Magor Churchmen Storage Shed

Hi Frances

I am writing to ask if the Town Council or Monmouth council have anywhere available where we can locate our shed (which MUTC have kindly agreed to fund) - ideally not too far from the Square

My thoughts are

MUGA – either close to portacabin or in gravel area by tennis courts – this is a bit isolated but could be used to collocate the Tennis / Netball equipment penny has mentioned

The area at the back of Scent & senses in Car Park - would need to remove shrubs etc

Withy Walk carpark in area adjacent to the town team storage

With everything going on in the Churchmen we have taken our eye off the ball re relocating our equipment from the rectory garage. We have now been given formal notice to remove everything this weekend

We have found temporary homes for everything but clearly need to look to get this permanent location up and running as soon as possible – hopefully by March but definitely before the May Fayre.

We would appreciate your thoughts on this and hopefully an area to locate our shed.

The plan is to make the same request to the diocese to locate this on Church ground but the request made by Rob Kenny to locate in the Church Centre was not approved

My personal preference would be to have it located on community land as it is more of a community asset and any spare space would be available for use by other organisations

If this needs to go on the agenda to either the Town or County Council can you please arrange for it to be discussed at the next available meeting and I will be more than happy to attend to make our case.

I look forward to hearing from you

Kind regards

On behalf of Magor Churchmen / Magor Events Group