

GT6MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Annual Statutory Meeting – Magor with Undy Town Council

You are hereby summoned to attend the above meeting on Monday 12th May 2025 at 6.00pm at Magor Baptist Church for the purpose of transacting the business on the below Agenda.

This meeting may also be joined via remote access of Zoom Conference Calling:

<https://us06web.zoom.us/j/86250577614>

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

<http://www.magorundy.org.uk/UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%2021.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%2021.pdf>

William Lewis



Clerk to the Town Council

07th May 2025

Public Open Forum

In accordance with the Councils Standing Orders 3.3 a period of not more than 15 minutes for Members of the Public is provided to ask questions and make representations about business on this agenda. However, they will not take part in any debate. Persons who wish to make comment shall not speak for more 5 minutes.

AGENDA

- 1 Chairs Announcements**
 - 1.1** To receive any apologies for absence.
 - 1.2** To receive any declarations of interest.
- 2 ELECTION OF MAYOR for Term of Office 2025/2026**
 - 2.1** To elect a member of the Council for the office of Mayor of Magor with Undy Town Council.
 - 2.2** The Declaration of Acceptance of Office in accordance with Standing Order 5.j.i. shall be signed by the elected officer.
- 3 ELECTION OF DEPUTY MAYOR for Term of Office 2025/2026**
 - 3.1** To elect a member of the Council for the office of Deputy Mayor for the year 2025/2026
 - 3.2** The Declaration of Acceptance of Office in accordance with **Standing Order 5.j.i.** shall be signed by the elected officer.

4 ANNUAL REPORT

- 4.1** To note that the Town Council Annual Report/Mayors Report is in the process of completion and shall be brought to next Ordinary Meeting of the Town Council.

5 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 5.1** To consider the Council's existing provisions and consider any actions necessary.

5.2 Emergency Planning Committee (plenary)

- a. To consider the need for an Emergency Planning Committee
- b. To agree any terms of reference for the Emergency Planning Committee **(See Appendix A)**
- c. To discharge Functions to the Emergency Planning Committee: *'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'*
- d.

5.3 Emergency Committee (Plenary)

- a. To consider the need for an Emergency Committee
- b. To agree any terms of reference for the Emergency Committee **(See Appendix A)**
- c. To discharge Functions to the Emergency Committee: *That this Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'*

5.4 Additional Committees

- a. To consider the need for the forming of any additional Committees and agree any actions necessary.

6 WORKING/STEERING GROUPS, TERMS OF REFERENCE

- 6.1** To consider the implementation of Working Groups as required and as soon as practicable the composition of terms of reference to outline the group's purpose, objectives, scope, membership, and responsibilities. **(Appendix B)**

- 6.2** To hold workshops when agreed to be necessary.

7 POLICIES

- 7.1** To note that Council Policies where necessary, shall be reviewed pursuant to legislation and local requirements. To agree actions necessary.

8 FINANCE

- 8.1** To review of End of Year Accounts for 2024-2025, together with the review of Section 137 expenditure.

- 8.2** To review the inventory of land and other assets.

9 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.

- 9.1** To review current appointment of members and agree actions as necessary. **(Appendix C)**

10 MEETINGS

- 10.1** To determine the scheduling of Ordinary Meetings for the forthcoming year up to and including the next annual meeting of the Council.

Council Clerk is inviting you to a scheduled Zoom meeting.

Topic: Magor with Undy Town Council

Time: May 12, 2025 18:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/86250577614>

Meeting ID: 862 5057 7614

One tap mobile

+19292056099,,86250577614# US (New York)

+12532050468,,86250577614# US

Dial by your location

- +1 929 205 6099 US (New York)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US

Meeting ID: 862 5057 7614

Find your local number: <https://us06web.zoom.us/j/kczCLiXlw3>

APPENDIX A

Terms of reference for the Emergency Planning Committee

- This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'
- Decisions made to be reported back to Full Council at next meeting.

Terms of reference for the Emergency Committee

- This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'
- Meetings to be called via email or telephone, depending on the urgency of the meeting by the Clerk (or Admin Assistant in the Clerk's absence) or the Chair when a decision is required that has either financial, health and safety or operational implications for Council.
- Committee's Powers (Plenary) are to make agreed decisions on behalf of the Council under the prevailing circumstances
- Decisions made to be reported back to Full Council at next meeting. Decisions must be ratified by Full Council at the next available meeting.

APPENDIX B

Magor with Undy Town Council

GENERAL TERMS OF REFERENCE AND SCHEME OF DELEGATION Working Group/Parties

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and/or financial regulations.

Full Council or suitably authorised Committees may form or disband a Working Group/Party who will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the Working Party being established.

1. Membership of the Working Group/Party

- a) Membership of the committee will be as decided at the meeting at which it is established;
- b) The Working Party must consist of at least 4 people, any one of which may be a councillor;
- c) The committee shall be subject to a quorum of one third, or a minimum of three of its members (whichever is the higher number).

2. The Leader

- a) The Leader of the Working Group/Party will decide on a date and time of the first Working Group/Party meeting.

3. Conduct of Meetings

- a) A Working Group/Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;
- b) All Members of Council are to be informed of any meetings of any Working Group/ Party; and are able to attend and ask for any relevant Working Group/ Party documentation.

4. Powers and responsibilities of a Working Group/Party

- a) To tackle issues as directed by either Full Council or authorised Committee;
- b) To be task specific;
- c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council or relevant Committee;
- d) To make recommendations either to Full Council or the relevant Committee by way of a written report explaining the recommendations, reasons and options available;
- e) No funding or monies are to be spent or committed by a Working Group/Party;
- f) Working Group/Parties cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Council or suitable authorised committee.

APENDIX C

Current list of Cllr appointments to external organisations and bodies

Body/Organisation	Current Appointment
Monmouthshire Citizens Advice Bureau	Vacant
Undy Primary School Governor (<i>Minor Authority representatives – for term of Council</i>)	Cllr Neeta Baicher
Magor CiW Primary School Governor (<i>Minor Authority representatives – for term of Council</i>)	Cllr Victoria Hammett-Johnson
Emergency Contacts (Mon CC)	Mayor, Deputy Mayor and Clerk
Severnside Area Committee (Mon CC)	Cllr Penny Kirkham and Cllr Victoria Hammett-Johnson
Caldicot and surrounding area Cluster Group (Mon CC)	
Give Dog Fouling the Red Card Working Group (Mon CC)	Cllr Catherin Baker/Clerk
One Voice Wales	Cllr Penny Kirkham and Cllr D James
One Voice Wales - Larger Council's Committee	Cllr Penny Kirkham and Cllr D James
NRW Internal Drainage Board/ Caldicot and Wentlooge Levels <ul style="list-style-type: none"> • IDB Advisory Water Level Management Forum/Gwent Levels • Flood Defence Alliance/ Severn Estuary Partnership 	Cllr Paul Cawley and Councillor Catherine Baker
MAGOR - Magor Action Group on Rail	Vacant
Magor Brewery	Cllr Catherine Baker
MUCH - Magor and Undy Community Hub	Cllr Penny Kirkham
Undy AFC	Cllr M James
Placemaking Steering Group	Cllr Hopkins, Cllr Taylor, Cllr D James, Cllr M James, Cllr Kirkham
Planning Consultations for response between meetings.	Cllr Cawley and Hammett Johnson.