

MAGOR WITH UNDY TOWN COUNCIL

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

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 19th May 2025 at Magor Baptist Church for the purpose of transacting the business on this meeting Agenda.

This is a Multi-location meeting and may also be joined via remote access on Zoom at the link:

<https://us06web.zoom.us/j/88098351661>

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

14th May 2025

PUBLIC OPEN FORUM

In accordance with the Council's 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. Persons who wish to make comment shall not speak for more 5 minutes and they will not take part in any debate.

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 that correspondence relative to agenda items has been received by Council Members.

4 Minutes of Previous meetings

4.1 To adopt the draft minutes of the Ordinary Meeting of 19:00 hrs on 14th April 2025.

4.2 To adopt the draft minutes of the Extraordinary Meeting of 19:00 hrs on 07th May 2025.

- 5 Finances**
- 5.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30th April 2025. **(Appendix A).**
- 5.2** To receive RBS Financial Software reconciliation reports for month ending 30th April 2025. **(Correspondence shared).** Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.
- 5.3** To note that the Clerk has submitted a challenge to HMRC in respect of the rates payable in respect of the MUGA portacabin. **(Correspondence shared)**
- 6 MUTC Annual Report 2024/25**
- 6.1** To receive and note Annual Report **(Correspondence shared)**
- 7 Working Groups Updates and Terms of reference.**
- 7.1** To note and agree Terms of Reference for Dog Exercise Area WG **(Appendix B)**
- 7.2** To note and agree Terms of Reference for Noticeboards WG **(Appendix C)**
- 7.3** To note and agree Terms of Reference for Public Amenities WG **(Appendix D)**
- 7.4** To note and agree Terms of Reference for MUTC Branding Logo WG **(Appendix E)**
- 7.5** To note and agree Terms of Reference for Undy Play Park WG **(Appendix F)**
- 8. MUCH update**
- 8.1** To receive any update regarding the HUB
- 9 Consideration of Planning Consultations**
- View Link:** <https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>
- 9.1 DM/2025/00556** - An agricultural shed made from a steel frame with tin green cladding or natural wood Yorkshire Boarding. Field to The East of Greenfield Causeway.
For noting only, as this is not a consultation but a courtesy notification advising of a proposed development.
- 10 Green Moor Lane Allotments**
- 10.1** To receive a proposal from a tenant for consideration of the erection of a tenant's notice board together with details from the Clerk.
(Correspondence shared)
- 11 Sycamore Terrace Allotments**
- 11.1** To note that this site has proved problematic for letting due to ground concerns and to receive information from the Clerk in respect of future development.
- 12 Town Clerk Report May 2025 (For Information)**
- 12.1** To receive and note the report of work undertaken by Town Council Staff and Members of the Town Council for the period 15th April 2025 to 14th May 2025. **(Appendix G)**
- 13 Next Ordinary Meeting**
- 13.1** To note that the next Ordinary Meeting of the Town Council is scheduled for 1900 hrs on Monday 09th June 2025. **(Venue to be arranged)**

Council Clerk is inviting you to a scheduled Zoom meeting.

Topic: MUTC Full Council

Time: May 19, 2025 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/88098351661>

Meeting ID: 880 9835 1661

One tap mobile

+19292056099,,88098351661# US (New York)

+12532050468,,88098351661# 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: 880 9835 1661

Find your local number: <https://us06web.zoom.us/j/kCGMoR3xU>

Appendix A.

Accounts Reconciliation on Excel Worksheet to 30th April 2025

MAGOR WITH UNDY TOWN COUNCIL

| | | |
|--|-------------------|-------------------|
| Current account statement balance as at | | |
| 30/04/2025 | | 125,511.49 |
| Current Account Balance | | 125,511.49 |
| Current Account | 125,511.49 | 125,511.49 |
| BPA1 - Gen Dep | 78,034.66 | 78,034.66 |
| CCLA/PSDF | 466,329.81 | 466,329.81 |
| TOTAL | | 669,875.96 |

Appendix B

Terms of Reference for the Working Group - Additional Dog Exercise Area

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

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Terms of Reference for the Working Group

Working Group Name: Additional Dog Exercise Area

Scope:

1. The working group to consider the allocation of an additional dog exercising area within Magor / Undy.
2. The working Group to consider all suitable and available areas.
3. Engage with residents to identify suitable areas and best sites available.
4. Refer to guidance and advice as required from dog specialists such as; Blue Cross, RSPCA and Dogs Trust.
5. No delegated authority

Plan:

Members to work as part of working group and to attend meetings relating to this.

The working group is made up of interested Council members and volunteer residents, not limited to the initial cohort

To undertake research and fact finding relating to matters within the scope of this working group.

The group may invite others to attend in an advisory capacity on an ad hoc basis.

To ensure that regular updates are made to Full Council on a monthly basis.

To make any recommendations to Full Council as required. This recommendation to include engagement with the wider community e.g. via survey and face to face consultations

Appendix C

Terms of Reference for the Working Group

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Terms of reference for Working Group

Working Group Name: Noticeboards

Scope:

1. The working group to assess the condition of the current noticeboards and make recommendation to Council which should be replaced.
2. The working group to consider the suitability and location of current noticeboards within Magor, Undy & Llandeenny.
3. The working Group to consider all suitable and available areas.
4. To undertake community engagement.
5. The working group has no delegated authority.

Plan:

Members to work as part of working group and to attend meetings relating to this.

The working group is made up of interested Council members and with support from the Business Support & Project Officer as required.

To undertake research and fact finding relating to matters within the scope of this working group.

Working group members shall have consideration of any financial commitments and provisions in accord with Council's financial regulations.

To ensure that regular updates are made to Full Council.

To make any recommendations to Full Council as required.

Appendix D

Terms of Reference for the Working Group

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Terms of reference for Working Group

Working Group Name: Public Amenities

Scope:

1. The working group to commence preliminary investigations into the feasibility of the provision of public toilets in Magor.
2. The working group will research how other Town Councils manage public toilets within the community.
3. The working group to research what toilet facilities are available.
4. The working group to research potential costings for both delivery and ongoing management costs associated with the provision of a public toilet.
5. The working group has no delegated authority.

Plan:

- Members to work as part of working group and to attend meetings relating to this.
- Working Group members to seek advice from service providers and organisations to support this project.
- The working group will consist of both Councillors and interested members of the public and will be supported by the Business Support and Project officer as required
- To undertake research and fact finding relating to matters within the scope of this working group.
- Working group members shall have consideration of any financial commitments and provisions in accord with Council's financial regulations.
- Working Group members to provide regular updates to Full Council.
- To make any recommendations to Full Council as required.

Appendix E

Terms of Reference for the Working Group

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Terms of reference for Working Group

Working Group Name: MUTC Branding

Scope:

1. The working group to contribute ideas towards the creation of Magor with Undy Town Council branding.
2. The working group will seek the services and advice from Marketing Specialists.
3. The working group has no delegated authority.

Plan:

- Members to work as part of working group and to attend meetings relating to this.
- Working group members to encourage all members of Council to contribute ideas and content towards the branding concept.
- The working group is made up of interested Council members and with support from the Business Support and Projects Officer as required.
- To undertake research and fact finding relating to matters within the scope of this working group.

Appendix F

Terms of Reference for the Working Group

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Terms of reference for Working Group

Working Group Name: Undy Play Park

Scope:

1. The working group to undertake stakeholder engagement to ensure that what is deemed to be essential equipment within a play park is included within the Request for Tender.
2. The working group will source proposals from Play Park Providers incorporating the feedback from the stakeholder research.
3. Proposals to be presented to Full Council to decide which provider should be instructed.
4. The working group has no delegated authority.

Objectives:

- Members to work as part of working group and to attend meetings relating to this.
- Working Group members to undertake targeted consultations with community groups and schools to provide data to inform Council.
- The working group is made up of interested Council members and the Business and Projects Support Officer.
- To undertake research and fact finding relating to matters within the scope of this working group.
- Working group members shall have consideration of any financial commitments and provisions in accord with Council's financial regulations.
- The working group to provide updates to Full Council.
- To make any recommendations to Full Council as required.

Appendix G

Report of the Town Clerk – May 2025 (For Information)

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Report of the Town Clerk – May 2025 (For Information)

Brief details some of the work and tasks undertaken by Town Council Staff, partners and members of the Town Council between 01st April 2025 and 14th May 2025.

- Completed End of Year Accounting with Rialtas Business Solutions.
- Under the provisions of The Well-Being of Future Generations (Wales) Act 2015 the completion of Magor with Undy Town Council Annual Report including Mayors Annual report.
- Preparation of Agendas and associated documents for Ordinary Meetings, Extraordinary Meetings and the Annual Statutory Meeting. Completion of the minutes of meetings and discharge of resolutions.
- Continuation of the Steering Group for Magor and Undy Placemaking Plan
- Completed reviews Council Policies in respect of Standing Orders, Financial Regulations, Annual Investment Strategy and General Risk Assessment.
- Review of Complaints Policy and preparation of new policy to attend to Vexatious Complaints.
- Commenced review of Council Bio-Diversity Policy (due for review 2025)
- Contracted arrangements for Summer Planting
- Administrative preparation for Internal Auditor (23/05/25)
- Preparation of administrative tasks for Full Audit Wales (Year 2024/25)
- Daily Management of Mon CC Town Team (Service Level Agreement) identifying jobs.
- Summer Bunting acquisition and liaison with Mon CC officers to for its placement.
- Finance matters regarding receipts and payments due and salary payments. Estimated Employer Pension Payments forecast Calculations to Torfaen County Borough Council.
- Site meeting with contractors in preparation of removal of the MUGA portacabin.
- Responding to range of public enquiries.
- Liaison with OVW on matters arising.
- Newsletter. Collection and assistance in distribution.
- Undy Play Park upgrade. Site meeting with Eibe Play and Chairman of Undy AFC. Contract for order signed off. Legal enquiries commenced regarding leasehold arrangement of play park between MUTC and Undy AFC.
- Allotment Inspections and Plots released to tenants.
- VE Day arrangements. Road Closure. Liaison with Local Clergy, Royal British Legion, Local organisations, Local Schools, Neighbouring Community Councils, Police and Local Volunteers regarding the Commemorative Service at the War Memorial, Magor Square on 08th May 2025.
- May Fayre 05th May 2025. Assisted Magor Churchmen/Events Group with preparation in respect of Road Closure/Traffic Management and accessibility for movement of pedestrians and visitors to Magor Square.
- Jointly with Mon CC Severnside Team Manager conducted site Inspections at MUGA/MUCH footpath access and Pennyfarthing Lane re clearance of vegetation.