

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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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 14th July 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

<https://us06web.zoom.us/j/81001929274>

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%2021.pdf

William Lewis



Clerk to the Town Council

09th July 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. 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 agree that 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 09th June 2025.

5 Finances

5.1 To receive and agree Microsoft Excel Reconciliation report and record of payments and receipts 01st to 30th June 2025 (**Appendix A**).

- 5.2** To receive RBS Financial Software reconciliation reports for payments and receipts between 01st and 30th June 2025
(Correspondence shared). Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.
- 5.3** To note additional expenditure of £55.00 for purchase of compliant bin at Undy Playpark as approved under Minute Min 31.2.
(Correspondence shared).
- 6** **Observations of Internal Audit 28th May 2025**
- 6.1** To consider the observations if Internal Audit & Consultancy and agree to actions necessary.
- 7** **Grant Application**
- 7.1** To consider application made by Magor and Undy Community Hub (MUCH) for the grant of £10,300.
- 8** **Notice Boards Working Group Update**
- 8.1** To receive the recommendations of the Working Group and quotations for undertaking the replacement/relocation, design and installation of new noticeboards within Magor and Undy.
- 8.2** To receive report prepared by the working group detailing quotations received for supply of Noticeboards and quotations for installation.
- 8.3** To agree to the supplier in consideration of quotations received.
- 8.4** To agree to the installer in consideration of quotations received.
- 9** **Multi-location Public Meeting Protocol**
- 9.1** To receive and adopt the policy document as amended following deferral under minute 42.3
- 10** **OVW - Monmouthshire and Newport Area Committee.**
- 10.1** To note report of Cllr D James relative to meeting of 03rd July 2025
- 11** **Magor and Undy Community Hub M.U.C.H.**
- 11.1** To receive update from Cllr Kirkham
- 12** **Town Clerk Work Report (For Information)**
- 12.1** To receive a report of work undertaken by Town Council Staff and Members of the Town Council for the period 4th June 2025 to 09th July 2025. (Correspondence shared).
- 13** **Public amenities and toilets working group update**
- 13.1** To note update of the working group.
- 14** **Audit Wales – 2024/2025 – Full Audit**
- 14.1** To receive Annual Return for the Year Ended 31 March 2025. (Appendix A)
To consider and approve the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2025. (Appendix A)
- 15** **Next Ordinary Meeting**
- 15.1** Monday 08th September 2025 at 1900hrs. Magor with Undy Community Hub and remotely via Zoom Meetings.

Time: Jul 14, 2025 19:00 London

Join Zoom Meeting

<https://us06web.zoom.us/j/81001929274>

Meeting ID: 810 0192 9274

One tap mobile

+441314601196,,81001929274# United Kingdom

+442034815237,,81001929274# United Kingdom

Dial by your location

- +44 131 460 1196 United Kingdom
- +44 203 481 5237 United Kingdom
- +44 203 481 5240 United Kingdom
- +44 203 901 7895 United Kingdom
- +44 208 080 6591 United Kingdom
- +44 208 080 6592 United Kingdom
- +44 330 088 5830 United Kingdom

Meeting ID: 810 0192 9274

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

Excel Accounting Reconciliation

Current account statement balance as at

30/06/2025

24,156.91

Current Account Balance

24,156.91

Current Account

24,156.91

24,156.91

BPA1 - Gen Dep

78,354.29

78,354.29

CCLA/PSDF

469,761.58

469,761.58

TOTAL

572,272.78

Total Receipts inc balances b/fwd

704,983.79

Excel Record of Payments

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
B/fwd	702,865.53					14,677.88	80,582.33	0.00	17.00	13,815.81	109,139.20
03/06/2025	DD102A	4200-170	SSE BUSINESS	MUGA??? COMPLAINT RAISED CAS1060057-JASON	R		226.90			11.35	238.25
05-Jun-25	DD103	4100-110	BARCLAYS	CHARGES	R				8.50		8.50
05-Jun-25	DD104	4190-110	ZOOM	HYBRID MEETINGS	R		12.99			2.60	15.59
09-Jun-25	DCD105	4355-130	COOP-MAGOR	LITTER PICK REFRESHMENTS	R		10.90				10.90
09-Jun-25	DD106	4145-115	MON CC	COUNCIL OFFICE RATES	R		308.00				308.00
10-Jun-25	DD107	4200-115	BRITISH GAS	ELECTRIC BILL OFFICE	R		50.63			2.53	53.16
27-Jun-25	BACS108	4090-110	CLLR PENNY KIRKHAM	LDBCW-REMUNERATION	R		52.00				52.00
27-Jun-25	BACS109	4090-110	CLLR DONNA JAMES	LDBCW-REMUNERATION	R		52.00				52.00
27-Jun-25	BACS110	4090-110	CLLR MIKE JAMES	LDBCW-REMUNERATION	R		52.00				52.00
27-Jun-25	BACS111	4090-110	CLLR NEETA BAICHER	LDBCW-REMUNERATION	R		52.00				52.00
27-Jun-25	BACS112	4140	CLEAR COUNCILS	ANNUAL INSURANCE	R		2,032.42				2,032.42
27-Jun-25	BACS113	4110	INTERNAL AUDIT AND CONSULTANCY	ANNUAL INTERNAL AUDIT 28/05/25	R		395.00			79.00	474.00
27-Jun-25	BACS114	4460-150	MERLIN ENV SERVICES	DOG WASTE COLLECTION	R		1,212.75			242.55	1,455.30
27-Jun-25	BACS115	4220	M.U.C.H.	SMALL HALL HIRE - COUNCIL MEETING 09/06/25	R		59.50				59.50
27-Jun-25	BACS116	4215	M.U.C.H.	YOUTH SERVICES HALL HIRE	R		244.00				244.00
27-Jun-25	BACS117	4080	OVW TRAINING	MODULE 10 - CLLR P CAWLEY	R		42.00				42.00
27-Jun-25	BACS118	4440-150	MON CC	SLA TOWN TEAM	R		5,295.11			1,059.02	6,354.13
27-Jun-25	BACS119	4550-160	MON CC	SLA ROSPA INSPECTIONS	R		174.70			34.94	209.64
27-Jun-25	BACS120	4550-170	MON CC	SLA MUGA INSPECTIONS	R		22.90			4.58	27.48
27-Jun-25	BACS121	4205	SQUEAKY CLEAN	OFFICE CLEANING	R		110.00				110.00
18-Jun-25	DD122	4475-110	RESTORE DATASHRED	CONFIDENTIAL WASTE	R		74.35			14.87	89.22
23-Jun-25	DD123	4170	SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND	R		74.87			14.97	89.84
23-Jun-25	DD124	4155	SOLUTIONS IN TECHNOLOGY	PRINTING COSTS	R		42.45			8.49	50.94
27-Jun-25	BACS125	4560-160	EIBE PLAY 561286144	UNDY PLAYPARK ADDITIONAL WORK - MIN 31.1	R		5,121.43			1,024.29	6,145.72
17-Jun-25	DD126	4170	EE LIMITED	STAFF MOBILE CONTRACT	R		54.02			10.80	64.82
16-Jun-25	DD127	4240-170	MON CC	PORTACABIN RATES	R		63.00				63.00
12-Jun-25	RFD128	4200-170	SSE BUSINESS	COMPLAINT RAISED-DD102 CAS1060057 - REFUNDED	R		-2,586.45				-2,586.45
27-Jun-25	BACS129	4205-115		OFFICE WINDOW CLEANER	R		7.00				7.00
27-Jun-25	BACS130	4000	SALARIES	STAFF x 4	R	4,531.47					4,531.47
27-Jun-25	BACS131	4030	HMRC	STATUTORY DEDUCTIONS	R	1,390.15					1,390.15
27-Jun-25	BACS132	4040	TORFAEN CBC	EMPLOYER PENSION CONS	R	1,350.00					1,350.00
27-Jun-25	BACS133	4115	CHEPSTOW ACCOUNTANCY	SALARY ADMIN	R		22.00				22.00
26-Jun-25	DCD134	4225-110	AMAZON-727255821	HDMI CABLES FOR HYBRID MEETING EQUIPMENT	R		19.19			3.84	23.03
26-Jun-25	DCD135	4355-130	COOP	REFRESHMENTS FOR HOSPITALITY TO REPS OF WCDP DROP IN SESSION AT OFFICE 26/06/25	R		5.20				5.20
27-Jun-25	BACS136	4090-110	P CAWLEY	LDBCW-REMUNERATION	R		177.00				177.00
27-Jun-25	DCD137	4225-110	AMAZON-727255821	SMALL MONITOR FOR HYBRID MEETINGS MANAGEMENT	R		53.33			10.67	64.00
30-Jun-25	DCD138	4225-110	AMAZON	LARGE MONITOR AND STAND FOR PUBLIC AT MULTI LOCATION MEETINGS	R		182.47			36.50	218.97
30-Jun-25	DD 139	4200-170	BRITISH GAS(ELECTRIC)	MUGA FLOODLIGHTS	R		14.32			0.71	15.03

Excel Record of Receipts

DATE	REF	Recon	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	PSDF	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					31,513.48	78,034.66	468,039.95	8,463.44	3.00	116,666.00	0.00	145.00	702,865.53
4.6.25	FP140	R	SB-MUTC 0015	MUGA HIRE								7.00	7.00
6.8.25	FP141	R	WH-MUTC 0016	MUGA HIRE								3.50	3.50
6.6.25	FP142	R	GB - MUTC 0014	MUGA HIRE								3.50	3.50
12.6.25	FP143	R	SB- MUTC 0017	MUGA HIRE								7.00	7.00
16.6.25	FP144	R	BLOOM NETBALL	MUTC-0012/25								21.00	21.00
3.6.25	INT145A	R	CCLA	INCOME INVESTMENT			1,721.63						1,721.63
2.6.25	INT145	R	BARCLAYS	GEN RES INTERSEST RE'D		319.63							319.63
27.6.25	FP147	R	BLOOM NETBALL	MUTC-0018/25								35.00	35.00