

# MAGOR WITH UNDY TOWN COUNCIL

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)

## Minutes of the Finance Meeting of Magor with Undy Town Council held remotely on Thursday 19<sup>th</sup> January 2023 at 7pm

**COUNCILLORS:** Cllr Carole Hopkins (Mayor and Chair). Cllr P Kirkham. Cllr D James. Cllr M James. Cllr J Baynton. Cllr C Baker. Cllr A Graham

**IN ATTENDANCE:** William Lewis – Clerk,

**APOLOGIES:** Cllr Frances Taylor and Cllr Neeta Baicher (notice given of probable late attendance)

### 165 CHAIR'S ANNOUNCEMENTS

165.1 To receive apologies for absence  
Apologies as noted above.

### 166 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

166.1 To receive from Councillors declarations of interest in items on the agenda  
No declarations given or received

### 167 BANKING PROVISIONS

167.1 To consider Banking Provisions for the Financial Year 2023/2024

**It was resolved:**

*To remain with Barclays Bank.*

167.2 To consider any Bank Account requirements of the Town Council

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

**Resolved:**

*Existing provisions are adequate and no changes are required.*

- b. To approve the continued payment of utilities etc. by variable direct debit, standing order or recurring payment for the financial year 2022/2023

**Resolved:**

*To approve the continued payment of the variable direct debits, standing orders and recurring payments for the financial year 2023/2024.*

**168 INTERNAL AUDITORS**

- 168.1 To consider appointing To consider appointing IAC Auditing & Consultancy Ltd as Internal Auditors for the Financial Year 2023/2024

**Resolved:**

*Agreement to point IAC Auditing & Consultancy Ltd as Internal Auditors for the Financial Year 2023/2024*

**169 COMMON Y COED & UNDY ALLOTMENTS**

- 169.1 To note that the Town Council has entered into talks with Rogiet Community Council in respect of those areas of the community and consider a budget for Legal Fees associated with any agreement between MwUTC and Rogiet Council over ongoing responsibilities for those areas.

**Resolved:**

*This was noted and agreed that any Legal Fees associated with arrangement with Rogiet Community Council would be covered by Council Budget for Professional Fees*

**170 SCHEDULE OF CHARGES FOR SERVICES AND FACILITIES**

- 170.1 To consider any increase to tenancy fees for allotments from 01st August 2023

**Resolved:**

*To defer any decision to increase the fees until a later date and establish a working group to liaise with allotment tenants regarding fees and improvements.*

- 170.2 To consider any increase to MUGA court fees and Floodlight token cost.

**Resolved:**

*To defer any decision to increase the fees until a later date following an in depth examination of income and expenditure associated with the MUGA and Floodlight electricity bill.*

- 170.3 To agree to reimburse out of pocket expenses for plants and materials incurred by Council volunteers tending the Council's planters in Magor Square and to agree a small budget to reimburse such costs in 2023/24.

**Resolved:**

*To agree a budget of £100*

**171 INTERIM FINANCIAL REPORT**

To receive an Interim Financial Report for the Financial Year 2022/2023 (as at 31st December 2022)

Council were appraised of year to date figures in respect of income and expenditure and acknowledged that monthly finance reports were also included in Agenda at Ordinary Meetings.

**172 PROJECTED RECEIPTS & PAYMENTS & DRAFT BUDGET**

**To consider the draft budget and projected receipts and payments, make any adjustments and agree a Budget for the Financial year 2023/2024.**

Members referred to the Finance Workshop which considered ongoing income, expenditure and ear marked reserves together the delivery of community projects to be undertaken.

**Resolved:**

*Members agreed a budget of £333,442.00*

**173 ANNUAL PRECEPT**

**173.1 To agree the Precept figure for the Financial year 2023/2024**

Members took in to consideration, the findings of the Finance Workshop, monies held in reserve and expected income in the financial year 2023/2024

**Resolved:**

*A precept request of £320, 292.00 would be requested of Mon CC.*

Members noted that this would mean a Council Tax increase on a Band D property of £7.27 per year.

**173.2 To consider Monmouthshire County Council correspondence regarding the payment of the Precept under Council Tax regulations, insofar how we wish that payment to be received:**

- A. Lump sum of whole amount at the end of April; OR**
- B. Three equal payments (April, August, December)**

**Resolved:**

*To receive three equal payments.*

**174 ANNUAL INVESTMENT STRATEGY**

**174.1 To agree that an Annual Investment Strategy be drawn up and adopted following the end of Year, as at the 31<sup>st</sup> March 2023**

**Resolved:** *That the Annual Investment Strategy would be drawn up for adoption following the end of Year as at the 31<sup>st</sup> March 2023.*

**175 EXCLUSION OF PRESS & PUBLIC**

**Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 Council to consider exclusion of the Press and Public to the agenda item 12.1a pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as some of the business to be transacted is considered confidential, the disclosure of which would be prejudicial**

***Resolved:***

*Council agreed that following item on the Agenda meets with requirement under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.*

**176 MAGOR POST OFFICE UPDATE.**

**To receive information from Post Office Limited in respect of the future of Magor Post Office and agree actions as necessary.**

The Mayor informed Council that Cllr Frances Taylor was lead officer in this matter and had been in consultation with the Post Office but due to her enforced absence this evening no details could be provided.

***Resolved:***

*Item shall be deferred to a future meeting so that Council can be brought up to date.*

**MEETING CONCLUDED AT 19:52 hrs**

# APPENDIX

## INCOME

AREA		2022-2023
<b>100</b>	<b>INCOME</b>	
1076	Precept	£320.292
1090	Interest Received	variable
1100	Grants & Donations Received	variable
1110	Norton Lane	£325
1120	Wayleaves	£25
1990	Other Income	
<b>120</b>	<b>ALLOTMENTS</b>	
1200	Allotment Rent	£590
<b>170</b>	<b>SYCAMORE SPORTS FIELD</b>	
1300	MUGA Income	Variable

Administration	Suggested	Unspent	Suggested increase to EMR	Suggested use of 22/23 gen reserves	C/F
Staff Salaries	101,448				101,448
PAYE and NI	11,000				11,000
Pension	21,380				21,380
Staff Mileage & Benefits	1,000				1,000
Staff other Expenses	100				100
Staff PPE & Uniforms	400				400
Training	3,000				3,000
Councillors Expenses	5,000				5,000
Bank Charges	350				350
Audit Fees	8,000	2,600	2,000	-2,000	10,600
Chepstow Accountancy (Wages)	600				600
Professional Fees	4,000	9,000			13,000
Emergency/Ad Hoc	2,000				2,000
Subscriptions & Memberships	1,390				1,390
Insurance	3,200				3,200
Stationery & Office Equipment	800				800
Photocopier	1,080				1,080
Postage	100				100
Telephone & Broadband	1,300				1,300
Website	0				0
Survey Monkey	400				400
IT	2,890				2,890
Grants & Donations Paid	13,000	15,000	12,000	-12,000	28,000
Hall Hire	600				600
Hybrid Meetings	2,000	0	3,000	-3,000	2,000

Section 137 Expenditure	250				250
PWLB Repayment	10,831				10,831
Elections	0	4,366			4,366
Health & Safety Equipment PPE	0				0
Newsletter	2,500				2,500
Consultation Programme	500				500
Confidential Waste Disposal	800				800
Cemetery Surveys	0	8,110			8,110
<b>Overhead Expenditure</b>	199,919	39,076	17,000	-17,000	238,995
<b>Movement to/(from) Gen Reserve</b>	-199,919	-39,076	-17,000	17,000	-238,995
<b><u>Council Office</u></b>					
Insurance - contents	300				300
Office Accomodation	8,775	9,000	-9,000		8,775
Cleaning	1,040				1,040
Utilities	1,200				1,200
Maintenance	300				300
Furniture					0
<b>Overhead Expenditure</b>	11,615	9,000	-9,000	0	11,615
<b>Movement to/(from) Gen Reserve</b>	-11,615	-9,000	9,000	0	-11,615
<b><u>Allotments</u></b>					
Allotment Rent					0
<b>Total Income</b>	0	0	0	0	0
Leases	45				45
Maintenance	7,000	6,344	7,000	-7,000	13,344
<b>Overhead Expenditure</b>	7,045	6,344	7,000	-7,000	13,389
<b>120 Net Income over Expenditure</b>	-7,045	-6,344	-7,000	7,000	-13,389
plus Transfer from EMR		0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		-6,344	-7,000	7,000	-6,344
					0
<b><u>Civic Service Events</u></b>					0
					0
Commonwealth Day	200				200
Civic Events Other	500				500
Remembrance Sunday	250				250
Carol Service	120				120

<b>Overhead Expenditure</b>	1,070	0	0	0	1,070
<b>Movement to/(from) Gen Reserve</b>	-1,070	0	0	0	-1,070
<b><u>Common Y Coed Development</u></b>					
Maintenance		3,750	-3,750		0
<b>Overhead Expenditure</b>	0	3,750	-3,750	0	0
<b>Movement to/(from) Gen Reserve</b>	0	-3,750	3,750	0	0
<b><u>Outside Spaces</u></b>					
Rates	5				5
Leases	3				3
Sycamore Lane	0	15,500			15,500
Notice Boards	0	4,000			4,000
Maintenance					0
H & S Inspections	500				500
Furniture	0				0
Grass Cutting	8,500				8,500
Bin Bags	200				200
Litter Bins & Benches (new)	0	0	2,000	-2,000	0
Bin Emptying	15,800				15,800
Plants and Planters	4,000				4,000
War Memorial					0
Car Park - Maintenance	0				0
Environmental Project	0	4,000			4,000
Speed Reduction Programme	0				0
Village Improvement	10,000	21,600	14,400	-14,400	31,600
<b>Overhead Expenditure</b>	39,008	45,100	16,400	-16,400	84,108
					0
plus Transfer from EMR		0	0	0	0
					0
<b>Movement to/(from) Gen Reserve</b>		-45,100	-16,400	16,400	-45,100
					0
<b><u>Play Equipment</u></b>					0
					0
Leases					0
Maintenance	2,000				2,000
Inspections	1,900				1,900
Equipment	20,000	14,593	40,000	-53,000	21,593
<b>Overhead Expenditure</b>	23,900	14,593	40,000	-53,000	25,493
plus Transfer from EMR		0	0	0	0

<b>Movement to/(from) Gen Reserve</b>		-14,593	-40,000	53,000	-1,593
<b><u>Sycamore Sports Field</u></b>					
MUGA Income					0
<b>Total Income</b>	0	0	0	0	0
Utilities	1,200	0			1,200
Rates	680	0			680
Leases	5	0			5
Maintenance	2,000	0	1,500	-1,500	2,000
MUGA Refurbishment	0	3,500	20,000	-25,000	-1,500
MUGA Field Improvements	1,000	0	1,000	-1,000	1,000
MUGA Refunds - Income loss	0	0			0
<b>Overhead Expenditure</b>	4,885	3,500	22,500	-27,500	3,385
<b>170 Net Income over Expenditure</b>	-4,885	-3,500	-22,500	27,500	-3,385
plus Transfer from EMR		0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		-3,500	-22,500	27,500	1,500
<b><u>Procurators House</u></b>					
Procurators House	0	12,077			12,077
<b>Overhead Expenditure</b>	0	12,077	0	0	12,077
					0
plus Transfer from EMR		0	0	0	0
					0
<b>Movement to/(from) Gen Reserve</b>		-12,077	0	0	-12,077
					0
<b><u>Village Booklet</u></b>					0
					0
Walk & Cycle Path	0	3,500			3,500
<b>Overhead Expenditure</b>	0	3,500	0	0	3,500
					0
<b>Movement to/(from) Gen Reserve</b>	0	-3,500	0	0	-3,500
					0
<b><u>Events</u></b>					0
					0
Queens Platinum Jubilee					0
Coronation - King Charle III	4,000				4,000
Village Produce Show	500				500
Christmas	8,500				8,500



Overhead Expenditure	13,000	0	0	0	13,000
					0
Movement to/(from) Gen Reserve	-13,000	0	0	0	-13,000
					0
					0
<b><u>POTENTIAL PROJECTS 2023/ 2024</u></b>					0
Potential Community Services Project	20,000				20,000
Second Phase - MUGA Court	3,000				3,000
Installation of dog rails (Play parks)	3,000				3,000
Allocated Dog Space - re PSO	2,000				2,000
Finger Post Installation	5,000				5,000
Overhead Expenditure	33,000	0	0	0	33,000
					0
Movement to/(from) Gen Reserve	-33,000	0	0	0	-33,000
Total Budget Income					
					0
Expenditure	333,442	136,940	90,150	-120,900	439,632
					0
Net Income over Expenditure	-333,442	-136,940	-90,150	120,900	-439,632
					0
plus Transfer from EMR	0	0	0	0	0
					0
Movement to/(from) Gen Reserve	-333,442	-136,940	-90,150	120,900	-439,632