

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

Minutes of an Extraordinary Meeting of Magor with Undy Town Council held remotely via Zoom Conference Meetings on Monday 27th March 2023 between 19:00 and 20:48 hours.

COUNCILLORS

Cllr C Hopkins (Chair), Cllr F Taylor, Cllr P Kirkham, Cllr D James, Cllr M James, Cllr J Baynton

IN ATTENDANCE

William Lewis – Clerk to Council (Zoom Host)

APOLOGIES:

Cllr P Cawley, Cllr N Baicher, Cllr A Graham and Cllr C Baker
Cllr Taylor (joined meeting at 19:40)

217 Chair's Announcements

- 217.1 To receive any apologies for absence from Councillors
Apologies received as detailed above

218 Correspondence

- 218.1 To note that correspondence relative to matters on Meeting Agenda had been sent to Council Members.
Correspondence received and agreed

219 Magor with Undy Grounds and Facilities Maintenance.

- *Cllr Frances Taylor announced and declared an expression of interest in respect of this item and removed herself from the meeting. Re-joined after item was discussed and resolution reached.*
- 219.1 **To consider three options having regard to efficiency, costing and management and agree upon which option to proceed with.**
OPTION 1
To continue with previous and existing arrangements for the maintenance of areas of the community in relation to grass cutting and general maintenance responsibilities – ie: tackling issues as identified, going to tender, obtaining quotations and appointing to undertake work.
OPTION 2
To employ directly to Town Council Staff a person in the role of Grounds-person and Facilities Officer to work in accordance with direction from the Town Clerk attending to such works and maintenance as identified.
OPTION 3
To enter into a Service Level Agreement with Monmouthshire County Council who will provide employee(s) who will, in association with and under the direction of the Town Clerk undertake the works identified.

Council discussed the three options as detailed above and unanimously concluded that the greatest benefit to the communities of Magor with Undy would be to proceed with Option 3.

It was resolved

To enter into a Service Level Agreement with Monmouthshire County Council. for the provision of two personnel each working 25 hours per week (equivalent to 50 hours at £44.30 per hour) resulting in an annual cost of £57,590.00

- 219.2 To agree budgetary considerations and resolve to create a new budget heading by virement of available amount under the provisions of Section 4.2 of The Councils Financial Regulations, if necessary.

It was resolved

To create a new budget heading entitled SLA/Mon CC for £60,000 which shall be accomplished by virement of £40,000 from Salaries Budget, £15,000 from Village Improvements Budget and £5,000 from Sycamore Lane Budget.

220 Review of Financial Regulations published January 2022

- 220.1 To review the current Financial Regulations of Magor with Undy Town Council to ensure their relevance and whether they are fully suited to the responsibilities of the Town Council in meeting the needs of our Communities and make amendments as necessary.

Councillor Kirkham identified that the FR were needed of updating as opposed to amendment, for reasons of clarity.

It was resolved

To attend to the changes required and that a draft copy of the updated policy document be brought to Council for consideration and be brought to next Ordinary Meeting.

221 Coronation of King Charles III

- 221.1 To receive update of the events and activities proposed for Magor with Undy celebrations on 08th May 2023 and agree upon actions necessary to assist with and deliver these events.

Cllr Baynton updated Council with details of what events, entertainment and attractions had been arranged thus far and the cumulative cost/spend would be approximately £2,800 which is within the agreed budget of £4,000.

Further discussion was had in relation to other measures and arrangements to be made in preparation for Magor Square hosting of the Coronation Street Party.

222 Mon CC – Neighbourhood Services – Grounds Maintenance 2023

- 222.1 To receive quotation in respect of Grounds Maintenance, grass cutting and Playground Inspections £3860.45 and additional monthly inspections of the MUGA courts £248.76 which total £4,109.21.

(Clerk to present report for consideration by Council for the suspension of Financial Regulations as defined in Section 17.2)

It was resolved:

The Clerk shall conduct further enquiries in respect of this item and bring back to Ordinary meeting scheduled for 12th April 2023.

223 Green Moor Lane Allotments – Works Program

- 223.1 To note that three skips provided to clear rubbish from flail cutting of Green Moor Lane have not been sufficient and that further expenditure is required for more skips to complete the task. The Clerk (RFO) in consultation with Chair authorises this expenditure under the provisions of Section 4.1 of The Council Financial Regulations.

It was resolved:

It was agreed by Council that as improvement works had been commenced, that this additional expenditure was necessary to complete this phase of the improvement project.

224 Merlin Environmental Dog Waste Contract

- 224.1 To receive and agree to the contract between Magor with Undy Town Council and Merlin Environmental Services Limited in respect of weekly collection of dog waste.

It was resolved:

To agree a 1 year contract with Merlin Environmental Services commencing on 01st April 2023 subject to liaison with the company and their acceptance of a penalty and termination clause included within the contract

225 Town Council Assets Register

- 225.1 To note that a review of the register of Council assets has been commenced and to agree any actions necessary.

The Mayor announced to Council that a review of the Council Assets Register dated March 2022 had been commenced together with the Clerk (William Lewis) and that while this review was ongoing it showed that a number of gardening tools valued at £2,484.50 and equipment were in storage at a local farm. Minute number 234.3a of 13th January 2022 directed that a full asset list check be undertaken at the earliest opportunity, including those held off site at a local farm would be conducted.

Records held by Council indicate that the said items have been in storage at the local farm since 2009/2010.

The Clerk referring to the items on the farm stated the need to be honest and not refer to the items as being unusable or unworkable. That we no longer had the said items and that the last sight of them was more than ten years ago. At some point in the intervening period they have been disposed of.

*Cllr D James informed Council that the findings of the Clerk were in conflict with recent and previous Internal Audit reports over the same period of time which had recorded that Council **had included** in successive Annual Assets registers that the items identified were in storage at a local farm.*

Correspondence was sent to and received from the former Clerk who confirmed that on two previous occasions an arrangement to visit the farm to inspect the property was not proceeded with as the farmer was not available. Despite exhaustive enquiries by the current

Clerk (William Lewis) it has been concluded that the items in question have not been used, inspected or seen by any person associated with the Council since 2009.

The Mayor asked Council for an agreement that the said items of property be 'written off' due to the fact that they could not be located, were no longer in possession and in all likelihood due to the passage of time, unserviceable.

It was resolved:

Council agreed that the property listed as being stored at a local farm be written off. It was further agreed that an ongoing review of the Asset Register be continued by the Clerk and that there shall be no reliance on previous assurances. It was further agreed that the Asset Register requires to be re-formatted to show each asset is designated a URN (Unique Reference Number) and to make the register user-friendly and fit for purpose.

Meeting was concluded 20:48 hrs