

# 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 Ordinary Meeting of Magor with Undy Town Council held remotely on Monday 10<sup>th</sup> July 2023 at 7pm

### COUNCILLORS:

Deputy Mayor Cllr Frances Taylor,  
Cllr Donna James  
Cllr Mike James  
Cllr Penny Kirkham  
Cllr Neeta Baicher

IN ATTENDANCE: William Lewis – Clerk to Council

MEMBERS OF PUBLIC: Nil

### APOLOGIES:

Cllr Carole Hopkins (Mayor)	Cllr Paul Cawley	Cllr Amanda Graham
-----------------------------	------------------	--------------------

In view of apology from Mayor Hopkins and remote joining issues of deputy Mayor Taylor meeting was commenced at 19:05, chaired by Cllr Donna James following a vote by members present.

**Public Open Forum (15 minutes at discretion of The Mayor).**

There were no public attendees

### **40 MAYOR'S ANNOUNCEMENTS AND REPORT**

#### **40.1 To receive apologies for absence from Councillors.**

*Apologies were accepted.*

#### **40.2 To receive any update and feedback from the Mayor on remote meetings, functions, events, Aims & Objectives or matters arising.**

*This item was deferred to later in the meeting the absence at start time of Deputy Mayor having login issues.*

**21:34 Chair Councillor Taylor had no announcements aside from matters discussed during the meeting in regards to the pending SLA and the MUGA.**

### **41 DECLARATIONS OF INTEREST ITEMS ON THE AGENDA – Forms to be completed**

#### **41.1 To receive any declarations of interest in items on the agenda.**

*Councillor Kirkham declared an interest in Agenda items 7.1(min 46.1) and 10.1(min 49.1)*

### **42 CORRESPONDENCE**

#### **42.1 To note that correspondence relative to matters on Meeting Agenda had been sent to Council Members.**

*Noted and agreed*

### **43 MINUTES**

#### **43.1 To adopt the draft minutes of Ordinary Meeting held remotely on 12<sup>th</sup> June 2023.**

Cllr D James referred to minute 16.3 of 12/06/23 which reads:  
and requested that **'which from her analysis'** be removed and replaced by **'as detailed in the budget published on the website for the Finance Meeting in January 2023'** and were insufficient to cover the Grant Funding Applications to be considered at the meeting.

For clarification, it was agreed that the Grant Funding Budget as published following the Finance Meeting on 19<sup>th</sup> January 2023 was accurate at that time and at the time of the Ordinary Meeting of 12/04/23 when Grant Funding Applications were listed and deferred.  
At the Annual Meeting on 15<sup>th</sup> May 2023 the Annual Investment Strategy was agreed and within the Annual Investment Strategy that the Grant Funding Budget for 2023/2024 was agreed at £13,000 together with EMR of £45,000 giving a budget total of £58,000.

**It was resolved**

***That the clerk shall amend minute 16.3 of the 12/06/23 as detailed.***

**Deputy Mayor Taylor joined the meeting and there was agreement that Cllr James should continue with this Agenda item.**

Cllr D James referred to Minute 21.2 and sort clarification of  
Cllr D James referred to minute 26.1 **'Council referred to the designated site for the Christmas Tree which in recent years could not be utilised as a consequence of the temporary structure used by the coffee shop would still be in situ for Christmas 2023.'** stating that this is inaccurate and was not stated.

Cllr Kirkham agreed and Cllr Taylor clarified the subject stating that the issue had not been resolved in respect of either the Christmas Tree siting or the temporary structure and it would be unlikely that any resolution in respect of the wider Place Making plan by Christmas 2023.

**It was resolved:**

***That the clerk shall amend minute 26.1 of the 12/06/23 as detailed.***

Cllr D James handed Chair to Deputy Mayor Taylor to continue the meeting.

- 43.2 To adopt the draft minutes of Extraordinary Meeting held remotely on 27th June 2023.**  
*Council identified the error that the minutes had been published as an Ordinary Meeting which needed amendment to 'Extraordinary Meeting'.*

**Its was resolved:**

***That the clerk shall amend minutes as detailed.***

- 43.3 Minutes to be initialled and signed by Chair as soon as practicable.**

**44 FINANCE**

- 44.1 To receive Bank Reconciliation of General Reserve Account, Current Account and Bank Receipts & Payments for month endings:**  
a) 30/04/23  
b) 31/05/23  
c) 30/06/23

*It was agreed that in addition Bank Reconciliations, Bank Receipts and payments as dated above that members had also been served with a 1st quarterly budget report 1st April to 30th June 2023*

*An examination of the quarterly budget report by Councillor Kirkham identified requirement to vire monies across budgets to attend to the following:*

1. *A shortfall in the Fingerpost Installation budget against cost of fabrication and installation.*
2. *A shortfall in the Rates Budget for MUGA portacabin consequent to a rate increase for 23/24.*

**It was resolved:**

*To confirm the Bank reconciliations as dated above. That 1<sup>st</sup> quarterly budget report 1<sup>st</sup> April to 30<sup>th</sup> June 2023 had been received and agreed.*

*To vire the sum of £3,500 from Village Improvements to Fingerpost Installation/Fabrication Budget.*

*To vire the sum of £30 from refurbishment budget to the rates budget.*

- 44.1 To note that on 30<sup>th</sup> June 2023 Barclays Investigation Team upheld a formal complaint in regard to their service and have compensated Council with £150.00 paid into Bank Account 30/06/23.

*Council noted and accepted.*

45 INTERNAL AUDITOR REPORT

- 45.1 To receive the observations/recommendations of IAC Audit and Consultancy in respect of the interim Internal Audit report of 03/02/23 and agree any actions necessary.

**It was resolved:**

*To confirm that observations and recommendations had been received and most had been subsequently actioned or were in the process of completion.*

- 45.2 To receive the observations/recommendations of IAC Audit and Consultancy in respect of the annual Internal Audit Report of 22/06/2023 and agree any actions necessary.

**It was resolved:**

*"It was resolved - that Council acknowledged the observations and recommendations of IAC in respect of the Annual Internal Audit report. Councillors discussed and agreed the status of the 3 observations and approved a response to IAC that reflected the current status"*

46 GRANTS AND FUNDING APPLICATIONS

- 46.1 To consider an application from Magor Benefice Churchmen's Society/Magor Events Group of £571.98 for the purchase of storage shed.

Councillor Kirkham addressed the chair with a non- prejudicial declaration of interest and left the meeting for this Agenda item.

**It was resolved:**

*To award the grant of funds as applied for, under the provisions of Sec 144 and 145 LGA1972*

To receive a Community Support Grant application from Magor RFC of £2,420.00 for the purchase of WRU recommended portable floodlights.

**It was resolved:**

*To award the grant of funds as applied for under the provisions of Section 19 of the Local Government (Miscellaneous Provisions) Act 1976*

47 SUMMER PLAY – MON LIFE GAMES

To discuss the opportunities that will be supported for Children and Young Persons in Magor with Undy.

**It was resolved:**

***To donate from Grants and Donations Budget the sums of £3000 to Mon Life Games for 12 sessions of activities at the MUGA during summer holidays and to donate £1500 for Children of Magor and Undy to attend the Stay and Play Scheme provided by Mon Life at Caldicot Leisure Centre. Authorised by Section 19 Local Government (Miscellaneous Provisions) Act 1976***

**48 CHRISTMAS FESTIVE LIGHTING**

**To consider quotations for Christmas Lighting (deferred from Ordinary Meeting 12/06/23)**

- City Illuminations (Christmas 2022 contractor)
- New provider quote – Blachere Illuminations
- New provider quote – The Festive Lighting Company

**It was resolved:**

***To award the contract to City illuminations for 1 year at a cost of £5,535.00 as authorised under the provisions of Sec 144 LGA1972.***

**49 CHRISTMAS TREE ACQUISITION AND INSTALLATION**

**To discuss the acquisition of Christmas Trees for Magor Square and Undy Pound specifically with regard to the positioning of the Christmas tree in Magor Square (deferred from Ordinary Meeting 12/06/23).**

***Councillor Kirkham addressed the chair with a non- prejudicial declaration of interest and left the meeting for this Agenda item.***

*The Clerk advised Council of the need to fabricate a concrete block to hold the tree (quotation corresponded in advance of meeting) if tree was to be sited outside the Golden Lion Members discussed the alternative siting of the tree at Magor Square which at this time could not be determined due to the wider implications of the proposed Place making plan and other factors particular to Magor Square. Members agreed that the Clerk shall obtain quotes for the acquisition of Christmas Trees for Magor Square and Undy Pound.*

**It was resolved:**

***The Clerk shall obtain quotes for Christmas Trees for Magor Square and Undy Pound. To be brought back to Council Ordinary Meeting of 11<sup>th</sup> September 2023 together with the matter concerning the siting of the Christmas Tree at Magor Square.***

**A motion by the Chair to suspend standing order so has to conclude the Agenda was agreed.**

**50 UPDATE RE ANTI SOCIAL BEHAVIOUR AT MUGA**

**50.1 To note the escalation of Anti-Social behaviour to discuss recommendations from Gwent Police and MCC and agree measures and budgetary considerations proposed to remediate problems of anti-social behaviour occurring at the MUGA.**

**It was resolved:**

***The Clerk shall conduct enquiries for the provision of suitable CCTV Cameras to be installed at the MUGA and bring back results to a future meeting.***

**21:10 hours. Cllr Baicher addressed the chair, gave her apology and left the meeting.**

- 50.2 In association with 11.1 to expedite an urgent requirement to advertise for the post of Village Warden in accordance with pending review of the Job description.

**It was resolved:**

***That consequent to resolution at Minute No 36.2 of the Extra-Ordinary meeting of 27<sup>th</sup> June 2023 that this item could not be decided upon at this time. Item was deferred for the Ordinary Meeting of 11<sup>th</sup> September 2023.***

51 **MONMOUTHSHIRE CC – PLACEMAKING PLANS**

- 51.1 To receive an update and agree Town Council representatives and note the date of an inaugural working group meeting.

*The Clerk informed Council that Sadie Beer of Mon CC had communicated that the previously agreed date (0930 of 18/07/23) for this meeting was no longer possible and had requested if the Town Council members of the steering group could attend Monmouthshire County Hall at 1.00pm on the same date.*

*It was noted that Councillors Donna James, Mike James, Penny Kirkham and Carole Hopkins had expressed an interest in representing the Town Council. It was further noted that should any of those members be unable to attend Steering Group meetings another member of the Town Council could attend in their stead.*

*Cllr Frances Taylor shall be part of the Steering Group in her capacity of County Councillor.*

**It was resolved:**

***That Sadie Beer be notified in respect of the above and requested to arrange a Hybrid Meeting for 1:00pm on 18<sup>th</sup> July 2023 to facilitate those who wish to attend either physically or remotely.***

52 **BOUNDARY CHANGE/COMMON Y COED & UNDY ALLOTMENTS**

- 52.1 To note that Rogiet Community Council have corresponded by email of their Council resolution at their meeting of 28<sup>th</sup> June 2023 to declare no interest in taking over ownership of either Common-y-coed Plantation or Undy Allotments.

*Council were pleased to receive this declaration from Rogiet Community Council and that in the interest of the Town Council we shall continue actions with HM Land Registry to formalise ownership of the parcels of land at Common Y Coed and Undy Allotments.*

**It was resolved:**

***To respond accordingly to Rogiet Community Council.***

53 **WALES AUDIT YEAR 2018-2019**

- 53.1 To note and agree actions in respect of an email (05/07/23) from Wales Audit seeking payment of the invoice first received on 12/12/22 for their fees associated with the audit of 2018-2019.

**It was resolved:**

***That until Audit Wales responded to Councils request made in December 2022 for further details and breakdown of the charges associated with the invoice which had been received, the matter could not be fully discussed.***

54 **DATE OF NEXT MEETING**

- 54.1 To agree date of the next Ordinary Meeting.

**It was resolved:**

***The next Ordinary Meeting shall be at 1900 hrs on Monday 11<sup>th</sup> September 2023.***

**MEETING CONCLUDED AT 21:39**

**APPENDIX A – APRIL EXPENDITURE**







DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	≈	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
Bfwd						£4,285.06	£4,115.55	£0.00	£11.50	£273.11	£8,685.22
05/05/2023	DCD 0037		POST OFFICE	REG POST LETTER TO JT	R		£6.85				£6.85
05/05/2023	DD 0038		ZOOM	CONFERENCE CALLING	R		£12.99			£2.60	£15.59
09/05/2023	DD 0039		BARCLAYS	CHARGES	R				£8.50		£8.50
10/05/2023	BACS 0040	158.1 of 22/23	AMAZON	CORONATION FLAGS	R				£33.25	£6.65	£39.90
11/05/2023	BACS 0041		TORFAEN CBC	PENSION CONTS - LUMP SUM	R	£5,000.00					£5,000.00
25/05/2023	BACS 0042		MICROSHADE	SOFTWARE+HOSTING	R		£97.24			£19.45	£116.69
17/05/2023	DD 0043		EE LIMITED	MOBILE PHONE	R		£22.88			£4.58	£27.46
25/05/2023	BACS 0044		MERLIN	DOG WASTE	R		£1,155.00			£231.00	£1,386.00
25/05/2023	BACS 0045		MAGOR EVENTS GROUP	ADVERT MAY FAYRE MAG	R		£135.00				£135.00
25/05/2023	BACS 0046		WORKNEST(ellis whitam)	PROFESSIONAL FEES CONTRACT	R		£3,058.35			£611.67	£3,670.02
12/05/2023	BACS 0047	158.1 of 22/23	MARISA MORTIMORE	CORONATION ENTERTAINMENT	R		£200.00				£200.00
23/05/2023	DD 0048		SOLUTIONS IN TECHNOLOGY	TELEPHONE/BROADBAND	R		£68.15			£13.63	£81.78
25/05/2023	BACS 0049		A1 WASTE MANAGEMENT	ALLOTMENT PROJECTS	R		£770.83			£154.17	£925.00
25/05/2023	BACS 0050	158.1 of 22/23	J A SMITH	CORONATION DISCO	R		£250.00				£250.00
22/05/2023	SO 0051	66.2 of 22/23	NJ RIORDAN WHILD	HAYLOFT 4 WEEK RENT	R		£675.00				£675.00
25/05/2023	BACS 0052	158.1 of 22/23	FACE PAINTING	CORONATION ENTERTAINMENT	R		£115.00				£115.00
25/05/2023	BACS 0053	158.1 of 22/23	BALLOONITUDE	CORONATION ENTERTAINMENT	R		£220.00				£220.00
24/05/2023	DD 0054		RESTORE	CONFIDENTIAL WASTE	R		£59.81			£11.96	£71.77
25/05/2023	BACS 0055		PEAR TECHNOLOGY	SOFTWARE PROGRAM	R		£240.00			£48.00	£288.00
25/05/2023	BACS 0056	157 OF 22/23	SIGN OF THE TIMES	FINGERPOST PURCHASE	R		£8,321.00			£1,664.20	£9,985.20
25/05/2023	BACS 0057		HMRC	STATUTORY DEDUCTIONS	R	£896.62					£896.62
25/05/2023	BACS 0058		TORFAEN CBC	PENSION CONTS - SUM	R	£732.94					£732.94
25/05/2023	BACS 0059		STAFF SALARIES	CLERK+ 2 LITTER PICKERS	R	£2,580.78					£2,580.78
25/05/2023	BACS 0060		CHEPSTOW ACCOUNTANCY	SALARY ADMINISTRATION	R		£30.00				£30.00
25/05/2023	BACS 0061		KARI DAVIES REMUNIRATION	MUGA GATE LOOKS	R		£29.97				£29.97
26/05/2023	DCD 0062		XL DISPLAYS LIMITED	PAVEMENT SIGN BOARD	R		£102.00			£20.40	£122.40
											£0.00
											£0.00
											£0.00
											£0.00
											£0.00
											£0.00
											£0.00
											£0.00
											£0.00
						£13,495.40	£19,685.62	£0.00	£53.25	£3,061.42	£36,295.69

## APPENDIX D – MAY 2023 INCOME



TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
					£13,495.40	£19,685.62	£0.00	£53.25	£3,061.42	£36,295.69
CHQ 0078	Chq No 106211	LAND REGISTRY (cha no 106211)	INDEX SEARCH FEE			£4.00				£4.00
DD 0079		ZOOM - INV204949862	CONFERENCE CALLING			£12.99			£2.60	£15.59
DCD 0080		KAFFEKAPSLN	OFFICE SUPPLIES			£27.59				£27.59
DD 0081		BARCLAYS	BANK CHARGES					£8.50		£8.50
DCD 0082		NATIONAL RESOURCE WALES	DRAINAGE FEES			£5.76				£5.76
SO 0083	66.2of22/23	N J RIORDAN WHILD	HAYLOFT RENT			£675.00				£675.00
DD 0084		EE LIMITED	MOBILE PHONE			£22.88			£4.58	£27.46
DD 0085		SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND			£88.15			£13.63	£81.78
DD 0086		RESTORE	CONFIDENTIAL WASTE			£59.81			£11.96	£71.77
BACS 0087	10.3of 23/24	CLLR N BAICHER	REMUNERATION			£52.00				£52.00
BACS 0088	10.3of 23/24	CLLR P CAWLEY	REMUNERATION			£52.00				£52.00
BACS 0089	10.3of 23/24	CLLR C HOPKINS	REMUNERATION			£302.00				£302.00
BACS 0090	10.3of 23/24	CLLR D JAMES	REMUNERATION			£52.00				£52.00
BACS 0091	10.3of 23/24	CLLR M JAMES	REMUNERATION			£52.00				£52.00
BACS 0092	10.3of 23/24	CLLR P KIRKHAM	REMUNERATION			£177.00				£177.00
BACS 0093	10.3of 23/24	CLLR F TAYLOR	REMUNERATION			£52.00				£52.00
BACS 0094	10.3of 23/24	CLLR A GRAHAM	REMUNERATION			£52.00				£52.00
BACS 0095		MICROSHADE	SOFTWARE HOSTING			£97.24			£19.45	£116.69
BACS 0096		MERLIN ES	DOG WASTE FEB 2023(INV 1336)			£924.00			£184.80	£1,108.80
BACS 0097		STAFF SALARIES	SALARIES		£2,353.89					£2,353.89
BACS 0098		HMRC	STAT DEDUCTIONS		£829.42					£829.42
BACS 0099		TORFAEN CBC	PENSION CONTRIBUTIONS		£712.44					£712.44
BACS 0100		CHEPSTOW ACCOUNTANCY	SALARY ADMINISTRATION			£20.00				£20.00
BACS 0101		N J RIORDAN WHILD	HAYLOFT ELECTRIC			£96.69				£96.69
BACS 0102		VISION ICT	EMAIL AND WEBHOSTING			£108.00			£21.60	£129.60
BACS 0103	157of 22/23	SIGN OF THE TIMES	SUPPLY OF FINGERPOSTS			£8,321.00			£1,664.20	£9,985.20
BACS 0104	22.5of 23/24	ST MARY'S CHURCH, MAGOR	GRASS CUTTING DONATION			£1,000.00				£1,000.00
BACS 0105	19.2of 23/24	BHIB COUNCIL INSURANCE	INSURANCE PREMIUM 23-24			£1,757.04				£1,757.04
DD 0106A		SSE/SWALEC	MUGA ELECTRIC			£587.97			£29.39	£617.36
DD 0106B		SSE/SWALEC	MUGA DISCOUNT RECEIVED			-£31.35			-£6.26	-£37.61
BACS 0107		VIKING	PRINTER PAPER			£53.85			£10.77	£64.62
BACS 0108		RAI Herbert	POOR LAND RENT			£2.50				£2.50
BACS 0109		IAC AUDT&SOLUTIONS	INTERNAL AUDIT JUNE 22/06/23			£295.00			£59.00	£354.00
					£17,391.15	£34,584.74	£0.00	£61.75	£5,077.14	£57,114.78

APPENDIX F – JUNE 2023 INCOME

