

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Ordinary Meeting

Minutes of the Ordinary Meeting of Magor with Undy Town Council held At Magor Baptist Church and remotely via Zoom at 1900 hours Monday 08th July 2024

COUNCILLORS IN ATTENDANCE (In Person)

Cllr Paul Cawley (Chair)	Cllr Neeta Baicher			
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COUNCILLORS IN ATTENDANCE (Remotely Online)

Cllr Catherine Baker	Cllr Dr Mario Bisi	Cllr Penny Kirkham (joined at approximately 20:30)	Cllr Victoria Hammet-Johnson (joined at approximately 20:30)	
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APOLOGIES for absence

Mayor: Cllr Carole Hopkins	Deputy Mayor: Cllr Frances Taylor	Cllr Mike James	Cllr Donna James	
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MAGOR with UNDY TOWN COUNCIL OFFICERS

William Lewis – Clerk to Council	Rachel Jones – Business Support and Project Officer			
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MON COUNTY COUNCILLOR(S)

John CROOK

MEMBERS(S) OF THE PUBLIC (MoP) IN ATTENDANCE

In Person – 2

Remotely online – 6

As a consequence of the absence of Mayor and Deputy Mayor members in attendance agreed that Cllr Paul Cawley should be appointed as the 'chair' of the meeting.

35

Public Open Forum

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

MoP 1 – In person questioned:

- No update of Town Councils pursuit of legal opinion regarding the Deed of Covenant relating to Sycamore Playing Field and Monmouthshire CC implementation of the Public Space Protection Order at the same location.

- Naming of MoP on previous meeting minutes.
- A failure to respond to emails from members of the public.

Chair observed that MoP 1 was referring to notes and requested receipt of a copy which was agreed.

MoP 2 – In person questioned:

- Progress of development of an area for dog walking additional to Sycamore Field and felt that the subject should have been on this meeting Agenda.

36 Chairs announcements

36.1 To receive apologies for absence from Councillors.

As detailed above.

36.2 To receive any update and feedback from the Mayor in respect of meetings, functions, events or matters arising.

In the absence of Mayor Hopkins, the Clerk upon invitation of the Chair updated the meeting in respect of:

- *Development of additional area of land for dog walkers.*
- *The introduction of picnic benches at Sycamore Field and installation.*
- *That Legal Opinion has been sought regarding Mon CC – PSPO and its validity in consideration of the existing Deed Of Covenant in respect of Sycamore Field.*
- *Signage required at Sycamore Field.*

37 Declarations of Interest

37.1 To receive any declarations of interest in items on the agenda.

No declarations announced

38 Correspondence

38.1 To note and agree that correspondence relative to agenda items has been sent and received by Council Members.

Receipt of correspondence relative to Meeting Agenda was acknowledged but Cllr Baker queried non-receipt of some correspondence relative to Wales Audit Annual Return/Annual Governance Statement.

39 Minutes of Previous Meetings

39.1 To adopt the draft minutes of Ordinary Meeting of 13th May 2024

Received and approved

39.2 To adopt the draft minutes of Annual Statutory Meeting of 16th May 2024

Received and approved

39.3 To adopt the draft minutes of Extraordinary Meeting of 29th May 2024

Cllr Bisi stated that he considered that draft minutes contained between 25 and 30 inaccuracies. The Clerk requested that Cllr Bisi provide to him a written copy of his observations as it would not be expedient to attend to this during the meeting.

Resolution:

Draft minutes were not approved.

Cllr Bisi'S tracked changes of the factual inaccuracies of the Minutes of EXTRAORDINARY MEETING of 29/05/2024 be made electronically and sent to all Councillors for consideration at the next Council Meeting.

39.4 To adopt the draft minutes of Ordinary Meeting of 10th June 2024

Cllr Bisi stated that he considered that draft minutes contained between 25 and 30 inaccuracies. The Clerk requested that Cllr Bisi provide to him a written copy of his observations as it would not be expedient to attend to this during the meeting.

Resolution:

Draft minutes were not approved.

Cllr Bisi'S tracked changes of the factual inaccuracies of the Minutes of EXTRAORDINARY MEETING of 29/05/2024 be made electronically and sent to all Councillors for consideration at the next Council Meeting.

40 Finances

40.1 To receive Microsoft Excel Reconciliation report of bank accounting for month ending 30th June 2024 (**Appendix A**)

Receipt confirmed and agreed

40.2 To receive RBS Financial Software reports for month ending 31st May 2024 (Corresponded separately – deferred from Ordinary meeting 10/06/24)

Receipt confirmed and agreed

40.3 To receive RBS Financial Software reports for month ending 30th June 2024 (Corresponded separately)

Receipt confirmed and agreed

40.4 Virements – Clerk to present Council with requirement for virement of monies between budget headings.

1. £2.00 from 110-4100 (Band Charges) to 110-4130 (Subscription and Membership)
2. £258 from 110-4190 (IT) to 110-4180 (website)
3. £96 from 115-4400 (Furniture) to 110-4270 (Health and safety-PPE)
4. £4000 from 110 – 4110 (Audit Fees) to 115-4200 (Utilities)
5. £265 from 170-4300 (Maintenance) to 170-4550

Resolution

Virements were agreed as proposed.

41 Audit Wales – 2023/2024 – Basic Audit

41.1 To receive Annual Return for the Year Ended 31 March 2024.

Resolution

To be deferred for an extraordinary meeting consequent to issues detailed by Cllr Baker in respect of documents corresponded electronically.

41.2 To consider and approve the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024.

Resolution

To be deferred for an extraordinary meeting consequent to issues detailed by Cllr Baker in respect of documents corresponded electronically.

42 IAC Internal Audit Observations

42.1 To agree to increase the level of payments on Council debit card currently £500 to £1000 and amend Financial Regulation 6.19

Resolution

Proposed, seconded and carried.

43 Monmouthshire CC Planning Consultations – Please access the portal link to view the following applications

<http://www.monmouthshire.gov.uk/planning>

43.1 Fast Track Planning Application – 3, The Limes, Undy. DM/2024/00759

Extend the garden and erect a new boundary timber fence. Operational Development as the ground slopes towards the fence, build up the ground and construct retaining wall max 700mm high.

Resolution

The Town Council have no objections subject to any representations from neighbours.

44 **Community Defibrillators**

44.1 A proposal by Cllr Kirkham that Town Council takes over the costs for the renewal of consumables for the following Defibrillators in the community (e.g. Pads, batteries etc) and agree actions necessary.

- Undy Church Hall - managed by the Ready Steady Go charity (although it's registered under MUCC name)
- Magor and Undy Community Hub - managed by the MUCH charity
- Town Square - managed by the Magor Churchmen (Events Group)

Councillor Kirkham was not present for this agenda item but this proposal had previously been communicated in writing.

Resolution

"Proposal was seconded and unanimously agreed that MUTC will undertake associated costs of for the defibrillators for a period of three years."

45 **Notice Board update from Council Working Group**

45.1 To receive update from a member of the working group in consideration of observations of the condition and suitability of the current notice boards and agree actions necessary.

Cllr Cawley provided members with details of the working groups findings in respect of:

- *Their condition*
- *Repair or replacement.*
- *Relocation of the boards at Dancing Hill, Vinegar Hill and Queens Gardens*

Resolution

"Working Group to undertake a public engagement activity to conducted both online and by provision of public notices in Council Notice Boards."

At 2100 hrs the Chair proposed the suspension of Standing Order 3.3(v) to allow continuance of the meeting to conclude business.

46 **Christmas 2024**

46.1 Acquisition of 3 x Christmas Trees for festive season 2024. (Clerk to present) and agree actions necessary.

Resolution

To acquire three trees for Christmas 2024 for Magor Square, Undy Pound and Newport Road/Main Road grass verge subject to installation of power supply from street lighting.

46.2 To consider quotations received from 2 suppliers of festive lighting (third has failed to respond to date) and agree actions necessary. (correspondence emailed to members).

Resolution

To note that having striven to obtain three quotes but only received two that Financial Regulations are suspended and agree to accept three- year contract offer from Blachere Illuminations. Costed at £7,241.41 for 2024/25 and £7,643.41 for year 2025/26 and year 2026/27. Power to spend: Sections 144 and 145 of The Local Government Act 1972.

47 **IT Report**

47.1 To receive a report from Microshade VSM in respect of disruption of IT services impacting Town Council administration. (correspondence emailed to members)

Members confirmed receipt of this communication.

The Clerk stated that this report clearly demonstrates the significant disruption to business and functions of office and that it was disappointing that this situation was not fully understood or acknowledged and That the impact of these IT issues has meant a sustained period of catch-up.

48 Grant and Funding Policy - Internal Auditor Update

48.1 To receive an update from Town Clerk in respect of Council Grant Funding Policy queries and agree any action as necessary.

In accordance with resolution 28.1 (3) clarification was sought from the Council's Internal Auditor who responded that the awarding of grants is entirely a matter for Council as long as it falls within legal powers and complies with Policies, Decisions and Regulations.

49 Branding

49.1 To discuss and agree a logo that Magor with Undy Town Council can utilise on correspondence and marketing materials and action as necessary. (Hyperlink sent to members)

[Resolution](#)

To approach the schools of Magor and Undy with a view to school engagement with pupils in respect of the development of a logo.

50 Undy Play Park Project

50.1 To receive report from working group and agree any action as necessary.

[Resolution](#)

The working group shall progress this project provide Council with regular updates.

51 Signage for Council Office at Salisbury House

51.1 To receive an image of proposed signage and costing and to consider suspending Financial Regulation 10.3 as accorded by Financial Regulation 17.2 due to the immediate need to identify the new premises at Salisbury House as that of The Council Office.

[Resolution](#)

It was proposed, seconded and agreed by Council to proceed with installation of signage at premises header board only at a cost of £198 plus fitting £65.

Power to spend: Section 111 Local Government Act 1972 - Power to do anything that will facilitate, be conducive to or incidental to the discharge of the Council's powers and functions.

52 Summer Play – Mon Life Games

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

[Resolution](#)

Proposed, seconded and agreed to financially support Monlife in accordance with the SLA incorporating Free Access, Stay & Play and Youth Provision.

Power to Spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976.

53 Gypsy and Traveller Land Identification

53.1 To receive an update in respect of Mon CC process in respect of Langley Close and Dancing Hill, Magor.

Council were informed that Mon CC timeline for decision making begins at Scrutiny Meeting of 24th July 2024.

The Chair invited Mon CC Councillor John Crook to comment with any information. Councillor Crook referenced Dancing Hill and stated that this area had previously been removed from the process.

At 21:30 the meeting was concluded

54 Next Meeting

54.1 Ordinary Meeting – 1900 hrs Monday 09th September 2024 – Venue TBA

APPENDIX A. Excel record Expenditure and Income

Expenditure

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
B/fwd						15,474.13	28,035.60	0.00	17.00	4,589.67	48,116.40
05/06/2024	DD 0083	4190-110	ZOOM	CONFERENCE CALLING	R		12.99			2.60	15.59
04-Jun-24	DD 0084	4100-110	BARCLAYS	BANK CHARGES	R				8.50		8.50
17-Jun-24	DD 0085	4170	EE MOBILE	MOBILE CONTRACT	R		56.22			11.24	67.46
24-Jun-24	DD 0086	4170	SOLUTIONS IN TECHNOLOGY	BROADBAND TELEPHONY	R		75.72			15.14	90.86
28-Jun-24	DD 0087	4475	RESTORE DATASHRED	CONFIDENTIAL WASTE	R		66.68			13.33	80.01
17-Jun-24	SO 0088	66.2of22/23	NU RIORDAN WHILD - 4145	HAYLOFT 4 WK RENT	R		675.00				675.00
27-Jun-24	DD 0089	4200-115	BRITISH GAS	ELECTRIC - SALISBURY HSE	R		27.60			1.38	28.98
17-Jun-24	DD 0090	4240-170	MON CC	PORTACABIN RATES - PCM	R		62.00				62.00
18-Jun-24	BACS 0091	4205-115	LUCKYLEASE (879795626)	SAL HSE SERVICE CHARGE	R		146.63			29.32	175.95
18-Jun-24	BACS 0092	4140	LUCKYLEASE	SAL HSE ANNUAL INSURANCE	R		201.77			40.36	242.13
27-Jun-24	BACS 0093	4130-110	OVW (Min 247.1 of 130524)	ANNUAL MEMBERSHIP	R		1,084.00				1,084.00
03-Jun-24	RFND 0094	4145	FIT MY FLOOR	REFUND (TRADER ERROR)	R		-430.75			-86.15	-516.90
03-Jun-24	DCD 0095	4145	FIT MY FLOOR	LAMINATE REPLACEMENT	R		430.00			86.00	516.00
03-Jun-24	DCD 0096	4190	PHONE TECH	USB STICK RE IT VIRUS	R		25.00			5.00	30.00
06-Jun-24	DCD 0097	4145	AMAZON	WHEELCHAIR ACCESS RAMP	R		95.82			19.17	114.99
07-Jun-24	DCD 0098	4355	MIAS CAFÉ MAGOR SQUARE	D DAY SERVICE HOSPITALITY	R		72.80				72.80
10-Jun-24	DCD 0099	4190	AMAZON	COMPUTER REPAIR PARTS 1	R		35.75			7.15	42.90
10-Jun-24	DCD 0100	4190	AMAZON	COMPUTER REPAIR PARTS 2	R		9.13			1.83	10.96
11-Jun-24	BACS 0101	4145	C J JEFFRIES CONTRACTOR356433254	SALISBURY HOUSE REFURB	R		1,250.00			250.00	1,500.00
12-Jun-24	DCD 0102	4145	CURRYS ONLINE	FRIDGE FOR NEW OFFICE	R		107.50			21.50	129.00
27-Jun-24	BACS 0103	4200-115	REDWICK ELECTRICAL	SALISBURY HOUSE REFURB	R		850.00			170.00	1,020.00
27-Jun-24	BACS 0104	4220	EBENEZER BAPTIST	HALL HIRE(10/06/24)	R		30.00				30.00
27-Jun-24	BACS 0105	4080	OVW TRAINING FEE	RJ. COUNCIL AS EMPLOYER	R		40.00				40.00
27-Jun-24	BACS 0106	4440	MON CC	SLA	R		5,111.11			1,022.22	6,133.33
27-Jun-24	BACS 0107	4550	MON CC	MUGA INSPECTIONS	R		20.51			4.10	24.61
27-Jun-24	BACS 0108	4550	MON CC	ROSPA INSPECTIONS	R		168.63			33.73	202.36
27-Jun-24	BACS 0109	4460-150	MERLIN	DOG BINS WASTE	R		923.73			184.75	1,108.48
27-Jun-24	BACS 0110	4190	MICROSHADE	SOFTWARE AND SECURITY	R		153.70			30.74	184.44
27-Jun-24	BACS 0111	4115-110	CHEPSTOW ACCOUNTANCY	SALARY ADMIN	R	20.00					20.00
27-Jun-24	BACS 0112	4000-110	STAFF SALARIES	WSL, RJ, LK AND HJ	R	4419.93					4,419.93
27-Jun-24	BACS 0113	4030-110	HMRC	STAT DEDUCTIONS	R	940.17					940.17
27-Jun-24	BACS 0114	4040-110	TORFAEN CBC	PENSION CONTRIBUTIONS	R	1,270.37					1,270.37
18-Jun-24	DCD 0115	4150	AMAZON - 725974988	PRINTER PAPER	R		20.83			4.16	24.99
18-Jun-24	BACS 0116	4145	LUCKYLEASE	LEASE RENTAL JUNE TO SEPT 24	R		1,842.46			368.49	2,210.95
21-Jun-24	DCD 0117	4145	HOME AND CAR DIY CALDICOT	KEYS CUT FOR SAL HSE LOCKS	R		34.43			6.89	41.32
27-Jun-24	BACS 0118	4145	C J JEFFRIES CONTRACTOR356433254	FINAL PAYMENT FOR SAL HSE	R		3,074.17			614.83	3,689.00
24-Jun-24	DD 0119	4190	SOLUTIONS IN TECHNOLOGY	TELECOM NETWORK POINTS	R		230.00			46.00	276.00
27-Jun-24	BACS 0120	4190	SOLINTECH - 929 4177 92	NEW LAPTOP (MIN 29.2)	R		514.54			102.91	617.45
27-Jun-24	BACS 0121	4090-110	CAROLE HOPKINS - MAYOR	IRPW ALLOWANCES	R		302.00				302.00
27-Jun-24	BACS 0122	4090-110	FRNCES TAYLOR - D/MAYOR	IRPW ALLOWANCES	R		177.00				177.00
27-Jun-24	BACS 0123	4090-110	PENNY KIRKHAM	IRPW ALLOWANCES	R		52.00				52.00
27-Jun-24	BACS 0124	4090-110	DONNA JAMES	IRPW ALLOWANCES	R		52.00				52.00
27-Jun-24	BACS 0125	4090-110	MIKE JAMES	IRPW ALLOWANCES	R		52.00				52.00
27-Jun-24	BACS 0126	4090-110	PAUL CAWLEY	IRPW ALLOWANCES	R		52.00				52.00
27-Jun-24	BACS 0127	4090-110	NEETA BAICHER	IRPW ALLOWANCES	R		52.00				52.00
						22,124.60	45,792.57	0.00	25.50	7,596.36	75,539.03

