

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 remotely via Zoom at 1900 hours Monday 14th October 2024

COUNCILLORS IN ATTENDANCE

| | | | | | |
|-----------------------------|--------------------|--------------------|-----------------|------------------|--------------------|
| Cllr Frances Taylor (Chair) | Cllr Penny Kirkham | Cllr Neeta Baicher | Cllr Mike James | Cllr Donna James | Cllr Dr Mario Bisi |
|-----------------------------|--------------------|--------------------|-----------------|------------------|--------------------|

APOLOGIES for absence

| | | | | |
|----------------------------|----------------------|-------------------------------|--|--|
| Mayor: Cllr Carole Hopkins | Cllr Catherine Baker | Cllr Victoria Hammett-Johnson | | |
|----------------------------|----------------------|-------------------------------|--|--|

MAGOR with UNDY TOWN COUNCIL OFFICERS

| | | | | |
|----------------------------------|---|--|--|--|
| William Lewis – Clerk to Council | Rachel Jones – Business Support and Project Officer | | | |
|----------------------------------|---|--|--|--|

MON COUNTY COUNCILLOR(S)

Angela Sandles

MEMBERS(S) OF THE PUBLIC (MoP) IN ATTENDANCE (13)

Start of meeting delayed until 19:10 hours due to technical issues with Zoom Meetings provision.

Public Open Forum

Two members of the attending public wished to contribute:

Attendee 1.

Questioned why no answer to matters raised at a previous meeting have been provided by a member of the Council.

Questioned who in Council is responsible for booking the venues for public meetings as Virtual Meetings are not inclusive.

Why are meetings not widely advertised suggesting a reluctance by Council for attendance by members of the public.

How long is a Councillor permitted absence from meetings?

Attendee 2.

Welcomed an improvement to correspondence associated with meeting Agenda.

Questioned inclusive accessibility for persons with hearing impairment/hearing loss at all meetings and gave a detailed overview of the requirements of making provisions to address the matter of inclusivity.

75 Chairs Announcements

75.1 To receive apologies for absence from Councillors.

- Apologies as recorded above

75.2 • Cllr Taylor referred to the sad news of the death of Rob Kenny of Magor Churchmen and Magor Events group expressing heartfelt condolences to his family.

Zoom recording facility engaged following proposal by Cllr D James, seconded by Cllr M James.

76 Declarations of Interest

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

- Cllr Kirkham declared: Agenda items 9.1 and 10.1

77 Correspondence

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

- Members agreed service of correspondence.

78 Minutes of Previous Meetings

78.1 To adopt the draft minutes of Ordinary Meeting of 09th September 2024.

Cllr D James proposed following additions and amendments:

- Public forum include comment of one of our County Councillors who was present at the meeting who made a representation to council concerning members not attending civic wide events, etc.
- Min 63: Amend to read: "was that a councillor had suggested that the consideration of these documents could have been deemed as unlawful."
- Min 63.4 Amend to read: "Correspondence received from the Councillor the morning of the meeting indicated that it would have been unable to consider the circulated correspondence as it could be seen unlawful."

- 65.1 Amend to read: “a working group comprised of Councillor Donna James, Councillor Victoria Hammett, Johnson, Councillor Neeta Baicher, and other interested councillors and residents shall be formed to consider an additional dog walking space within the Magor area and any update would then be reported back to council in November.”

Cllr Neeta Baicher addressed the meeting regarding omission from minutes of matters raised by residents at the meetings and email correspondence sent by residents to Council and Councillors.

The Chair reminded the meeting of the requirements of what must be recorded in the minutes as directed by Standing Orders and that while it is evident that more information is provided in the minutes it is impractical to include everything.

Resolution

To adopt the draft minutes of 09th September 2024 subject to inclusion of amendments as detailed.

79 Finances

79.1 To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31th July 2024, 31st August 2024 and 30th September 2024 (**Appendix A**).

- Cllr James sought clarification of payments made in August in respect of rent payable and utilities which was clarified by the Clerk and accepted.

Resolution

Excel reconciliation reports received and agreed

79.2 To receive RBS Financial Software reports for month ending 31st July 2024, 31st August 2024 and 30th September 2024. (Separately corresponded to Council)

- Cllr Penny Kirkham identified some administrative corrections were required regarding cost centres applied in respect of utilities for the Council Office and the purchase of Picnic benches.

Resolution

RBS reconciliation reports received and agreed

80 Interim Internal Audit

80.1 To receive clarification in regard to previous resolutions and agree any further actions considered necessary in respect of Councils Internal Auditor conducting the interim audit on 28/11/24.

The Clerk referred to his report in respect of Agenda item 6 and a table prepared and corresponded to members as part of the Agenda. This table contained details of previous resolutions which the Clerk has identified required clarification should the interim audit in November raise questions.

Members queried the purpose of this presentation and correctly asserted that the previous resolutions referred to in the report could not be changed.

The Clerk re-affirmed that the purpose of presenting these matters was to make members aware that he has identified some areas that may give rise to concern at the Interim Internal Audit and that we have already identified them and informed members of such.

Resolution

The Clerks report/table shall be included as an addendum to the minutes of this meeting.

- 81 Sycamore Playing Field – PSPO/Deed of Covenant-Picnic Benches and Waste Bins**
81.1 To receive update in respect of Legal Opinion, Signage, Siting of Picnic Benches and provision of Litter Bin.

Clerk informed meeting that the Legal Opinion has been made public and included in additional documents for the meeting on website.

Updates concerning matters applicable to Sycamore Playing Field were presented.

Cllr James commented that as she originated this project for benches to be located along the tree line of Sycamore Field that the decision and how and where to site the benches other than what was originally discussed should have been brought back to Council or communicated to her by email.

Cllr Kirkham informed Council that there may be a suitable bin at the Memorial Hall.

Resolution

Matters have been noted and the Clerk shall assess the suitability of the litter bin available for inspection at Undy Memorial Hall to determine if fit for purpose at either Sycamore Field or Sycamore Playpark.

- 82 Grant Application**
82.1 To receive an application from Wildlife Warriors/Gwent Wildlife Trust for a Local Support Grant and agree actions.

Members debated the Grant Application and considered the financial information provided with the application and the direct beneficiary of the application if granted, furthermore clarification of what the grant would be used for as details were included in the application which suggested funding an employee salary. Proposer Cllr D James, Seconded Cllr M James and agreed by Council show of hands.

Resolution

Applicant shall be informed that Council require additional information and clarification in respect of finance, beneficiary and use of funding and bring back to a future meeting.

- 83 Agenda Items deferred from Ordinary meeting of 09th September 2024**

83.1 Christmas Trees

Councillor Kirkham left the meeting for this item as recorded at Min 76.1

- i. To note that the supply, installation and collection of large Christmas Trees is a service where local suppliers are limited and to consider quotations received and agree actions necessary.

Clerk informed Council that despite efforts only two quotations had been received. Cllr Bisi proposed the suspension of Financial Regulations. Seconded by Cllr Taylor.

Resolution

To suspend Financial Regulation and to accept the cheaper quote for supply and removal of three Christmas Trees.

Power to spend: Section 144 Local Government Act 1972.

Councillor Kirkham returned to the meeting

- ii. To receive quotation for fitting a Commando Socket to Street Lamp at Newport Road for power to Christmas Tree and agree actions.

Council were informed that this service could only be provided with express permission of Monmouthshire County Council and by their approved contractor as it is a specialist service and that Financial Regulations require to be waived to agree to the requirement.

Cllr Bisi proposed that on the basis of the details provided that Council should agree and waive Financial Regulation to facilitate this service. Seconded by Cllr D and M James and agreed by show of hands.

Resolution

To suspend Financial Regulation 10.3 and to instruct Enerveo to proceed with the provision of a Commando Socket as required.

Power to spend: Section 144 Local Government Act 1972.

- 83.2 **Magor with Undy Town Regeneration-Placemaking Plan** – To receive update of the Steering Group Meeting of 13th September 2024.

Meeting was appraised by the Chair in respect of actions undertaken to date and of the future actions planned.

- 83.3 **Current projects:** - To receive an update in regard to projects status and agree any actions necessary.

Cllr D James appraised Council with regard to the progress in respect of the upgrade of the Play Park at Undy AFC and further actions planned.

- 83.4 **Magor with Undy Newsletter** - To consider the production and publishing of a Newsletter for distribution within the communities and action as necessary.

Cllr Kirkham presented a detailed report of actions undertaken to date to produce a Newsletter to improve communication and transparency between Council and members of the communities.

Resolution

The formation of a Working Group to take forward to investigate preparation, costs and distribution of a Newsletter in Springtime 2025.

- 20:52 hrs **Chair moved to suspend Standing Order 3.3v to extend the meeting beyond 2100 hours by 15 minutes This was seconded by Cllr Bisi**

- 83.5 **Town Council Notice Boards** - To receive report from the Council Working Group and agree actions necessary.

Cllr Kirkham presented detailed information concerning the removal, replacement and relocating of identified Notice Boards and options in respect of design and materials.

A proposed public consultation/survey be commenced.

Resolution

Members to communicate ideas and suggestions directly to the Working Group.

- 83.6 **Magor and Undy Community Hub (MUCH)**
To receive update in respect of MCC Provision of Youth Activities which commenced on Tuesday 30th July 2024 and agree any action necessary.

Chair reported that there has been quite a good take up young people from the 1st week with between 15 and 20 young people attending and engaging in a good range of activities as summarised in the report shared by Cllr Kirkham.

- 83.7 Gypsy and Traveller Land Identification Update** -To receive and note update from Cllr Frances Taylor and consider any further actions as necessary.

Chair referred to her shared report and re-affirmed that Langley Close was at this time no longer a consideration due to noise and potential land contamination.

- 83.8 Undy & Magor Horticultural Society Home and Produce Show** -To receive feedback regarding the event held at Undy Memorial Hall on 24th August 2024.

Reported that the event was well received and successful. It was not a Council event. Cllr Baicher stated that she was unaware of this event. Event had been advertised in the Post Office, Magor square Notice Board and leaflets in the Town Council Office.

- 83.9 Magor Surgery** - To note that Caldicot Medical Group has taken a decision to close Magor Surgery in the afternoons as at 1st August and agree any actions necessary.

Members discussed the afternoon closure of Magor Surgery, its impact on members of the community and what action can be proceeded with to bring this to the attention of Aneurin Bevan Health Board. Cllr Taylor proposed that Council shall write to the Health Board.

Resolution

Council will write a formal letter to Aneurin Bevan Health Board.

- 83.10 Mill Common Playpark** -To consider a proposal from a resident to improve the play area at Mill Common and agree actions necessary.

Play Park needs attention and more widely playparks in the communities require action in addition to those under remit of the Council.

Councillor James proposed that we actually look at these on an ongoing basis with consideration toward budget settings and projects.

Resolution

To bring back to a future meeting.

- 84 Crafty Together ‘Yarn Bombing’**

- 84.1 Councillor Kirkham left the meeting for this item as recorded at Min 76.1**

To receive a request from “Crafty Together” to attend to ‘Yarn-Bombing’ decoration of bollards for Remembrance Day and Christmas festive Season and agree actions.

Cllr Taylor proposed that Council Support this welcome activity. Seconded by Cllr Bisi and carried by show of hands.

Resolution

Council welcome this activity.

- 85 Monmouthshire CC Planning Application Consultations. Please access the portal link: <http://www.monmouthshire.gov.uk/planning>**

- 85.1 DM/2024/01096 – Oakland, Main Road, Undy. Modification of condition 2 relating to planning.**

Resolution

- 85.2** **Planning to be informed that Council have no representations in regard to this consultation.**
DM/2024/01198 27 – Stonecroft, Old Stone Lane, Undy. Proposed extension to existing bungalow.

Resolution

Planning to be informed that Council have no representations in regard to this consultation.

- 2115hrs** **Cllr Bisi addressed the Chair stating that the extension of the meeting had reached the appointed time. Chair stated that as Standing Order has already been suspended were Council content to complete the remaining business on the Agenda. This was agreed.**

86 **Survey Monkey Subscription**

- 86.1** To receive and agree adjustment to costing Min 72.1 of 09/09/24). To agree to revised cost of subscription.

Other options were explored and Survey Monkey was found to be the better option in respect of cost and versatility.

Council were informed that a Budget Line of £420 to Survey Monkey has been previously agreed when setting the budgets for 2024/25 and that the cost of registration to Survey Monkey to facilitate Council survey requirements has been re-assessed and the cost would be £396.00 per calendar year. Cllr Kirkham proposed that Council subscribe to this service, Seconded by Cllr D James

Resolution

Having previously resolved to subscribe to Survey Monkey Council shall proceed at a cost of £396.00 per year.

Power to spend: Section 142 Local Government Act 1972

87 **EXCLUSION OF PRESS & PUBLIC UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

- 87.1** To agree the exclusion of the Press and Public to the following agenda item (11.2) pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as some of the business to be transacted has commercial interest of others and considered confidential, the disclosure of which would be prejudicial.

Resolution

Council agreed that the following item is debated reported under the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

87.2 **Magor and Undy Community Hub (MUCH)**

To receive and note update from Cllr Penny Kirkham (Town Council representative to MUCH) on general matters pertaining and agree actions if necessary.

Cllr Kirkham referred to confidential report shared with members as part of the agenda pack for Councillors.

Resolution

MUCH updates shall be a standing item on Full Council Meetings.

88

Date of Next Meeting

88.1

To note that next ordinary meeting is 11th November 2024 at Magor Baptist Church.

Appendix 1.

Excel record of expenditure July 2024

| DATE | TRANS NO | REF - Minute No | PAYEE | DESCRIPTION | Recon | SALARIES | ESTABLISHMENT | S.137 | BANK CHARGES | VAT | TOTAL |
|---------|-----------|-----------------|----------------------------------|----------------------------------|-------|-----------|---------------|-------|--------------|----------|------------|
| Bfwd | | | | | | 22,124.60 | 45,841.97 | 0.00 | 25.50 | 7,546.96 | 75,539.03 |
| 1/7/24 | BACS 0136 | 4460-150 | MERLIN ENVIRONMENT | DOG WASTE (JUNE UNDERPAID) | R | | 26.67 | | | 5.33 | 32.00 |
| 1/7/24 | BACS 0137 | 4550 | MON CC | MUGA INSPECTION (JUNE UNDERPAID) | R | | 1.50 | | | 0.30 | 1.80 |
| 5/7/24 | DD 0138 | 4190-110 | ZOOM | CONFERENCE CALLING | R | | 12.99 | | | 2.60 | 15.59 |
| 5/7/24 | DD 0139 | 4100-110 | BARCLAYS | BANK CHARGES | R | | | | 8.50 | | 8.50 |
| 17/7/24 | DD 0140 | 4170 | EE MOBILE | MOBILE CONTRACT | R | | 50.78 | | | 10.16 | 60.94 |
| 23/7/24 | DD 0141 | 4170 | SOLUTIONS IN TECHNOLOGY | BROADBAND TELEPHONY | R | | 670.84 | | | 134.17 | 805.01 |
| 24/1/24 | DD 0142 | 4475 | RESTORE DATASHRED | CONFIDENTIAL WASTE | R | | 66.68 | | | 13.33 | 80.01 |
| 15/7/24 | SO 0143 | 66.2of22/23 | NJ RIORDAN WHILD - 4145 | HAYLOFT 4 WK RENT | R | | 675.00 | | | | 675.00 |
| 10/7/24 | DD 0144 | 4200-115 | BRITISH GAS | ELECTRIC - SALISBURY HSE | R | | 15.67 | | | 0.78 | 16.45 |
| 15/7/24 | DD 0145 | 4240-170 | MON CC | PORTACABIN RATES - PCM | R | | 62.00 | | | | 62.00 |
| 8/7/24 | DD 0146 | 4145 | MON CC | COUNCIL OFFICE RATES | R | | 412.51 | | | | 412.51 |
| 3/7/24 | DD 0147 | 4155 | GRENKELEASING | COPIER RENT JULY-SEPT | R | | 143.31 | | | 28.66 | 171.97 |
| 3/7/24 | DD 0148 | 4155 | GRENKELEASING | COPIER RENT 120624 - 300624 | R | | 30.25 | | | 6.05 | 36.30 |
| 17/7/24 | DD 0149 | 4155 | GRENKELEASING | DOCUMENTATION | R | | 140.00 | | | 28.00 | 168.00 |
| 30/7/24 | BACS 0150 | 4070 | W S LEWIS | EXPENSES | R | | 40.50 | | | | 40.50 |
| 30/7/24 | BACS 0151 | 4080 | OVW | TRAINING R. JONES | R | | 160.00 | | | | 160.00 |
| 30/7/24 | BACS 0152 | 4220 | MUCH | HALL HIRE | R | | 45.00 | | | | 45.00 |
| 30/7/24 | BACS 0153 | 4465 | SHONA CARLE | PLANTER VOLUNTEER EXPENSES | R | | 32.77 | | | | 32.77 |
| 10/7/24 | DCD 0154 | 4150 | AMAZON | GRAB RAIL | R | | 10.82 | | | 2.17 | 12.99 |
| 10/7/24 | DCD 0155 | 4150 | AMAZON | FIRST AID KIT FOR OFFICE | R | | 15.03 | | | 3.01 | 18.04 |
| 15/7/24 | DCD 0156 | 4560 | AMAZON | TOWN TEAM CLEANING SHOVELS | R | | 15.82 | | | 3.16 | 18.98 |
| 15/7/24 | DCD 0157 | 4150 | TESCO STORES (VAT 220430231) | OFFICE STAPLERS X 2 | R | | 3.67 | | | 0.73 | 4.40 |
| 17/7/24 | BACS 0158 | 4210 | MUCH TRUSTEES | LS GRANT (MIN 28.1 OF 100624) | R | | 12,500.00 | | | | 12,500.00 |
| 17/7/24 | BACS 0159 | 4815 | RACHEL JONES (COSTCO PICNIC BEN) | REIMBURSEMENT | R | | 1,599.88 | | | 319.96 | 1,919.84 |
| 17/7/24 | BACS 0160 | 4145 | C J JEFFRIES CONTRACTOR | SAL HSE ALTERATIONS | R | | 500.00 | | | 100.00 | 600.00 |
| 29/7/24 | BACS 0161 | 4145 (Min 51.1) | SCORPIO SIGNS | OFFICE SIGNAGE | R | | 253.00 | | | 50.60 | 303.60 |
| 29/7/24 | BACS 0162 | 4115-110 | CHEPSTOW ACCOUNTANCY | SALARY ADMIN | R | | 20.00 | | | | 20.00 |
| 29/7/24 | BACS 0163 | 4000-110 | STAFF SALARIES | WSL RJ, LK AND HJ | R | | 4,376.52 | | | | 4,376.52 |
| 29/7/24 | BACS 0164 | 4030-110 | HMRC | STAT DEDUCTIONS | R | | 1,072.57 | | | | 1,072.57 |
| 29/7/24 | BACS 0165 | 4040-110 | TORFAEN CBC | PENSION CONTRIBUTIONS | R | | 1,270.46 | | | | 1,270.46 |
| 29/7/24 | BACS 0166 | 4190 | MICROSHADE | SOFTWARE AND SECURITY | R | | 153.70 | | | 30.74 | 184.44 |
| 29/7/24 | BACS 0167 | 4355 | NEWTON NEWTON | D DAY 80TH ANNIVERSARY FLAG | R | | 24.00 | | | 4.80 | 28.80 |
| 29/7/24 | BACS 0168 | 4460 | MERLIN ENVIRONMENT | DOG WASTE - JULY | R | | 1,188.00 | | | 237.60 | 1,425.60 |
| 29/7/24 | BACS 0169 | 4440 | MON CC | SLA | R | | 5,111.11 | | | 1,022.22 | 6,133.33 |
| 29/7/24 | BACS 0170 | 4550 | MON CC | MUGA INSPECTIONS | R | | 22.01 | | | 4.40 | 26.41 |
| 29/7/24 | BACS 0171 | 4550/160 | MON CC | ROSPA INSPECTIONS | R | | 168.63 | | | 33.73 | 202.36 |
| 29/7/24 | DCD 0172 | 4160 | MAGOR PO. SECIAL DELIVERY | BARCLAYS LETTER- ADDRESS CHANGE | R | | 7.95 | | | | 7.95 |
| 29/7/24 | BACS 0173 | 4110 | IAC | INTERNAL AUDIT | R | | 295.00 | | | 59.00 | 354.00 |
| 29/7/24 | DCD 0174 | 4160 | MAGOR PO. SECIAL DELIVERY | WALES AUDIT | R | | 8.95 | | | | 8.95 |
| 29/7/24 | DCD 0175 | 4150 | AMAZON (190023639) | WHITEBOARD LINE STRIP | R | | 2.49 | | | 0.50 | 2.99 |
| 29/7/24 | DCD 0176 | 4125 | AMAZON | DEFIB PADS | R | | 23.33 | | | 4.66 | 27.99 |
| 23/7/24 | DD 0141A | 4155 | SOLUTIONS IN TECHNOLOGY | COPIER CHARGES PRIOR TO TRRR | R | | 20.00 | | | 4.00 | 24.00 |
| | | | | | | 28,844.15 | 70,371.83 | 0.00 | 34.00 | 9,657.62 | 108,907.60 |
| | | | | | | | | | | | 0.00 |

Excel record of expenditure August 2024

| DATE | TRANS NO | REF - Minute No | PAYEE | DESCRIPTION | Recon | SALARIES | ESTABLISHMENT | S.137 | BANK CHARGES | VAT | TOTAL |
|---------|-----------|-----------------|--------------------------------|--------------------------------------|-------|-----------|---------------|-------|--------------|-----------|-----------|
| B/mtd | | | | | | 28,844.15 | 70371.83 | £0.00 | £34.00 | 9,657.62 | 108907.60 |
| 1/8/24 | DD 0186 | 4250 | UK DEBT MANAGEMENT | MUCH LOAN | R | | 5415.68 | | | | 5415.68 |
| 5/8/24 | DD 0187 | 4190-110 | ZOOM | CONFERENCE CALLING | R | | 12.99 | | | 2.60 | 15.59 |
| 5/8/24 | DD 0188 | 4100 | BARCLAYS | BANK CHARGES | R | | | | £10.00 | | 10.00 |
| 19/8/24 | DD 0189 | 4170 | EE MOBILE | MOBILE CONTRACT | R | | 50.78 | | | 10.16 | 60.94 |
| 29/8/24 | DD 0190 | 4170 | SOLUTIONS IN TECHNOLOGY | BROADBAND TELEPHONY | R | | 102.45 | | | 20.49 | 122.94 |
| 29/8/24 | DD 0191 | 4155 | SOLUTIONS IN TECHNOLOGY | PRINTING COSTS | R | | 20.00 | | | 4.00 | 24.00 |
| 14/8/24 | DD 0192 | 4475 | RESTORE DATASHRED | CONFIDENTIAL WASTE | R | | 74.35 | | | 14.87 | 89.22 |
| 13/8/24 | DD 0193 | 4200-115 | BRITISH GAS | ELECTRIC - SALISBURY HSE | R | | 39.65 | | | 1.98 | 41.63 |
| 15/8/24 | DD 0194 | 4240-170 | MON CC | PORTACABIN RATES - PCM | R | | 62.00 | | | | 62.00 |
| 8/8/24 | DD 0195 | 4145 | MON CC | COUNCIL OFFICE RATES | R | | 411.00 | | | | 411.00 |
| 2/8/24 | BACS 0196 | 4155 | KONICA | PRINTER LEASE 29-01 TO 27-04 2024 | R | | 143.31 | | | 28.66 | 171.97 |
| 7/8/24 | DCD 0197 | 4560-170 | B&Q | PAINT FOR WAR MEMORIAL ETC | R | | 10.84 | | | 2.16 | 13.00 |
| 8/8/24 | DCD 0198 | 4140 | CLEARGROUP INSURANCE | COUNCILS FIDELITY INCREASE PREMIUM | R | | 87.79 | | | | 87.79 |
| 12/8/24 | SO 0199 | 66.2of22/23 | NJ RIORDAN WHILD - 4145 | HAYLOFT 4 WK RENT | R | | 675.00 | | | | 675.00 |
| 29/8/24 | BACS 0200 | 4440 | MON CC | SLA | R | | 5111.11 | | | 1,022.22 | 6133.33 |
| 29/8/24 | BACS 0201 | 4550 | MON CC | MUGA INSPECTIONS | R | | 22.01 | | | 4.40 | 26.41 |
| 29/8/24 | BACS 0202 | 4550/160 | MON CC | ROSPA INSPECTIONS | R | | 168.63 | | | 33.73 | 202.36 |
| 29/8/24 | BACS 0203 | 4460-150 | MERLIN | DOG BINS WASTE | R | | 923.73 | | | 184.75 | 1108.48 |
| 27/8/24 | BACS 0204 | 4205-115 | SQUEAKY CLEAN | OFFICE CLEANING-12/06/24-11/07/24 | R | | 20.00 | | | | 20.00 |
| 27/8/24 | BACS 0205 | 4205-115 | SQUEAKY CLEAN | OFFICE CLEANING-11/07/24-12/08/24 | R | | 80.00 | | | | 80.00 |
| 29/8/24 | BACS 0206 | 4210-110 | MUCH | YOUTH CLUB(30/07/2024 18:00 - 21:00) | R | | 55.00 | | | | 55.00 |
| 29/8/24 | BACS 0207 | 4190 | MICROSHADE | SOFTWARE AND SECURITY | R | | 156.70 | | | 31.34 | 188.04 |
| 27/8/24 | BACS 0208 | 4220 | ST MARYS CHURCH HALL HIRE | PLACEMAKING STEERING GROUP | R | | 20.00 | | | | 20.00 |
| 27/8/24 | BACS 0209 | 4245-150 | RA I Herbert | NORTON LANE RENT | R | | 2.50 | | | | 2.50 |
| 27/8/24 | BACS 0210 | 4700-190 | BLACHERE ILLUMINATIONS | 3YR HIRE OF CHRISTMAS LIGHTING | R | | 3309.51 | | | 661.90 | 3971.41 |
| 29/8/24 | BACS 0211 | 4000-110 | STAFF SALARIES | WSL, RJ, LK AND HJ | R | 4,379.10 | | | | | 4379.10 |
| 29/8/24 | BACS 0212 | 4030-110 | HMRC | STAT DEDUCTIONS | R | 1,067.97 | | | | | 1067.97 |
| 29/8/24 | BACS 0213 | 4040-110 | TORFAEN CBC | PENSION CONTRIBUTIONS | R | 1,276.34 | | | | | 1276.34 |
| 29/8/24 | BACS 0214 | 4205-115 | ADRIAN YEARSLY | WINDOW CLEANER | R | | 7.00 | | | | 7.00 |
| 29/8/24 | BACS 0215 | 4080 | ONE VOICE WALES | TRAINING CLR VHJ (CHAIRING SKILLS) | R | | 40.00 | | | | 40.00 |
| 29/8/24 | BACS 0216 | 4120-110 | ECUS | PROF FEES ECOLOGY STUDY-DH/LC | R | | 754.00 | | | 150.80 | 904.80 |
| 29/8/24 | BACS 0217 | 4220 | MUCH | HALL HIRE (15/07/24) | R | | 6.00 | | | | 6.00 |
| 29/8/24 | DCD 0218 | 4400 | DUNELM 818284021 | WINDOW BLINDS FOR OFFICE | R | | 120.00 | | | 24.00 | 144.00 |
| 29/8/24 | DCD 0219 | 4400 | DUNELM 818284021 | WINDOW FILM FOR OFFICE DOOR | R | | 11.67 | | | 2.33 | 14.00 |
| 29/8/24 | RFND 0220 | 4125 | Amazon r fnd DCD 0176 29/07/24 | DEFIB PADS RETURNED | R | | -23.33 | | | -4.66 | -27.99 |
| | | | | | | 35,567.56 | 88262.20 | £0.00 | £44.00 | 11,853.35 | 135727.11 |

Excel record of receipts August 2024

| DATE | TRANS NO | REF - Minute No/VAT | PAYEE | DESCRIPTION | Recon | SALARIES | ESTABLISHMENT | S.137 | BANK CHARGES | VAT | TOTAL |
|--------------|-----------|---------------------|-------------------------|------------------------------------|-------|------------------|------------------|---------------|--------------|------------------|-------------------|
| B/fwd | | | | | | 35,567.56 | 88,262.20 | 0.00 | 44.00 | 11,853.35 | 135,727.11 |
| 5.9.24 | DD 0231 | 4190-110 | ZOOM | CONFERENCE CALLING | R | | 12.99 | | | 2.60 | 15.59 |
| 5.9.24 | DD 0232 | 4100 | BARCLAYS | BANK CHARGES | R | | | | 8.50 | | 8.50 |
| 9.9.24 | DD 0233 | 4145 | MON CC | COUNCIL OFFICE RATES | R | | 411.00 | | | | 411.00 |
| 13.9.24 | DD 0234 | 4200-115 | BRITISH GAS | ELECTRIC - SALISBURY HSE | R | | 33.46 | | | 1.67 | 35.13 |
| 16.9.24 | DD 0236 | 4240-170 | MON CC | PORTACABIN RATES - PCM | R | | 62.00 | | | | 62.00 |
| 17.9.24 | DD 0237 | 4170 | EE MOBILE | MOBILE CONTRACT | R | | 50.78 | | | 10.16 | 60.94 |
| 23.9.24 | DD 0238 | 4155 | SOLUTIONS IN TECHNOLOGY | PRINTING COSTS | R | | 40.48 | | | 8.10 | 48.58 |
| 23.9.24 | DD 0239 | 4170 | SOLUTIONS IN TECHNOLOGY | BROADBAND TELEPHONY | R | | 108.61 | | | 21.72 | 130.33 |
| 26.9.24 | BACS 0240 | 4460-150 | MERLIN | DOG BINS WASTE | R | | 1,188.00 | | | 237.60 | 1425.60 |
| 26.9.24 | BACS 0241 | 4190 | MICROSHADE | SOFTWARE AND SECURITY | R | | 152.70 | | | 30.34 | 183.04 |
| 20.9.24 | BACS 0242 | 4465 | SHONA CARLE | PLANTER VOLUNTEER EXPENSES | R | | 32.09 | | | | 32.09 |
| 20.9.24 | BACS 0243 | 4210-110 | MUCH | YOUTH CLUB 060824 TO 270824 (4) | R | | 220.00 | | | | 220.00 |
| 20.9.24 | BACS 0244 | 4200-115 | NJ RIORDAN WHILD | HAYLOFT electricity (May to Aug) | R | | 240.57 | | | | 240.57 |
| 20.9.24 | BACS 0245 | 4190 | VISION ICT | EMAIL HOSTING | R | | 40.00 | | | 8.00 | 48.00 |
| 20.9.24 | BACS 0246 | 4205-115 | SQUEAKY CLEAN | OFFICE CLEANING- 11/08/24-12/09/24 | R | | 80.00 | | | | 80.00 |
| 26.9.24 | BACS 0247 | 4090-110 | PENNY KIRKHAM | IRPW ALLOWANCES | R | | 52.00 | | | | 52.00 |
| 26.9.24 | BACS 0248 | 4090-110 | DONNA JAMES | IRPW ALLOWANCES | R | | 52.00 | | | | 52.00 |
| 26.9.24 | BACS 0249 | 4090-110 | MIKE JAMES | IRPW ALLOWANCES | R | | 52.00 | | | | 52.00 |
| 26.9.24 | BACS 0250 | 4090-110 | PAUL CAWLEY | IRPW ALLOWANCES | R | | 52.00 | | | | 52.00 |
| 26.9.24 | BACS 0251 | 4090-110 | NEETA BAICHER | IRPW ALLOWANCES | R | | 52.00 | | | | 52.00 |
| 18.9.24 | BACS 0253 | 4205-115 | ADRIAN YEARSLY | WINDOW CLEANER | R | | 7.00 | | | | 7.00 |
| 18.9.24 | BACS 0254 | 4070 | RACHEL JONES | GENERAL EXPENSES | R | | 80.39 | | | | 80.39 |
| 18.9.24 | BACS 0255 | 4050 | RACHEL JONES | MILEAGE EXPENSES | R | | 27.45 | | | | 27.45 |
| 26.9.24 | BACS 0256 | 4245-160 | MON CC | LEASEHOLD UNDY PLAYFIELD | R | | 60.00 | | | | 60.00 |
| 26.9.24 | BACS 0257 | 4245-160 | MON CC | SYCAMORE TERRACE PLAY AREA | R | | 60.00 | | | | 60.00 |
| 26.9.24 | BACS 0258 | 4245-120 | MON CC | SYCAMORE ALLOTMENTS | R | | 45.00 | 15.59 | | | 60.59 |
| 26.9.24 | BACS 0259 | 4440-150 | MON CC | SIA GENERAL | R | | 5,111.11 | 184.04 | | 1,022.22 | 6317.37 |
| 26.9.24 | BACS 0260 | 4550-160 | MON CC | SIA ROSPA INSPECTIONS | R | | 168.63 | | | 33.73 | 202.36 |
| 26.9.24 | BACS 0261 | 4550-170 | MON CC | SIA MUGA INSPECTIONS | R | | 22.01 | | | 4.40 | 26.41 |
| 19.9.24 | DCD 0262 | 4560-170 | AMAZON | PAINT FOR BOLLARDS | R | | 8.49 | | | 1.70 | 10.19 |
| 26.9.24 | BACS 0263 | 4080 | ONE VOICE WALES | TRAINING- R JONES - GRANT APPS | R | | 40.00 | | | | 40.00 |
| 26.9.24 | BACS 0264 | 4080 | VISION ICT | WEB MANAGEMENT TRAINING | R | | 75.00 | | | 15.00 | 90.00 |
| 26.9.24 | BACS 0265 | 4000-110 | STAFF SALARIES | WSL, RJ, LK AND HJ | R | | 4,338.30 | | | | 4338.30 |
| 26.9.24 | BACS 0266 | 4030-110 | HMRC | STATE DEDUCTIONS | R | | 1,063.17 | | | | 1063.17 |
| 26.9.24 | BACS 0267 | 4040-110 | TORFAEN CBC | PENSION CONTRIBUTIONS | R | | 1,270.37 | | | | 1270.37 |
| 25.9.24 | DD 0268 | 4200-170 | DWR CYMRU | WATER RATES - MUGA | R | | 18.18 | | | | 18.18 |
| 26.9.24 | BACS 0269 | 4115-110 | CHEPSTOW ACCOUNTANCY | AUG AND SEPT-SALARY ADMIN | R | | 40.00 | | | | 40.00 |
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| | | | | | | 42,239.40 | 96,958.14 | 199.63 | 52.50 | 13,250.59 | 152,700.26 |

Excel record of receipts September 2024

| DATE | REF | Recon | PAYER | DESCRIPTION | CURRENT ACCOUNT 60604844 | BPA 1 (General Savings) 23738507 | PSDF/CCLA | VAT | ALLOTMENT | PRECEPT | GRANTS | GENERAL RECEIPTS | TOTAL |
|-----------|-----------|-------|-----------------|-------------------------|--------------------------|----------------------------------|------------|-----------|-----------|------------|-----------|------------------|------------|
| B/fwd | | | | | 4,585.42 | 66,079.61 | 451,723.69 | 10,117.00 | 12.00 | 224,067.00 | 11,168.50 | 560.36 | 768,313.58 |
| 02-Sep-24 | FP 0270 | | BARCLAYS | BPA INTEREST APPLIED | | 970.65 | | | | | | | 970.65 |
| 06-Sep-24 | FP 0271 | | S. PRIEST | NORTON LANE ANNUAL RENT | | | | | | | | 325.00 | 325.00 |
| 18-Sep-24 | TRFR 0272 | | CA to BPA1 | FUNDS TRANSFER | -90,000.00 | 90,000.00 | | | | | | | 0.00 |
| 26-Sep-24 | FP 0273 | | PHEONIX NETBALL | MJTC 0023-MUGA HIRE | | | | | | | | 49.00 | 49.00 |
| 03-Sep-24 | FP 0274 | | CCLA/PSDF | INCOME REINVESTMENT | | | 1,870.04 | | | | | | 1,870.04 |
| 04-Sep-24 | FP 0275 | | CCLA/PSDF | INCOME REINVESTMENT | | | 62.31 | | | | | | 62.31 |
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| | | | | | -85,414.58 | 157,050.26 | 453,656.04 | 10,117.00 | 12.00 | 224,067.00 | 11,168.50 | 934.36 | 771,590.58 |

Addendum

Agenda Item 6

Preparation for Interim Audit

| Meeting Date | Minute No | Topic/ Subject | Clarifications for noting by Council |
|--------------|-----------|---|---|
| 27/03/23 | 219.1 | Magor with Undy Grounds and Facilities Maintenance. | <p>The minute refers to three options, a continuation of previous arrangements, to employ a Grounds and facilities person or to enter into a Service Level Agreement with Monmouthshire CC to undertake works identified.</p> <p>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.</p> <p>It was resolved</p> <p style="padding-left: 40px;">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</p> <p>The resolution should have reflected that Town Council Financial Regulations the Council may use FR 11.1.a.ii “Specialist Services” and d “waiving” of financial regulations.</p> <p>11.1. Procedures as to contracts are laid down as follows:</p> <p>a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) where (ii) states:</p> <p>ii. for specialist services such as are provided by legal and other professional services;</p> <p>c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.</p> <p>Reason behind “waiving”: the land is owned by Monmouthshire County Council and therefore they would need to provide a licence to allow a 3rd party to carry out this work which would substantially increase the contract cost. MCC could also revoke on any licence issued at any given time.</p> |

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| 15/04/24 | 221.1& 22.2 | The Public Sector Deposit Fund/CCLA: | <p>Council resolved to open an account with the CCLA/PSDF with a sum of £450,000. This account was opened following a visit to Barclays by the Clerk and Counter-signatory Frances Taylor on 05th July 2024.</p> <p>Upon receipt of Council Precept#2 on 30th August 2024 the Clerk's intention was to transfer a large sum into the PSDF. However, when referring to Financial Regulations identified a need to amend Financial Reg 5.5c which states:</p> <p>Internal fund transfers between the Council's Current and Savings Accounts, and within the Councils banking arrangements up to the sum of £20,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council, (but with the exception of when the Council's Precept is received for a larger amount and requires transferring from the Council's current account to the savings account.)</p> <p>Furthermore, upon checking back over previous transfers between Barclays Current Account and Saving Account two transfers in excess of £20,000 were found in October and December 2023.</p> <p>In order to address these issues, it shall be necessary to amend Financial Regulations.</p> <p>Suggested amendment</p> <p>Internal fund transfers between the Council's Current and Savings Accounts, and within the Councils banking arrangements up to the sum of £35,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council, (but with the exception of when the Council's Precept is received for a larger amount and requires transferring from the Council's Current Account to the Savings Account and/or between the Council's Current Account and CCLA/Public Sector Deposit Fund. Transfers from CCLA/Public Deposit Fund to Council's Current Account shall up to the sum of £100,000.</p> |
| 16/05/24 | Chairs Announcement | Business Support Officer appointment | <p>Rachel Jones attended the ASM 16/05/24 as an observer prior to her official start date of 20/05/24. Mayor Hopkins introduced her to the Council Members as the appointed Business Support and Projects Officer. This announcement was not recorded in the minutes of that meeting however, Council Officers present at that meeting will have a clear recollection of the announcement of the Mayor introducing Rachel Jones as the successful candidate to the role of Business Support and Projects Officer.</p> |
| 29/05/24 | 18.1 | Youth Provision for Magor with Undy | <p>Council resolved to enter into an agreement with Monmouthshire CC Youth Services for provision of two youth workers for 3 hours each Tuesday commencing on</p> |

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| | | | <p>30th July 2024 for remainder of financial year at a cost of £11,732 which shall be sourced from Grants and Donations Budget.</p> <p>Power to spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976</p> <p>The resolution should have reflected that Town Council Financial Regulations the Council may use FR 11.1.a.ii “Specialist Services” and d “waiving” of financial regulations.</p> <p>11.1. Procedures as to contracts are laid down as follows:</p> <p>a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) where (ii) states:</p> <p>ii. for specialist services such as are provided by legal and other professional services;</p> <p>c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.</p> <p>Reason behind “waiving”: There is no other body or organisation operating in Monmouthshire which satisfies regulations regarding safeguarding and authorisation for provision of such services.</p> |
| 10/06/24 | 28.1 | MUCH Grant | <p>The minute refers to a query about financial information relating to the Grant Application not being made available for council. It should be noted that Councillors were served electronically with all information required under the grant policy. It should also be recorded that the resolution was proposed by Cllr Taylor and seconded by Cllr Kirkham however the minute does not identify the proposer and seconder. The Power to spend should be also noted as permitted by Section 19 of Local Government (Miscellaneous Provisions) Act 1976</p> |
| 08/07/24 | 46.2 | Christmas 2024 | <p>Quotations had been received from two suppliers while a third failed to respond in respect of provision of festive lighting.</p> <p>Council resolved to accept a 3year contract with Blachere illuminations as it offered a significant financial saving opposed to a 1year service. However, it should be noted that Financial Regs detail that 3 quotes shall be obtained in respect of such a contract. Whilst quotations were sought from three suppliers and only two responded, the</p> |

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| | | | resolution should reflect that Financial Regulations were either suspended or waived. |
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