

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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## Extraordinary Meeting

### Minutes of the Extraordinary Meeting of Magor with Undy Town Council held remotely via Zoom at 1000 hours Monday 15<sup>th</sup> July 2024

#### COUNCILLORS IN ATTENDANCE

Deputy Mayor: Cllr Frances Taylor (Chair)	Cllr Mike James	Cllr Donna James	Cllr Penny Kirkham	Cllr Paul Cawley
Cllr Catherine Baker	Cllr Victoria Hammett-Johnson			

#### APOLOGIES for absence

Mayor: Cllr Carole Hopkins	Cllr Dr Mario Bisi			
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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

Angela SANDLES

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

Eight (8) members of the public in attendance.

#### 55 Chair's Announcements

55.1 To receive any apologies for absence from Councillors.

*Apologies received as detailed in heading.*

*Proposal received from Cllr D James that the meeting is recorded by clerk. Seconded by Cllr M James. Chair announced that meeting would be recorded under agreement of the attendees and afforded the opportunity for anyone to leave.*

*The Chair announced that the recording was for the sole purpose of the completion of the minutes of the meeting.*

*The Chair politely requested the public attendees to either introduce themselves, turn on their video camera and/or use their real name on Zoom application to ensure effective management of the meeting.*

#### 56 Correspondence

56.1 To note that any correspondence relative to this Meeting Agenda has been received by Council Members.

*Members acknowledged receipt of correspondence.*

**57 Declarations of Interest**

- 57.1** To receive any declarations of interest.  
*No DOI were received*

**58 Audit Wales – 2023/2024 – Basic Audit**

- 58.1** To receive Annual Return for the Year Ended 31 March 2024. (Appendix A)  
*Councillor Baker presented comment in respect of 'Risk & Financial Impact and the value of training for both Members of the Town Council and Staff with encouragement to undertake such training. Councillor Baker then raised question about the Chairs onscreen image being absent that there was only a virtual background. The chair could be heard clearly and as she was visual at commencement of the meeting and had attempted to resolve the technical issue it was not considered to be reasonable to recess.*

*Resolved*

*Cllr P Kirkham proposed to accept the Annual Return for submission to Audit Wales which was seconded by Cllr Hammett- Johnson and agreed by all and that the Clerk shall seek to commence Cilca Training Course very shortly.*

- 58.2** To consider and approve the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024. (Appendix A)

*Resolved*

*Cllr P Kirkham proposed to accept the Annual Governance Statement for submission to Audit Wales which was seconded by Cllr Hammett- Johnson and agreed by all.*

**59 Minutes of Previous Meetings**

- 59.1** To adopt the draft minutes of Extraordinary Meeting of 29<sup>th</sup> May 2024 (Appendix B)  
*A submission was made by Councillor D James concerning the serving of Cllr Bisi proposed changes to the minutes of 29th May and 10th June 2024 on Council on 15th July 2024 where she asserted that the serving of that correspondence was unlawful and that the adoption of the minutes could not be proceeded with.*

*The Chair disagreed that service of correspondence was unlawful but proposed deferral of transacting this business. The Chair felt that these observations submitted by Cllr Bisi were typographical and stylistic and that there were only a few minor points in respect of accuracy which could have been discussed at the meeting. The Chair acknowledged that the Clerk in attempting to aid Council by sharing his views had resulted in a degree of confusion and felt that it would be more appropriate for members to be afforded the opportunity to examine the information for agreement at the next meeting.*

*Resolution:*

*The Chair proposed that the item be deferred to the next Council Meeting. This was seconded by Cllr Kirkham and agreed.*

- 59.2** To adopt the draft minutes of Ordinary Meeting of 10<sup>th</sup> June 2024 (Appendix C)  
*To adopt the draft minutes of Extraordinary Meeting of 29th May 2024 (Appendix B)  
Following a submission from Councillor D James concerning the serving of Cllr Bisi proposed changes to the minutes of 29th May and 10th June 2024 on Council on 15th July 2024 where she asserted that the serving of that correspondence was unlawful and that the adoption of the minutes could not be proceeded with.*

*The Chair disagreed that service of correspondence was unlawful but proposed deferral of transacting this business. The Chair felt that these observations submitted by Cllr Bisi were typographical and stylistic and that there were only a few minor points in respect of accuracy which could have been discussed at the meeting. The Chair acknowledged that the Clerk in attempting to aid Council by sharing his views had resulted in a degree of confusion and felt that it would be more appropriate for*

*members to be afforded the opportunity to examine the information for agreement at the next meeting.*

*Resolution:*

*The Chair proposed that the item be deferred to the next Council Meeting. This was seconded by Cllr Kirkham and agreed.*

**Meeting was concluded at 10:32 hours**