

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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**Extraordinary Meeting of 19:00 hrs Wednesday 07<sup>th</sup> May 2025**

## **Minutes of above meeting of Magor with Undy Town Council held remotely via Zoom Meetings**

<b>Magor with Undy Town Council</b>	<b>In attendance / Apologies-Absent</b>
Mayor, Carole Hopkins	Apology received & accepted
Deputy Mayor, Cllr Frances Taylor (Chair)	Virtually via Zoom Meetings
Cllr Penny Kirkham	Virtually via Zoom Meetings
Cllr Victoria Hammett-Johnson	Virtually via Zoom Meetings
Cllr Paul Cawley	Apology received & accepted
Cllr Dr Mario Bisi	Apology received & accepted
Cllr M James	Virtually via Zoom Meetings
Cllr D James	Virtually via Zoom Meetings
Cllr Neeta Baicher	
Cllr Catherine Baker	Apology received & accepted
<b>Officers</b>	
William Lewis – Clerk/RFO	Virtually via Zoom Meetings
Rachel Jones – Business Support and Projects Officer	Virtually via Zoom Meetings
<b>County Councillors</b>	
John Crook	Virtually via Zoom Meetings
Angela Sandles	
<b>Public attendance</b>	
In Person	N/A
Remotely via ZOOM	

**In consideration of the absence of Mayor Carole Hopkins and by virtue of Standing Order 3.3m the duty of the Chair of this meeting fell to Deputy Mayor, Cllr Frances Taylor**

### **Public Open Forum**

Members of the public may make representations and ask questions in respect of the business on the agenda. This does not mean that members of the public can take part in debate, but they shall be given a reasonable opportunity to make representations about business to be discussed. (Standing Order 3.3(d)). The Public Open Forum shall be for a period of not more than 15 minutes during which members of the public may comment upon any matter on the Meeting Agenda, a member of the public shall not speak for more than 5 minutes. (Standing Orders 3.3(f)).

#### ***A member of the public made representation on behalf of Pheonix Netball Club:***

- ***concerning use of MUGA and access to toilet facilities at the MUCH.***
- ***The Portacabin at MUGA***
- ***Alternative facility for equipment storage at the MUGA.***

**212 Chairs Announcements**

- 212.1** To receive apologies for absence from Councillors.  
*As detailed in table above.*

**213 Declarations of Interest**

- 213.1** To receive any declarations of interest in items on the agenda.  
*No DOI received.*

**214 Correspondence**

- 214.1** To note and agree that correspondence relative to agenda items has been received by Council Members.  
*Members acknowledged receipt of correspondence.*

**215 MUTC INVESTMENT STRATEGY**

- 215.1** To receive draft review of Annual Investment Strategy and agree actions as necessary.

Members gave comment indicating their views that the AIS was fit for purpose and met the guidance of Welsh Government.

Proposal to adopt the AIS was seconded and agreed by unanimous show of hands to be approved and adopted by Council.

**Resolution.**

**Magor with Undy Town Council Annual Investment Strategy 2025/26 as reviewed is adopted as Council Policy.**

**216 MUTC STANDING ORDERS**

- 216.1** To receive draft review of Standing Orders and agree actions as necessary.

The Clerk highlighted that since the draft review had been shared with Council two weeks previously that One Voice Wales has released an update of Financial Regulations 2025 referring to Procurement Act 2023 & The Procurement (Wales) Regulations 2024, which conflicts with current Model Standing orders 2023 which refers to Public Contract Regulations 2015.

Enquiries with One Voice Wales have been made and an update to Model Standing Orders is being awaited from National Association of Local Councils which address changes in procurement regulation.

Members then discussed the reviewed draft of Standing Orders and it was proposed, seconded and agreed by show of hands to adopt the draft review whilst acknowledging that SO 18(c) does not comply with new legislation in regards to Procurement Act 2023 & The Procurement (Wales) Regulations 2024

**Resolution**

**Magor with Undy Town Council Standing Orders 2025 as reviewed is adopted as Council Policy with an acknowledgement that SO 18(c) does not comply with Model Financial Regulations 2025 in respect of Procurement Act 2023 & The Procurement (Wales) Regulations 2024.**

**217 MUTC FINANCIAL REGULATIONS**

- 217.1** To receive draft review of Financial Regulations and agree actions as necessary.

The Clerk referred to most recent update from OVW regarding Financial Regulations in respect Procurement Act 2023 & The Procurement (Wales) Regulations 2024 which conflicts with current model standing order 18c in respect of Procurement.

Cllr D James presented an observation that while Council operate a General Risk Assessment Policy that we have no policy entitled 'Risk Management' and proposed that this should be attended to at the earliest as an Agenda item or at a Workshop.

Acknowledged additional information regarding Financial Regulations shared today by the Clerk in respect of conflict between these regulations in respect of procurement and current Model Standing Orders which should be reflected in the minutes of this meeting.

In answer to question of Cllr D James the Clerk confirmed that The Business Support & Projects Officer is a mandated administrator who may deputise the RFO when required.

Cllr James proposed that FR 17.2 should be amended to read:

*The Clerk shall give prompt notification to the council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.*

Cllr Kirkham acknowledged and agreed with the observations of Cllr James and added that the numbering on the contents page required corrections.

Cllr Kirkham, in consideration of the required corrections being quite straightforward proposed that Council accept and approve these Financial Regulations as reviewed and adopt as Council Policy.

Proposal was seconded and approved by show of hands.

#### **Resolution**

**Magor with Undy Town Financial Regulations as reviewed 2025, is adopted as Council Policy subject to corrections and that FR 5.4, 5.7 and 5.11 are amended to reflect the legislative requirements under the Procurement Act 2023 & The Procurement (Wales) Regulations 2024. Furthermore, that it is understood that current Model Standing Order 18c conflicts with the Model Financial Regulations and await publication of an update of Model Standing Orders from OVW.**

#### **218 MUTC GENERAL RISK ASSESSMENT**

**218.1** To receive draft review of General Risk Assessment and agree actions as necessary.

The Clerk informed the meeting that following a meeting of 10<sup>th</sup> March where a member of the public raised questions in respect of the General Risk Assessment and its relevance and validity as a risk assessment that he had learned from One Voice Wales that this Model Document had been published by them and is used by many Town and Community Councils in Wales. Furthermore, that research has shown that similar formatted 'GRA' are used by Town and Parish Councils throughout England.

Members then debated the GRA line by line proposing amendments and corrections to the document.

Members then debated Part 2 of the GRA 'The General Risk Assessment Schedule'

It was identified that dates required amendments were required

#### **Resolution:**

**The General Risk Assessment Policy Part 1 and Part 2 as reviewed is adopted as Council Policy subject to amendments and corrections to be implemented by Council Office and shared with members in attendance at this Extraordinary Meeting for their agreement of the accuracy of the changes before the policy is published.**

**219 Meeting Concluded at 8.10pm**