

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 08th December 2025

**Draft minutes of above meeting of Magor with Undy Town Council m
held at Magor Baptist Chapel and remotely via Zoom Meetings.**

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor (Chair)	In Person
Deputy Mayor, Cllr Paul Cawley	In Person
Cllr Penny Kirkham	In Person
Cllr Mike James	Online
Cllr Donna James	Online
Cllr Victoria Hammett-Johnson	In Person
Cllr Dr Mario Bisi	Apology received
Cllr Mike Boyland	In Person
Cllr Zuzka Hilton	In Person
Cllr Owen Hammett-Johnson	In Person
Officers	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	In Person
Public attendance	
In Person	8
Remotely via ZOOM	4

The commencement of the meeting was delayed until 19:05 due to a loss of WIFI service.

PUBLIC OPEN FORUM

The Chair announced that the meeting was being recorded. The Chair opened the meeting and invited representation from members of the public.

There were representations during the Public Open Forum made by three members of the public, summarised as follows.

- A member of the public acknowledged the efforts for inclusivity for people with hearing loss by providing a hearing loop but further stated that not all 'Bluetooth' hearing aids are compatible and suggested that additional provisions of desk top microphones for amplification of audio.
- A member of the public expressed thanks to the Council for the assistance to the Magor Churchmen/Events Group for the Frost Fayre.
- A member of the public referred to: (a) the proposed solar farms taking up agricultural land on the Gwent Levels (b) Dancing Hill and vehicle obstruction.

109 Chairs Announcements

109.1 To receive Councillor apologies for absence.

The Chair announced she had received an apology from Cllr Bisi. Noted and accepted.

109.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.

The Chair gave comment in respect of:

- Welcome to Cllr Owen Hammett-Johnson following his election on 27/11/25.
- The Carol Service, which due to inclement weather was conducted at the Golden Lion Public House, was well attended and enjoyed. Expressed thanks to Magor Events Group, Seven Tunnel Band, Magor Baptist Church and Netherwent Ministry.
- The Frost Fayre, acknowledged the support of everyone involved in delivery of this annual event and of the attendance and support of local residents who attended in numbers despite the weather.
- The proposed scheduling and purpose of forthcoming workshops and meetings.

The Chair reminded members of the council that their attendance fell under the provisions of the Code of Conduct, that contributions are kept appropriate and that disrespectful and inappropriate behaviour would not be tolerated.

110 Declarations of Interest

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

- Cllr Kirkham: Agenda Item 7.2
- Cllr V Hammett-Johnson: Agenda item 10
- Cllr O Hammett-Johnson: Agenda item 10

111 Correspondence

111.1 To note that that associated documents relative to agenda items has been served upon Council Members and published on Council website.

Acknowledged and agreed.

112 Minutes of Previous meetings

112.1 To receive and adopt the draft minutes of the Ordinary Meeting of 10th November 2025.

Resolution.

The minutes of the 10th November 2025 agreed and adopted.

Adopted minutes to be signed by Chair as soon as reasonably practicable.

112.2 To receive and adopt the draft minutes of the Extraordinary Meeting of 12th November 2025.

Resolution.

The minutes of the 12th November 2025 agreed and adopted.

Adopted minutes to be signed by Chair as soon as reasonably practicable.

113 Finances

113.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 30th November 2025 (Associated Document Schedule no 1)

Council acknowledged receipt. There were no queries or representations.

113.2 To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account and RBS Budget Document for period ending 30th November 2025.

- 01st to 30th November 2025 (Associated Document Schedule no 2)
Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

Council acknowledged receipt. There were no queries or representations.

113.3 Frost Fayre - Public Convenience Provision

To note Council Budget Line 4835 (Toilets/Amenities). Portable Public Toilets for use during the Frost Fayre on 06th December and that payment to Euroloos Limited of a net cost of £395 has been made.

Power to Spend: Public Health Act 1936 s87

Resolution

Expenditure was ratified and noted to have been made under delegated power of the Clerk in accordance with Financial Regulation 5.15

114 Autumn Winter Newsletter

114.1 To note budget line 4285-110 (Newsletter) A payment of £525 has been made to Kudos Limited in respect printing costs for delivery of the Newsletter.

Power to spend: Local Gov Act 1972 s 142

Resolution

Expenditure was ratified and noted to have been made under delegated power of the Clerk in accordance with Financial Regulation 5.15

115 Hedge Cutter Purchase for use by Town Team

115.1 To note a request of the Town Team for the purchase of a Stihl HS82T Hedge Cutter a cost of £350 (net) via Mon CC Grounds and Maintenance team.

If purchase is agreed, to agree to a virement of £100 from budget line 4445-150 (grass cutting) to Budget Line 4560-150 (equipment).

(Power to spend: Local Gov (Misc. Provisions) Act 1976 s19

Members questioned secure storage and exclusive use in Magor and Undy by Town Team. The Clerk presented comparison prices from other suppliers which were significantly more expensive than quotation of Mon CC.

Resolution

The virement of £100.00 from Grass Cutting budget line to Equipment budget line 4560 and to proceed with the purchase of the equipment.

(Power to spend: Local Gov (Misc. Provisions) Act 1976 s19

116 Magor with Undy Town Council Placemaking Plan.

116.1 To adopt Magor with Undy Placemaking Plan and to note that this plan has been developed over the previous 18 months in partnership between Council members representing the MUTC Steering Group and Monmouthshire County Council.

The Chair provided an overview of the Placemaking Plan developed between MUTC, Mon CC and the Consultants, of the engagement with local people, businesses and stakeholders over the last eighteen months.

Resolution

To adopt the Magor with Undy Town Council Placemaking Plan as presented.

117 Grant Applications

- 117.1** To receive and consider an application from Caldicot Food Bank for grant funding of £600 to provide food parcels to support residents of Magor and Undy experiencing short term crisis. (Associated Document Schedule no 4)

Council agreed that this was a worthy application and commented on the modest amount requested.

Resolution.

The Grant application of £600 payable to Caldicot Food Bank is approved.

Power to spend: Local Government (Wales) Measures 2011 (Local Government Act 2000, ss1-5)

- 117.2** To receive and consider an application from Friends of the Hub for grant funding of £721.71 to support expenditure in the provision of activities at the HUB to tackle loneliness, support inclusivity and promote learning opportunities. (Associated Document Schedule no 5)

Cllr Kirkham having provided a DOI left the meeting room during the transacting of this item.

Members commended the applicant on the good work and activities taking shape at the HUB benefitting a wide range of residents and encouraging greater use of the HUB.

Council agreed that this was a worthy application and also referred to the modest amount of the request.

Resolution

The Grant application of £721.71 payable to Friends of the Hub is approved.

Power to spend: Local Government (Miscellaneous Provisions) Act 1976, s.19

- 117.3** To receive and consider an application from Gwent Wildlife Trust – Wildlife Warriors for £5,820 to support costs associated activities of the Wildlife Warriors in nature project work and biodiversity. (Associated Document Schedule no 6)

Grant application attracted robust representations and observations relating to the financial holdings of GWT, of previous grants provided by the Council, of the current establishment of the registered Wildlife Warriors from Magor and Undy being four of five members, the Councils Grant Funding Policy and its purpose to benefit the residents of Magor and Undy.

Resolution.

That this business is deferred to the Ordinary meeting of 12th January 2026 and that the Clerk shall communicate with the applicant for greater detail in respect of the observations by Council.

118 MUTC Assets Register and Policy.

- 118.1** To adopt the proposed Asset Register as reviewed during Council workshop of 12th November 2025. (Associated Document Schedule no 7)

A member proposed that the computers identified for disposal should be examined for missing records referred to at a previous meeting.

Resolution

The reviewed asset register is adopted as presented and the identified computers are examined by a competent IT specialist in respect of any historic information before being cleared and securely disposed of.

- 118.2** To adopt the proposed Asset Policy as reviewed during Council workshop of 12th November 2025. (Associated Document Schedule no 8)

Resolution

To adopt the policy subject to observations for amendments as identified.

119 MUTC Toil Policy

- 119.1** To adopt the proposed Toil Policy as reviewed during Council workshop of 12th November 2025. (Associated Document Schedule no 9)

Resolution

To adopt the TOIL policy subject to implementation of minor amendment identified.

120 Magor Primary School PTFA. Proposed use of Sycamore Field.

- 120.1** To note that Magor Primary School PTFA has notified the Town Council of the intended use of Sycamore Field on Thursday 16th July 2026 between 3pm and 6pm for the end of term Fun Day.

While Cllr V Hammett-Johnson and Cllr O Hammett-Johnson declared a personal interest in this business there was no requirement for them to leave the meeting.

Chair announced that this is an annual event that the school provides each year and was simply for noting by Council.

121 M.U.C.H. Update

- 121.1** To note any update Town Council representative to the HUB.

Cllr Kirkham had no representation for this meeting

122 Clerks Meeting Report

- 122.1** To note the report of the Clerk summarising duties and work undertaken by staff and Councillors during September and October 2025. (Associated Document Schedule no 10)

123 Members Item of Business

- 123.1** To receive a written motion in accordance with Standing Order 9 from Cllr M Boyland and agree action as necessary. (Associated Document Schedule no 11)

Motion: That the Council makes a one-off donation to the charity Crisis to support their "Crisis at Christmas" campaign, helping people experiencing homelessness during the cold winter months.

Proposal: Suggest a collective donation from the Council of 50 'gifts', totalling £1,490.

To note that advice was sought and received in respect of this item.

Should Council wish to support this motion either wholly or in-part it will be necessary to agree to a virement of an amount from budget line 4210/110 (Grants & Donations) to 4230/110 (Section 137 Expenditure)

The Clerk prior to presentation by Cllr Boyland advised the Council that there was a lawful process that would allow the grant/donation to be made under the provisions of Section 137(3) of the Local Government Act 1972 which allows community councils to make grants even if the beneficiaries are not local inhabitants. The Clerk also referred to the Councils Grant Funding Policy which directs that grants are for the benefit of local organisations enabling local people.

Cllr Boyland presented his motion which received contribution from all members who felt that it was a worthy cause but there were reservations expressed as to how such a grant would fit with the Council Grant Funding policy. Whilst support of the motion was evident it was also clear that there should be preference to the use of the Council precept for the benefit of local residents.

It was agreed that Council would liaise and engage with local organisations to provide support to address homelessness and crisis initiatives following the Crisis at Christmas Campaign.

Resolution

It was agreed that Council would liaise and engage with local organisations to provide support to address homelessness and crisis initiatives and that following the Crisis at Christmas Campaign that Cllr Boyland would seek information from them of how the funds would be distributed locally.

To waive the council Grant Funding Policy so as to allow the grant/donation of £1,490 to the "Crisis at Christmas" campaign.

To a virement of £1,240 from the councils Grants and Donations budget to councils' section 137 Budget

Power to spend: Local Government Act 1972 s137(3)

124 Date of Next Ordinary Meeting

124.1 1900 hours Monday 12th January 2026 at Magor Baptist Church.