MAGOR
WITH UNDY
TOWN COUNCIL
MAGWYR GYDA
CHYNGOR TREF GWNDY

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# Ordinary Meeting of Monday 12th October 2026 between 19:00 hrs and 20:58 hrs

Minutes as adopted 09.11.26 of the above meeting held at Magor Baptist Church and remotely via Zoom Meetings

| Magor with Undy Town Council | In attendance/Apologies / Absent |
|---|---|
| Mayor Frances Taylor – Chair | Yes |
| Cllr Paul Cawley | Yes |
| Cllr Penny Kirkham | Yes |
| Cllr Donna James | Apologies |
| Cllr Mike James | Apologies |
| Cllr Victoria Hammett Johnson | Yes |
| Cllr Owen Hammett Johnson | Yes |
| Cllr Mario Bisi | Apologies |
| Cllr Mike Boyland | Yes |
| Cllr Zuzka Hilton | Apologies |
| **Officers** | |
| William Lewis Clerk / RFO | Yes |
| Rachel Jones Business Support & Projects Officer | Yes |
| **Public Attendance** | |
| In Person | 4 |
| Remotely via zoom | 3 |

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**Public Open Forum**

1. County Councillor John Crook thanked the Council for attendance of the Deputy Mayor at the Civic Service at Abergavenny last month. As Magor with Undy are now a Town Council in Monmouthshire that Council should give consideration to the acquisition of a 'chain of office'.
2. A Member of the Public had observations in respect of Agenda Item 7.1 Motion to amend the Multilocation Meeting Protocol and sought clarity of the wording and made representations in respect of the proposed changes. While appreciating the intentions of the motion the resident indicated that there were pitfalls and wished to provide a balanced viewpoint.
3. A Member of the Public asked:
    1. Whether the Town Council would consider erecting measures to restrict access onto Withy Playing Field adjacent to Redwick Road to secure the field from unlawful occupation and improve safety for children using the field.
    2. An update to previous Council Business Resolution in respect of the proposed amendment of the Deed of Covenant relating to the school 'hardstanding' and Sycamore Playing Field.

**77 Apologies for Councillor absence**

**77.1** To receive and accept any apologies.
*Cllr Donna James, Cllr Mike James, Cllr Mario Bisi and Cllr Z Hilton*

**78 Declarations of Interest**

**78.1** To receive any declarations of interest in items on the agenda.
*Cllr P Kirkham – Agenda 9.1 (prejudicial) see minute 83.1*

**79 Chairs Announcements**

**79.1** To receive any update and feedback in respect of meetings, functions, events or matters arising.
*The Chair expressed thanks to County Cllr Crook.*
*The Chair referred to the recent filming at Magor Square by the BBC and Paramount/CBS stating that those organisations had been very complimentary about Magor Square and St Marys Church.*
*The Chair announced her thanks for the effort and clean-up of Magor Square by the Town Team in preparation for the filming.*

**80 Correspondence**

**80.1** To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.

*Members acknowledged receipt.*

**81 Minutes of Previous meetings**

**81.1** To adopt the draft minutes of the Ordinary Meeting of 14th September 2026.
**Resolution.**
Minutes of 14th September 2026 adopted.

**82 Finances**

**82.1** Microsoft Excel Records
To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account from 01st to 30th September 2026.
**Resolution.**
Microsoft Excel record of receipts & payments and reconciliation records were noted and agreed.

**82.2** Rialtas Business Solutions
To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account from 01st to 30th September 2026 and to agree approved reports shall be signed by RFO and Cllr M James as soon as reasonably practicable.

**Resolution.**
RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account from 01st to 30th September 2026 were noted and agreed.

**82.3** Rialtas Business Solutions

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To receive and note the RBS 'Annual Budget by Centre' budget monitoring report on Microsoft Excel spreadsheet covering from 01st to 30th September 2026.

**Resolution.**

RBS 'Annual Budget by Centre' budget monitoring report was noted and agreed.

**82.4** New Muga Facilities Unit

To note that Accessible ramps have been installed and a relaunch of the MUGA facilities shall an open event between 1100am and 1.00pm on Friday 30th October 2026.

*Members were brought up to date with progress for the unit to be available for use by booked users of the MUGA and of the arrangements underway for the opening event on 30th October 2026 during school half term with provision of activities and refreshments.*

*The Chair referred to the delivery of this project and presented an open invitation to all Councillors to attend on that day and further expressed thanks to all who played a part in the original working group.*

**83 Motion under Section 9 of Standing Orders**

**83.1** To receive a motion of 23rd September 2026 from Cllr Mike Boyland to amend the Multi-location Meetings Protocol and agree any actions as necessary.

"It was proposed by Councillor Mike Boyland that the Council reviews Section 4.2 of the Multi-location Meetings Protocol and adopts proportionate measures to improve the accessibility, predictability and effectiveness of arrangements for public online attendance.

The Chair invited Cllr Boyland to present his motion after which members responded with their observations each welcoming Cllr Boyland ambition to promote greater participation and inclusivity for persons to engage in Council meetings but each having reservations that the proposal would adversely impact upon the administrative capacity of the office staff.

The Clerk provided the meeting with operational data (Appendix A) relative to the management of requests for provision of the meeting links since the policy was enacted at the meeting of 30th September 2025.

The Chair acknowledged contributions. However, the motion had not been seconded but nevertheless, a very useful debate had ensued and its intent was appreciated.

**Resolution**

The Chair acknowledged contributions and further referenced that while the motion had not received a seconder that the issue had been discussed and that Cllr Boyland was now aware of the view of members. The motion was withdrawn.

**84 Remembrance Sunday 08th November 2026**

**84.1** Remembrance Service

To agree actions necessary for arrangement of the annual Remembrance Service on Sunday 08th November 2026.

*The Clerk appraised the Council of the arrangements that were underway.*

**Resolution.**

It was agreed in the likelihood that there may be a modest expenditure and additional costs associated with, the purchase of metal poppies, crosses and additional stones for the placing of small crosses shall be costed within the civic events budget 130/4355.

*Power to spend*

*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

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**84.2** MUTC Poppy Wreath

To agree to purchase of poppy wreath and the award of a donation to the Royal British Legion.

**Resolution.**

Council agreed to the purchase of a wreath and making of a donation of £200 to the Royal British Legion.

*Power to spend*

*Local Government Act 1972 s 137*

**84.3** Veterans Hospitality

To agree that Council shall support the provision of a light lunch at the Golden Lion, Magor Square for Armed Services Veterans with a budget cap of £500 from Civic Events Budget 130/4355.

*Council was appraised of actions that were in progress to determine the numbers of interested persons who wished to attend.*

**Resolution.**

Council agreed to the proposal of supporting the provision of a light lunch for veterans who wished to partake and that costs capped at £500 would be met from Civic Events Budget 130/4355.

*Power to spend*

*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

**85 Christmas 2026 Arrangements and Activity**

**85.1** Supply of Christmas Trees.

To agree the appointment of contractor for supply Christmas Trees subject to 3 quotations received from suppliers.

*Councillor Kirkham left the meeting during the transacting of this business consequent to her 'Declaration of Interest'*

**Resolution.**

Council agreed to accept quotation 1: Supply, delivery, removal and disposal of 2x circa 20ft Christmas Trees + 1x circa 15ft Christmas Tree to be selected by Clerk and located at sites as directed by MUTC costed at £945.00 net from Cost Code 190 'Events' Budget Line 4700 'Christmas'.

*Power to spend*

*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

**85.2** Magor Square Carol Service

To agree actions necessary for holding of the Carol Service on Friday 04th December 2026 in conjunction with the Netherwent Ministry Area and the Magor Baptist Church.

*The Clerk appraised Council of actions underway.*

*The Chair requested Councillors to note the date and start time and requested Cllrs to put themselves forward to present a reading during the Service, which can be agreed closer to the date of the service.*

**Resolution.**

Council agreed to proceed as required with arrangements for the Carol Service.

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**85.3** Severn Tunnel Band

To agree to a donation to the Severn Tunnel Band subject to their availability for their supporting of the Magor Square Carol Service.

**Resolution.**

Council agreed to make a donation of £300 to the Severn Tunnel Band subject to their availability for their supporting of the Magor Square Carol Service.

Cost met by Council budget (4370 Carol Service)

*Power to spend*

*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

**85.4** Christmas Window / Shopfront Competition

To agree to the continuance of this competition to be judged by public vote as in 2025 and agree actions necessary.

**Resolution.**

Council agreed that the Christmas Window / Shopfront Competition 2026 winner shall be determined by public vote. Arrangements made for this shall be conducted by Council staff. Councillor(s) shall attend to present trophy of the winning premises.

**86 Sycamore Play Park – Additional Play Equipment.**

**86.1** To note that options for additional play equipment is being explored by the Business Support and Projects Officer.

***For noting only*** *– The Business Support and Projects Officer informed Council that enquiries had commenced for the introduction of new play equipment, suited to older children, within the available green space at Sycamore Playpark. Council should also consider arrangements and improvements of Mill Reen Playpark.*

**87 Procurators House Quinquennial Inspection**

**87.1** Council to note and agree to the quotation of £1500 in respect of the requirement of the Quinquennial Inspection of the Procurators House pursuant to Financial Regulation 5.12 that states:

The requirement to obtain competitive prices in these regulations need not apply to contracts for specialist services.

**Resolution.**

Council agreed to the instruct the company in respect of the requirement of the Quinquennial Inspection of the Procurators House in accordance with the quotation of £1500. Furthermore, the Clerk shall engage with the company to ascertain details of how the Inspection is conducted.

Cost shall be met by Council budget (4290 Procurators House)

*Power to spend*

*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

**88 Standing Orders**

**88.1** To note that One Voice Wales have published Model Standing Orders 2026 and to agree to adopt these Standing Orders subject to inclusion of existing orders contained within the current MUTC Standing Orders.

*Council noted receipt of the Clerks annotated copy of One Voice Wales Model Standing Orders 2026 which were now compatible with Financial Regulations 2025. It was discussed, proposed and seconded that the review of the OVW Model Standing Orders 2026 should be listed for consideration at the next meeting of the Policy Working Group.*

Draft

**Resolved**
OVW Model Standing Orders 2026 shall be included for review at the next meeting of the Policy Working Group.

**89 Frost Fayre & May Fayre**

**89.1** Portaloo Toilets
To support the annual events arranged by the Magor Churchmen/Events Group by supporting the provision of toilet facilities.
*Councillor Kirkham declared a personal interest in this item and left the meeting during the transacting of this business.*

**Resolution**
Council agreed to support the provision of Portaloo facilities for these annual events.
Costs met from Council budget (4835 Toilets / Amenities).
*Power to spend*
*General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.*

**90 Withy Trees bordering Sycamore allotments**

**90.1** To note that a large Withy Tree came down in the Allotment allocated to Magor Scouts. An inspection was conducted and there is risk of further falling trees due to their height and significant encroachment into the allotments. To further note that the Clerk has sought quotations for pollarding trees to remediate the risk and that Council agree that works shall be scheduled to commence at the earliest opportunity.

*The Clerk expanded upon the potential issue of risk of the falling trees and that quotations had been obtained from two services and that a third was awaited.*

**Resolution.**
Council noted the potential risk that needs to mitigated and that whilst the Clerk has sought quotes, they had not been provided to Council at this time but that subject to financial regulations, the Clerk may need to exercise delegated powers to have necessary works commenced.

**90.2** To note that the Clerk has sought quotations for pollarding trees to remediate the risk and that Council agree that works shall be scheduled to commence at the earliest opportunity within the scope of Financial Regulation 5.18 from Allotments Maintenance budget 120/4300.

**Resolution.**
Further enquiry shall be conducted with National Resource Wales to determine responsibility for the tree cut back and inform them that Council shall proceed with pollarding of the trees, due to safety concerns.
That the cost of works may be authorised under the provisions of Financial Regulations 5.15 & 5.18 which covers delegated authority of the Clerk up to £1,000 or the Clerk in consultation with the Chair for any items between £1,000 and £5,000.

Draft

**91 Future Meetings of Full Council.**

**91.1** Extraordinary Meeting – 6.00pm Tuesday 13th October 2026 (Virtual Only)
*No representations were received.*

**91.2** Ordinary Meeting – 7.00pm Monday 09th November 2026 at Magor Baptist Church also Virtual.
*No representations were received.*

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**APPENDIX A**

**MOTION TO AMEND MULTICLOCATION MEETING PROTOCOL.**

**DATA PRESENTED BY CLERK.**

**Protocol administrative and operational data returned since its first operation on 30th September 2025.**

There have been 15 Council meetings operated under this protocol.

To date, the office has received a cumulative total of 100 email requests for the Zoom Link.

Requests compliant with the protocol were answered on the same day or the following day dependent upon when the email was sent.

From experience as the administrator of the Zoom Conference provisions with few exceptions, the same parties have availed themselves of Virtual participation of meetings both prior to and following the implementation of the protocol.

One request which was received prior to the deadline was missed. An apology was presented to the requester.

A total of 28 persons/residents have made requests for different meetings.

Two requests were emailed after the deadline.

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