MAGOR
WITH UNDY
TOWN COUNCIL
MAGWYR GYDA
CHYNGOR TREF GWNDY

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Extraordinary Meeting of Tuesday 13th October 2026 between 18:00 hrs and 19:58 hrs

Public minutes as adopted 09/11/26 of the above meeting held 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	Apologies
Cllr Zuzka Hilton	Absent
Officers	
William Lewis Clerk / RFO	Absent
Rachel Jones Business Support & Projects Officer	Absent
Public Attendance	
In Person	0
Remotely via zoom	0
Tony Graham - One Voice Wales/SLCC Consultant	In attendance

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92 Apologies for Councillor absence

92.1 To receive and accept any apologies.

Apologies were received from Cllr D James, Cllr M James, Cllr M Boyland and Cllr M Bisi

93 Declarations of Interest

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

The Chair Cllr F Taylor declared a personal and prejudicial Interest in Agenda Item 4.1 and advised that she would recuse herself from that item and leave the room (virtual room).

94 Exclusion of Press & Public pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

94.1 To agree that business under Agenda item 4 is pursuant to Section 100A (4) Local Government Act 1972 which provides that the public can be excluded from a meeting where it is likely that,

in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in one or more of the following paragraphs, Part (1) Schedule (12A) Local Government Act 1972, namely: Paragraph 1; Information relating to any individual. Paragraph 2; Information which is likely to reveal the identity of an individual.

Resolution
That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting based on the confidential nature of the business to be transacted, specifically regarding staffing matters.

Councillor Taylor handed over the meeting to Tony Graham and left the room for the duration of Agenda Item 4.1

95 Staff Structure and Salary Review

95.1 To consider the Executive Summary and Recommendations within the Independent Report into Magor with Undy Town Council Staffing Structure and Salaries and to agree actions as necessary.

Resolution
Business item was discussed at length and each recommendation was considered, a proposal was made, seconded and the decision carried.

All principle recommendations were agreed and can be summarised as follows;

Principal Recommendations

- To create and openly recruit to an Assistant/Deputy Clerk post.
- Create a dedicated Administrative Officer post
- To consider the creation of a Communications and Community Engagement Officer as a (part time) medium term development.
- The NJC assessment exercise placed the Council at upper LC2, with several characteristics now approaching LC3. Council resolved that on balance and on the evidence available the Council is in the LC3 below substantive range (SCP 33-36).

95.2 To agree to continuance of engagement with One Voice Wales in respect of consultancy support to complete policy reviews and the implementation of agreed recommendations as set out in the Staff Structure and Salary Review.

Resolution
Business item was discussed, proposal was made, seconded and decision carried.

95.3 To agree a budget cap of £4000.00 for the remainder of OVW consultancy support which shall be drawn from Professional Fees budget line/cost centre 110/4120.

Resolution

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That engagement with One Voice Wales for HR support shall be continued and the cost of such shall be capped at £4000.00 and reconciled against Magor with Undy Town Council Professional Fees budget.
Power to spend:
General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

The meeting was concluded at 19:32 hrs

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