

19th May 2021 HR COMMITTEE RECOMMENDATIONS

Min 4.1.a

Resolved: *To recommend to Full Council that Ellis Whittam be asked to conduct a 'Covid-19 Return to workplace' risk assessment as part of their remit in the Contract currently being set up with them.*

Resolved: *To recommend to Full Council that it seek relevant HR, Risk Assessment and Health & Safety training from an outside body such as ACAS.*

Min 4.1.b

Resolved: *To refer the Clerk for an up-to-date Occupational Health Assessment with St Joseph's Hospital Newport. (to be financed from General Reserves as no specific budget is available.)*

Resolved: *That the Chair of HR, Cllr S Raggett would initiate the referral as a matter of urgency, with the decision being ratified by Full Council at their June Ordinary Meeting.*

Min 4.2.b

Resolved: *To recommend to Full Council that a decision on the need to employ or appoint a replacement be deferred until the outcome of the Occupational Health Report on the Clerk, when members would be in a better position to know what role/jobs a new employee would need to undertake to support the clerk in any restricted role going forward.*

Min 4.2.c

Resolved: *To recommend to Full Council that Working Groups take ownership and run wherever possible without relying on the assistance of the clerk – ie, do own research, take own notes of meetings to report back to Full Council etc.*

Resolved: *To recommend to Full Council that this agenda item be revisited following receipt of the Occupational Health Report.*

7th June 2021 HR COMMITTEE RECOMMENDATIONS

Min 9.1

Resolved: *To recommend to Full Council that Working Groups take ownership and run wherever possible without relying on the assistance of the clerk – ie, do own research, take own notes of meetings to report back to Full Council etc.*

Resolved: *To recommend to Full Council that this agenda item be revisited following receipt of the Occupational Health Report.*

Min 9.2

The following recommendations to be made to Full Council:

Resolved: *That following on from Min No 4.1.a HR 19.5.21 (Yet to be ratified by Full Council), that two Councillor undertake a basic Risk Assessment, to enable the Clerk to return to the office, and that once Ellis Whittam undertake their site visit in July they are asked to look at and complete a full Coronavirus Risk Assessment.*

Resolved: *That Council purchase whatever items are required to put controls in place to mitigate risk of Covid-19 to the Clerk in the Council Office.*

Resolved: *That all Councillors are sent a Gwent Police 'vetting form' which upon completion and approval will allow them free access into the Council Office when the Clerk is not on site.*

SYCAMORE ALLOTMENT SITE – REPLACEMENT GATE:
Stile/Footpath type gate 4'/1.2m

Jackson's Fencing

Wooden	£80.80 + vat
Galvanised	£123.00 + vat
Fixings extra	

Secure-a-field

Wooden	£335.30 + vat
Del	£95.00 +vat
Galvanised	£262.00 + vat
Del	£50.00 + vat
Fixings extra	

Ruby UK Ltd

Wooden	£126.05 incs vat & del
Galvanised	£93.90 incs vat & del
Fixings extra	

Oakdale Fencing

Wooden	£156.00 inc vat delivery extra
Fixings extra	

IAE

Galvanised	£114.95 + vat & delivery extra
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Monmouthshire Fencing Supplies

Wooden	£60.00 + vat (collection Newport)
Galvanised	£
Fixings extra	

Morgan & Horowskyj Architects LLP

The School Room, Castle Street, Abergavenny, Monmouthshire, NP7 5EF
Tel 01873 852465/855373 Email info@morganhorowskyj.co.uk www.morganhorowskyj.co.uk

Mrs. B. Cawley,
Clerk to the Council,
Magor and Undy Community Council,
Community Council Office,
Magor Police Station,
Main Road,
Undy,
Caldicot,
Monmouthshire,
NP26 3EH

SPH/EW/2013(07)

12th May 2021

Dear Beverley,

RE: QUINQUENNIAL INSPECTION OF PROCURATORS HOUSE, MAGOR

The work at Procurators House has reached completion. I visited site yesterday and attach the valuation for works up to Practical Completion. Please note that the final cost of the repairs is £13,665.05 which is £5,970.33 less than the tender figure. Savings were made by not using scaffolding i.e. an access platform (cherry picker) was used instead. Also we didn't need to use the contingency sum.

The sum due to Nathan Marsh after the deduction of the retention money is £3,397.55p. As before, since Mr. Marsh is not VAT registered, only the nett amount is due.

Whilst writing I enclose my invoice for services rendered and would be grateful if you would accept my account and kindly make arrangements to settle it accordingly.

Thank you in anticipation.

Yours sincerely,



S.P. HOROWSKYJ

Enc.



Interim Certificate

MW / MWD

Issued by: Morgan and Horowskyj Architects
address: The School Room, Castle Street, Abergavenny,
Monmouthshire, NP7 5EE

Employer: Magor with Undy Community Council,
address: Community Council Office, Magor Police Station,
Main Road, Undy, NP26 3EH

Contractor: Marsh and Co.
address: 2 Evans Terrace, Dukestown, Tredegar,
Blaenau Gwent. NP22 4EH

Works: Repairs
situated at: The Procurator's House, Magor.

Job reference: 2013

Certificate no: 02

Due date: 11.05.2021

Date of issue: 11.05.2021

Final date for payment: 25.05.2021

Agreement dated:

This interim certificate of progress payment is issued under the terms of the above-mentioned Agreement.

Value of work executed and of materials and goods on site (calculation attached)	£ 13,665.05
[1] Amount payable (<u>97.5</u> % of the above value)	£ 13,323.42
Less total amounts previously certified	£ 9,925.87
Sub-total	£ 3,397.55
Less payments in respect of any payment notices	£ 0.00
Net amount for payment	£ 3,397.55

[1] Percentage is normally 95% except where practical completion has been achieved (97.5%) or where some other percentage has been agreed by the Parties.

All amounts are exclusive of VAT. The Employer shall in addition pay the amount of VAT properly chargeable.

I/We hereby certify that the amount of progress payment due to the Contractor is (in words)

THREE THOUSAND, THREE HUNDRED AND NINETY SEVEN POUNDS

AND FIFTY FIVE PENCE

To be signed by or for the issuer named above

Signed

Morgan & Horowskyj Architects

This is not a Tax Invoice.

Distribution



Employer



Contractor



Quantity Surveyor



File copy

Issued by: Morgan and Horowskyj Architects
address: The School Room, Castle Street, Abergavenny,
Monmouthshire, NP7 5EE



Statement of Retention

Works: Repairs
situated at: The Procurator's House Magor

Job reference: 2013
Relating to Certificate No: 02
Issue Date: 11.05.2021

	Gross valuation (£)	Amount of retention (£)
Amount subject to Full retention of _____ %		
Amount subject to Half retention of <u>2.5</u> %	13,665.05	341.63
Amount subject to Nil retention of _____ %		
Total	13,665.05	341.63

All amounts are exclusive of VAT.



Practical Completion Certificate

Issued by: Morgan and Horowskyj Architects
address: The School Room, Castle Street, Abergavenny, Monmouthshire, NP7 5EE

Employer: Magor with Undy Community Council,
address: Community Council Office, Magor Police Station, Main Road, Undy, NP26 3EH

Contractor: Marsh and Co.
address: 2 Evans Terrace, Dukestown, Tredegar, Blaenau Gwent. NP22 4EH

Works: Repairs
situated at: The Procurator's House, Magor.

SBC / IC / ICD / MW / MWD

Job reference: 2013

Certificate no: 03

Issue date: 07.05.2021

Contract dated:

Under the terms of the above-mentioned Contract,

~~I~~we hereby certify that in ~~my~~our opinion

practical completion of the Works has been achieved

*Delete if not applicable

~~* and the Contractor has supplied the specified documents and drawings relating to the Contractor's Designed Portion~~

~~* and the Contractor has complied with the contractual requirements in respect of information for the health and safety file~~

on 7TH MAY

20 21

To be signed by or for the issuer named above

Signed

Morgan & Horowskyj Architects

Distribution



Employer



Structural Engineer



CDM Co-ordinator



Contractor



M&E Consultant



Quantity Surveyor



Clerk of Works



File

REPAIRS TO THE PROCURATOR'S HOUSE, MAGOR

INTERIM VALUATION NO. 2 - 07.05.2021

<u>Item</u>		£	p
2/2A	CDM Regulation Compliance.	£250.00	
2/2B	Preliminaries.	£2,000.00	
2/2C	Access platform.	£1,000.00	
	Heras fencing.	£1,000.00	
2/3A	Skips to dispose of debris.	£600.00	
2/3B	Clear away debris.	£500.00	
2/3C	Accreditation for access platform.	£200.00	
2/3D	Work in accordance with workmanship specification.	£150.00	
2/4A	Removal of plant growth.	£1,700.00	
2/5A	Repointing complete.	£3,348.00	
2/6A	Rebedding of stonework complete.	£1,185.55	
2/7A	Rebed coping stones to top of chimney.	£250.00	
2/7B	Rub down and redecorate steel balustrading.	£100.00	
2/7C	Replace concrete slabs. Allowance was for 75 no. but 81 no were actually replaced. 81 x £11.50 = £931.50	£931.50	
2/8A	Supply and install new metal sign on the east wall to match existing.	£450.00	
TOTAL CARRIED TO INTERIM CERTIFICATE NO. 2		£13,665.05	

Magor with Undy Community Council

Cyngor Cymuned Magwr A Gwyndy

Internal Audit Report: (Final Update) FY 2020-21

Claire Lingard

Consultant Auditor

*For and on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year *in the Annual Return*.

This report sets out the work undertaken in relation to the Internal Audit process for the 2020-21 financial year; the Interim review which took place on the 30th November 2020 and the Final Update review which took place on the 7th & 10th May 2021.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover, which has been modified in light of the Covid-19 directives under which Councils are required to operate, is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. *The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.*

Overall Conclusions

We have followed up the suggestions and formal recommendations made in our FY2019-20 reports and acknowledge that the members have noted and considered these in their deliberations and have implemented these as far as it has been possible to do so given the constrictions of the Covid-19 situation and has made significant business processes improvements, even in these challenging times. We have reviewed the Council's modified practices implemented to comply with Public Health Wales' Covid-19 directives, and report that, on the basis of the work undertaken to date in the current year, the Council is operating effective internal controls in all areas examined. Resultantly, only eight recommendations for improvement have been made as a result of this review, these are detailed in the main body of the report and the appended Action Plan.

We have noted that the Council has complied, as far as it is possible to do so, with Public Health Wales Covid-19 directives amended from time to time, maintaining a consistently high standard of service provision whilst utilising the down time to complete the renovations of the Tennis Courts and undertake the playground build. The Council has also taken all reasonable steps to ensure the health and safety of its Staff, Members, Clients and members of the public utilising the Council's facilities. All modified and exceptional working practices have been formally Reviewed, Resolved and Recorded in the Council's Minutes and the Council is complimented for its management processes in this regard.

We commend the Clerk/RFO her diligent management and administration of the Council's finance and governance functions, and the Members who have worked strenuously to maintain services on behalf of their constituents during these challenging times.

We ask that members consider the content of this report and acknowledge that the report has been *formally reviewed and adopted by Council*.

This report has been prepared for the sole use of Magor with Undy Community Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and no anomalous entries appear in the financial ledgers as at the 31st March 2021. The Council has now transitioned to using the Rialtas Alpha accounting software to maintain its financial records.

We note that the Council continues to operate two bank accounts with Barclays, a Current and Reserve account and has obtained a Debit Card in order for the Council to avail itself of internet purchases.

In order to ensure the appropriateness of financial data recorded, and validate the values reported in the 2020-21 Annual Return, we have: -

- Noted that the External Auditor has yet to sign off the 2017-18, 2018-19 and 2019-20 Annual Returns;
- Noted that the Welsh Office has conducted two on-site investigations and has published a draft report which has not yet been finalised;
- Verified the accuracy of the opening trial balance for 2020-21 with detail recorded in the 2019-20 combined year-end bank reconciliation;
- Noted that bank reconciliations for both the Council's bank accounts are undertaken at each month end and subject to the scrutiny of Members and subsequently approved at meetings of the Full Council;
- Verified the accounting transactions recorded in the Rialtas Accounting system by reference to supporting bank statements for the months of May and June 2020 and March 2021;
- Noted that the Council has acquired a Debit Card to support internet purchases. Supporting invoices/receipts are properly entered into the Rialtas Cashbook and VAT reclaimed accordingly;
- Ensured that an appropriate analysis of receipts and payments is maintained by the clerk to facilitate monitoring of performance against the approved budget;
- Verified the accuracy of the closing trial balance for 2020-21 with the detail recorded in the Rialtas Accounting system and corresponding prime documentation and checked and verified this to the corresponding Annual Return detail; and,
- Noted that the Council has appropriate software back-up arrangements in place through Microshade and secure Cloud based storage.

Conclusions and recommendations

There are no significant matters arising in this area of our review, however, we make three recommendations in relation to the use of RBS Rialtas Alpha accounting software related to the nomenclature used which should be based on general accounting terminology rather than colloquialisms:

Reference for payments made: Rialtas has a feature which gives a unique reference number to each payment document entered onto the system. This feature should be activated and used as the payment reference preceded by BACS, i.e. BACS12345 rather than 'INTERNET' which conveys no useful information. This will ensure that each payment may be uniquely identified.

Reference for Payments received: Receipts from clients are not bank transfers: Currently payments are recorded in Rialtas, under 'Receipt Ref' as 'Bank Trf'. In accounting terms, a Bank Transfer only denotes the movement of the Council's funds from one bank account to another.

Each Receipt of funds, excepting Precept, VAT Reclaims, grants and donations should be in relation to an invoice raised and each invoice should have a unique invoice reference as this pertains to the sale of Council services and must be recorded as such. Invoices should be sequentially referenced, for example MUCC00001, MUCC00002, MUCC00003, etc. The Payment Reference recorded for the Precept, VAT Reclaims and other receipts should be the payment reference on the payment advice received by the Council. Finally, payments received in relation to contracts or lease agreements should be recorded as the agreement number.

The phrase 'Top-up' used to describe Bank Transfers should not be used as it is incorrect. The correct terminology is Transfer, abbreviated to 'TRF'. The Receipt Ref should be TRF and the 'Transaction detail' should be recorded as: TRF from Reserve Account.

- R1. *The Rialtas unique reference number feature for each payment document should be switched on in the data entry screen. All electronic payments made by BACS should be recorded as BACS followed by the unique document number generated by Rialtas, i.e. BACS12345, ensuring that each payment is uniquely identified. Response: Implemented.*
- R2. *Each payment received should be referenced by the corresponding invoice number for services issued by the council, or the payment advice issued in relation to the Precept, VAT Reclaim or other receipt, or the contract/lease agreement number. Response: Implemented.*
- R3. *'Top-up' is not a correct accounting term. When funds are transferred from the Council's reserve account the 'Receipt ref' must be recorded as 'TFR' and the 'Transaction Detail' recorded as; 'Tfr from Reserve Acc'. Response: Implemented.*

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to reasonably ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council has again reviewed and most recently readopted its Standing Orders (SOs) and Financial Regulations (FRs) at the postponed Annual Meeting of the Community Council on the 19th October 2020.

We note that two Tenders were let during the year to the 30th September 2020: The Sycamore Terrace Play Park Refurbishment and the Sycamore Sports Field Landscape Project. Both procurements were correctly let and managed in accordance with the prevailing EU Legislation requires all projects in excess of £25,000 to be advertised formally on the Government's Contract Finder website and, in compliance with the Council's Standing Orders and Financial Regulations.

We have concluded our Review of the Minutes of the Full Council and its Committees for the year to the 31st March 2021 and are pleased to note a marked improvement of both the quality and content of the Minutes. However, there are a number of concerns about disclosures in the Minutes, occurring in the last quarter of the year, which have been detailed in 'Conclusions and Recommendations' below.

Measures taken during irregular working periods resulting from Central & Devolved Government public health directives:

- The council has continued to ensure that the democratic process has been maintained, by holding its meetings via the 'Zoom' virtual conference platform. Such amendments to working practices were formally resolved in the Minutes of the Council's Emergency Committee (Plenary) of March 2020;
- Staff have continued to hold their regular meetings with the Chair via WhatsApp and then Zoom;
- The Council has published its first Annual Report covering the 2019-20 financial year;
- During the first lockdown, the Clerk/RFO and her Assistant continued to work with the contractors and planning department to deliver the refurbishment of the MUGA (tennis) courts and plan for the landscaping of the surrounding area. The ability to exploit the period that these facilities were mandatorily closed to the public to deliver the project has lessened the impact of the closure to the community;
- The Covid-19 directives, issued by Public Health Wales in March/April 2020, delayed the consideration of tenders for the delivery of the refurbishment of the Sycamore Play Park. The Clerk/RFO and her Assistant at that time continued to work closely with the contractors to finalise and successfully deliver the refurbishment over a four week period in November 2020;
- The Clerk/RFO and her Assistant at that time delivered the Council's website update during the lockdown, ensuring that it met the legally mandated Accessibility standards; and,
- The Clerk/RFO and her Assistant at that time also worked with the Council's web developers to launch the new 'Visit Magor & Undy' website, commissioned by the Council, which involved collating information and liaising with local businesses, organisations and community groups during this period.

Conclusions and recommendations

We take this opportunity to commend the Clerk/RFO and Members for their diligent work to support the Magor with Undy community, during the various public health restrictions and lockdowns put in place by Central and Devolved government as amended from time to time throughout the 2021-22 financial year. The Council's considered and measured responses have ensured that the Council has continued to provide a high standard of services during this unprecedented period in our history.

We are however, somewhat concerned to note a small number of issues which have occurred during the final quarter of the year, and which are recorded in the council's Minutes:

a) At the Full Council meeting of the 11th January 2021, a Member attempted to introduce a non-Agenda item of business as recorded under Minute reference 79.1. The Clerk/RFO correctly advised the Council that non-Agenda items could not be discussed. The Member, dissatisfied with the Clerk/RFO's response, caused the Council to convene a meeting of the Emergency Committee on the next day to discuss the matter of business that they wished to pursue, despite there being, as advised by the Clerk/RFO, sufficient time to convene the meeting lawfully.

b) *The Emergency Committee (Plenary) was Unlawfully convened on the 12th January 2021, to discuss the matter of business of the Member. This despite the advice of the Clerk/RFO, that the meeting had been convened Unlawfully. The Clerk attended and minuted this meeting, and subsequent to significant discussion, all matters were deferred until an Extraordinary meeting of the Full Council could be Lawfully convened.*

c) *Subsequently, an Extraordinary meeting of the Full Council was convened on the 18th January 2021 where Minutes which were taken by the Assistant to the Clerk, due to the Clerk's absence, record that the Member who had initially attempted to discuss non-Agenda item of business, continued to challenge guidance given by the Clerk, that Members could not discuss Non-Agenda items of business at any meeting of the Council, and further, that the meeting of the Emergency Committee (Plenary) had been convened unlawfully. Members Resolved to instruct the Clerk/RFO to provide a full written explanation as to why she had provided Members with the Guidance which she had.*

d) *At the meeting of the Full Council of the 08th February 2021, the Clerk/RFO provided a written explanation for the guidance, that had been given, as instructed. Minute 90.2 of that date records that the Member stated that she was dissatisfied with the Clerk's written response, and demanded a further response citing Sources.*

e) *At the meeting of the HR Committee of the 01st March 2021, after a discussion pertaining to expert advisers in Human Resources and Risk Management, under Minute Reference 12.1 the Member sought clarification on the role of the Clerk as the Proper Officer of the Council and what the position holds responsibility for.*

f) *At the meeting of the Full Council of the 08th March 2021, Minute 105.1 records that the Council Noted the "written evidence and provision of source details as requested by (the Member) of the advice given by the Clerk/RFO at the Ordinary Meeting of the 8th February 2021 and in relation to their proposed Standing Orders amendment; standing order 1.s."*

g) *Minute reference 105.2 of the meeting of the Full Council of the 08th March 2021 records that Members Resolved not to Adopt the Member's proposed standing order 1.s.*

h) *Minute reference 109.2 of the meeting of the Full Council of the 08th March 2021 records that Members noted a further, expanded explanation Provided by the Clerk/RFO as to why non-Agenda items could not Lawfully be discussed in Council Meetings.*

Given previous issues, detailed in the Audit Wales draft report, and the issues recorded in the Council's published Minutes referenced above, which could so easily be misconstrued as disputation, and which have the very real potential to undermine the reputation and good standing of the council, I have provided some basic information that is published and freely available on the internet, in the One Voice Wales 'Good Councillors Guide' and other standard government publications.

This information will begin to address any lack of clarity concerning the role of the Clerk as the Proper Officer, how council meetings are to be convened, lawfully, and the role of the published Agenda in all meetings of the Council and its committees:

The roles and responsibilities of the Clerk as the Proper Officer

"The community/parish/town council Clerk is the 'engine' of an effective council. He or she is its principal executive and adviser and, for the majority of smaller parish councils,

is the officer responsible for the administration of its financial affairs – The Proper Officer. The Clerk is sometimes a council's only employee.

The Clerk is required to give clear guidance to Councillors, including the Chair, before decisions are reached, even when that guidance may be unpalatable. The Clerk has a key role in advising the council, and Councillors, on governance, ethical and procedural matters. The Clerk must also liaise with the Monitoring Officer at the district/unitary council on ethical issues and the Councillors' Register of Interests."

Convening meetings Lawfully

"Council meetings and committee meetings are formal events, not social occasions. They have a clear purpose – to make decisions – and are not just talking shops. Furthermore, they are public events; the meetings must be advertised, and the press and public have a right to observe, record and report on how the council operates. The same approach should be adopted for sub-committees.

Exceptions are when sensitive issues are discussed (such as legal, contractual or staffing matters) and then the council can agree to exclude the press and public for just that item of business.

The council should decide on a schedule of meetings for the year.

- *Council meetings are meetings of the full council. All councillors are expected to attend.*
- *Committee meetings bring together a smaller number of councillors to concentrate on a specific function of the council and share the workload*

Some committees are permanent or standing committees, but others are set up for a short-term project. Many councils have a permanent Planning Committee allowing them to comment on planning applications as required without convening a full council meeting.

Some committees are advisory; they make recommendations to the full council, which then makes the decisions. There are also executive committees where the full council delegates responsibility for certain decisions to the committee. The committee then reports its decisions to the full council. This helps certain committees to make decisions without referring to the full council.

- *Sub-committees are appointed by a committee to focus discussion on a specific topic among an even smaller group of councillors. Otherwise, they operate like committees.*
- *Working parties or 'task-and-finish' groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.*
- *There are rules about who is permitted to join a committee or sub-committee. Sometimes non-councillors can be included (although with a few exceptions, they*

cannot vote). This is an excellent means of involving others, particularly young people, in council work.

At least three clear days before each council, committee or sub-committee meeting, you should receive a summons and Agenda. The three clear days is established in law because it is important to be notified of issues to be discussed. Topics requiring a decision cannot be added to the Agenda after the deadline has passed; they must wait for another meeting.

The Agenda

“Each Agenda item should make it very clear what you as a councillor are expected to do and be precise about the subject under discussion. For example, an Agenda item saying “footpaths” gives you no idea what to expect. It is more helpful to know that your task at the meeting is for example:

‘To receive a report from Cllr Lingard on the condition of footpaths in the community and to agree action in response to proposals for repairs (copy of report attached).’

It is actually unlawful to make a decision, especially a decision to spend money, without sufficient (three clear days) warning. Vague Agenda items that don’t specify exact business (such as Matters Arising, Correspondence and Any Other Business) are dangerous and should be avoided, because the council cannot make unexpected decisions. Items that have not been placed on the published Agenda must not be discussed.

Putting the Agenda together is the Clerk’s responsibility. The Clerk must sign the Agenda and can decide how it will be set out. This process is often undertaken in consultation with the Chairman. You may ask the Clerk to add items to the Agenda if you feel a relevant subject should be discussed.”

Finally, we take this opportunity to commend the Clerk/RFO and the Members for maintaining overall, a high level of service to its community during the Covid-19 situation and utilising the mandatory periods of lockdown to the benefit of the local community by dint of good planning and project execution.

- R6. *All Members of the Council should avail themselves of the current version of the ‘Good Councillors Guide’ so that they may appraise themselves of the roles, duties and responsibilities of the chair, the community councillor and the clerk as the Proper Officer. This document may be downloaded directly from the One Voice Wales website at:*

<http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF>

- R7. *Members should consider providing all new councillors, and any Member who is not aware of proper council procedures with training for Councillors from One Voice Wales, which provides training sessions in modular units of 2.5 hours each, which may be delivered in the evening for ease of access.*
- R8. *The Clerk and Members should ensure that the Clerk is furnished with a current copy of ‘Charles Arnold-Baker’: Charles Arnold-Baker on Local Council Administration, often referred to as ‘the yellow bible’ is a complete statement of the law relating to community*

and parish councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials.

Now in its 12th edition, this book remains the key text for councils in Wales & England, Local Authorities, barristers and solicitors practising in local government law and public and administrative law.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- The correct form of procurement, i.e., quotation or tender defined by the Council's Standing Orders and Financial Regulations has been undertaken in respect of each procurement let by the Council,
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Invoices are scrutinised and appropriately "signed-off" by members signing cheques or authorising payments by electronic means;
- All Procurements and Payments are properly reported and recorded in the Council's Minutes;
- The correct expenditure analysis has been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We note that the Council is now making payments by BACS and Cheque, authorised by two members having been validated by the Clerk/RFO and entered onto the Rialtas Alpha accounting software, together with a few regular direct debits and monthly salaries paid by on-line transfer.

We have reviewed the procedures in place for processing payments and are pleased to note that there was clear evidence of all payment documents being subject to proper scrutiny by members with each invoice being properly coded and initialled.

Due to the remote nature of this Final Update Audit, resulting from the various public-health directives, which have been amended from time to time, we have tested a sample of payments processed in the financial year to 31st September 2021 on the basis of all payments in excess of £500 and every 15th payment irrespective of value.

During the Interim Review of the financial year twenty-one payment documents were examined, and during the Year End Review this sample was extended to forty-two payments including all non-pay payments in excess of £500 and every 15th payment irrespective of value, totalling £125,680.83 payments in total representing 81% of all non-pay payments to the 31st March 2021.

Five payment documents contained in the invoice sample, selected at random, were integrity tested to ensure that the payment document was genuine, issued by the organisation stated on the face of the document and that the payment amount recorded was correct.

Finally, in this area of our review we note that the Council has submitted three special VAT returns during the financial year covering the period from the 1st April 2020 to the 31st March 2021,

reclaiming a total amount of £16,204.86 on behalf of the Council. The VAT Reclaims are now created directly from the Rialtas software. All three claims have been checked and verified against the Cashbook and cross referenced with the sample of payments, above, with no issues arising.

Conclusions and recommendation

There are no matters arising in this area of our review warranting formal comment. However, we take this opportunity to recommend that the Clerk/RFO avails herself of an invoice certification stamp (which may be ordered from any stationery supplier).

Magor with Undy CC Invoice Authorisation	
Date received:	
Validated:	<i>(Clerk/RFO signature)</i>
Account code:	<i>(4115)</i>
Cost Centre:	<i>(110)</i>
Query:	Y/N
Authorisation 1:	<i>(Authorising Member signature)</i>
Authorisation 2:	<i>(Authorising Member signature)</i>
Payment Ref:	<i>BACS12345/Chq No/DD/Card</i>

To be applied to each payment document, thereby ensuring that the required information remains consistent, and that no information is omitted.

The Stamp should include the detail contained in the diagram above, or similar.

R4. *The Clerk/RFO should avail themselves of an invoice certification stamp to ensure that all required authorisation information is consistently recorded on each payment document.
Response: Implemented and clear evidence of use.*

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Previously noted that the Council used the services of One Voice Wales to assist in establishing a professional risk management process during the 2018-19 financial year. The Council's Risk Registers and maintained in LCRS Software, a package utilised by many Community, Town and Parish Councils. The Council's Registers have been under continuous review throughout the year, due largely to the Covid-19 situation and Public Health Wales directives which have changed from time to time and were last formally

Reviewed and Re-Adopted at the Council's postponed Annual Meeting of the 19th October 2020 under Minute Reference 9.5;

- Examined the Council's extant insurance policy with Zurich Insurance to ensure that appropriate cover is in place, noting that Employer's and Public Liability cover are in place at £10 million and £12 million respectively, together with Fidelity Guarantee cover at £250,000, all of which we consider appropriate for the Council's current requirements;
- Noted that regular monthly inspections of the Council's play areas continue to be undertaken by the parent Council together with an annual RoSPA based review: the resultant reports are duly reviewed by the Clerk/RFO and Member and acted on appropriately; and,
- Noted that the Council set aside £3,000 in the 2021-22 financial year budget for Health & Safety and Human Resources consultancy, with a view to appointing retained consultants. A prudent decision in today's world where all Councils need to have access to expert advice readily accessible.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Budgetary Control and Reserves

In this area of review, we are seeking to confirm that the Council has determined its annual budget based on sound assumptions of intended spending, that sufficient funds are available to meet future spending plans and that members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund and note that: -

- The Budget setting and Precept determination process was postponed due to the Covid-19 restrictions until the 16th November 2020. The Clerk/RFO circulated a Budget Setting workshop document to all Members in advance. Additionally, the Clerk/RFO provided a draft budget for payments and receipts for the 2021-22 financial year to the Members.
- The Council's Budget setting and Precept was finalised at the December meeting of the Council's Finance meeting with Resolutions to make a formal Recommendation to the Full Council for the Approval and Adoption the 2021-22 Budget in the amount of £279,525 and the Precept in the amount of £277,400 (£277,400 prior year) with the shortfall being met from the Council's reserves. Recorded under Minute reference 7.1 and 8.1 of the 17th respectively.
- The Recommendation made at the Council's Finance meeting was confirmed at the Full Council meeting of the 08th February 2021 with Budget and Precept for the 2021-22 financial year, with the latter set at £277,400 (£277,400 prior year) under Minute ref: 85.5;
- The Council continues to receive regular management reports, generated directly from Rialtas Accounting Software, updating them on the financial position throughout the year; and,
- As indicated earlier in this report, specific funds are set aside in six specific earmarked reserves that appear to be appropriate and active with the in-year transfers being correctly recorded in the Rialtas accounting software.

The Council's overall reserves as at 31st March 2021 stand at £231,189 (£149,841 prior year) with Earmarked reserves of £140,280 (£59,621 prior year) leaving a General Reserve fund of £90,909.01, which equates approximately 4.5 months' revenue spending at the 2020-21 level, sitting comfortably within the recognised CiPFA guideline of retaining between three and six months' revenue expenditure.

Conclusion

There are no matters arising in this area of our review warranting formal comment or recommendation. We have noted the significant increase in the Council's reserve position over that of the previous year which is explained by the delay in project expenditure scheduled for the 2020-21 financial year, which did not take place due to the extended periods of lock-down public-health methods, which saw non-essential services and businesses unable to operate.

The Council has pragmatically and prudently approached its budgetary requirements for the 2021-22 financial year by placing unspent funds from the prior year in earmarked reserves for delayed project expenditure and by establishing a Precept with no increase above the prior year level.

The Council has a solid financial foundation and budget for it continued operations in the 2021-22 financial year and beyond.

Review of Income

Our objective here is to ensure that appropriate records are maintained to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. In addition to the Precept the Council receives supplementary income from very limited areas, including allotment rents, wayleaves and occasional hire of the tennis courts, together with bank interest and recoverable VAT.

We note that the formal review of rents, fees, etc., now takes place during the Budget setting and Precept determination process. During the Council's December Finance Meeting, Members Resolved under Minute reference 5.1 to; a) retain the existing Schedule of Fees for 2021-22, b) retain the existing Allotment Fees for 2021-22, and c) to Note that any increase in MUGA hire fees would be considered at the Council's Annual Meeting in May 2021. These measures will go some way to assist business and social groups within the Magor with Undy community to recover financially during the year.

We note that Allotment rents fell due on 1st August annually and that all outstanding rents have been collected. A blank copy of the Allotment tenancy agreement has been reviewed and deemed suitable for the Council's needs.

We further note that the 2.39 acres of grazing land with no water provision was released, over a five year period as at the 14th September 2020 in the amount of £325 per annum after a formal and proper advertisement and tender process was undertaken.

Finally, in this area of our review we are advised that there is still no formal licence agreement in place with the local Tennis Club for the use of the Tennis Courts.

Conclusions and recommendation

We recommend, as in our prior year report, that the Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club.

R5. *The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club. Response: Noted.*

Review of Petty Cash Account

The Council does not operate a petty cash account, any casual expenses incurred by officers being reimbursed periodically through the usual invoicing process on production of supporting invoices, etc. A Barclay Card debit card has been obtained for use by the Clerk/RFO to enable the Clerk to make internet purchases on behalf of the Council. The debit card may not be used to withdraw cash.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as most recently further revised effective from 1st April 2017.

To meet the above objectives, we have: -

- Acquired detail of the five staff members in post during 2020-21 and ensured that the gross salaries payable in June 2020 were in accord with those details;
- Noted that the payroll continues to be managed as an outsourced service by Chepstow Accounting Services (CAS);
- Noted that all staff have employment contracts;
- Noted that the Clerk and the Administration Assistant are Salaried according to the NJC SCP system;
- Noted that the NJC National Pay Award was Adopted by the Full Council at its 14th September Meeting under Minute references. 251.4 a & b, with the Award being made retrospectively from the 1st April 2020;
- Noted that three litter pickers have standard employment contracts with two having a set number of hours, with one working ad-hoc and producing a time sheet to record the hours worked which is duly authorised by the Clerk/RFO;
- Noted that the Litter Picker rates of Pay were Reviewed and agreed at the HR Committee of the 3rd February 2020 under Minute Reference 10.1.a. and subsequently ratified at Full Council on the 10th February 2020 under Minute reference 147.3.
- Verified the accurate calculation and deduction of income tax, NI deductions and contributions, together with pension deductions and contributions for staff contributing to the Local Government pension scheme;
- Verified the accurate payment of staff salary costs routinely throughout the year to HMRC and the pension fund administrators; and,
- Noted that CAS complete all required RTI reporting to HMRC and supply the Clerk/RFO with all statutory documentation required for the Council's records.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. The Council maintains a simple Fixed Asset Register which contains all the detail required by the Practitioners Guide.

Once again, the Clerk/RFO has undertaken a formal review of all the Council's assets during the year; checking each asset appearing on the Council's register and verifying its correct value. The Fixed Asset Register is managed in an Excel spreadsheet, where acquisitions and disposals are properly recorded making the Fixed Asset Register easy to use, understand, audit and validate.

We have checked and verified the information recorded in the Fixed Asset Register, checking the total asset value recorded in the 2019-20 Annual Return against the value of all assets recorded in the register, less disposals, plus additions and have agreed the declared Fixed Asset Register value of £309,748 as at the 31st March 2021 accordingly (£278,315-restated in the prior year).

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Investments and Loans

We aim here to ensure that the Council has appropriate investment and borrowing strategies in place and that the most advantageous interest rates are being obtained.

We note that the Council's Investment Strategy was readopted for the 2020-21 financial year at the Annual Meeting of the Council, which was postponed until October, in accordance with the guidance issued by the National Assembly for Wales. No formal investments are held, surplus funds being held in a Barclays Bank deposit account.

Loans are in existence with the UK Debt Management Office (UKDMO), repayable half-yearly: we have checked and verified both repayments made in 2020-21 by reference to the UKDMO loan repayment request prime documentation, confirming the outstanding borrowing in the amount of £172,986 and ensuring that the value has been correctly recorded on the 2020-21 Annual Return.

We note from the Council's minutes that Members are minded to apply for a second loan from the UK Debt Management Office, the replacement for the Public Works Loan Board (PWLB), in support of a community initiative.

Finally, in this area of our review we note that, in the Council's December Finance meeting under Minute reference 9.1, Members Resolved that an Annual Investment Strategy be drawn up for Approval and Adoption by the Full Council after the 2020-21 financial year-end.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Statement of Accounts and Annual Return

The Council has maintained its Receipts & Payments accounts for the 2020-21 financial year in Rialtas Alpha accounting software platform, detail of which we have examined and consider reflects accurately the year's transactions as recorded therein. Rialtas Alpha automatically generates the year-end detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

Conclusions

We are pleased to record that no issues arise in this area and, on the basis of the work undertaken during the course of our review for the year, we have "signed off" the Internal Audit Report in the year's Annual Return assigning positive assurances in all areas.

Finally, we take this opportunity to remind the Town Clerk/RFO of the requirements in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Rec. No.	Recommendations	Response
Review of Accounting Arrangements and Bank Reconciliations.		
R1	The Rialtas unique reference number feature for each payment document should be switched on in the data entry screen. All electronic payments made by BACS should be recorded as BACS followed by the unique document number generated by Rialtas, i.e. BACS12345, ensuring that each payment is uniquely identified.	<i>Response: Implemented.</i>
R2	Each payment received should be referenced by the corresponding invoice number for services issued by the council, or the payment advice issued in relation to the Precept, VAT Reclaim or other receipt, or contract/lease agreement number.	<i>Response: Implemented.</i>
R3	'Top-up' is not a correct accounting term. When funds are transferred from the Council's reserve account the 'Receipt ref' must be recorded as 'TFR' and the 'Transaction Detail' recorded as; 'Tfr from Reserve Acc'	<i>Response: Implemented.</i>
R6	All Members of the Council should avail themselves of the current version of the 'Good Councillors Guide' so that they may appraise themselves of the roles, duties and responsibilities of the chair, the community councillor and the Clerk as the Proper Officer. This document may be downloaded directly from the One Voice Wales website at: http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF	
R7	Members should consider providing all new councillors, and any Member who is not aware of proper council procedures with training for Councillors from One Voice Wales, which provides training sessions in modular units of 2.5 hours each, which may be delivered in the evening for ease of access.	
R8	The Clerk and Members should ensure that the Clerk is furnished with a current copy of 'Charles Arnold-Baker': Charles Arnold-Baker on Local Council Administration, often referred to as 'the yellow bible' is a complete statement of the law relating to community and parish councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. Now in its 12 th edition, this book remains the key text for councils in Wales & England, Local Authorities, barristers and solicitors practising in local government law and public and administrative law.	

Review of Expenditure & VAT

R4 The Clerk/RFO should avail themselves of an invoice certification stamp to ensure that all required authorisation information is consistently recorded on each payment document. *Response: Implemented with clear evidence of use.*

Review of Income

R5 The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club. *Response: Noted.*

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

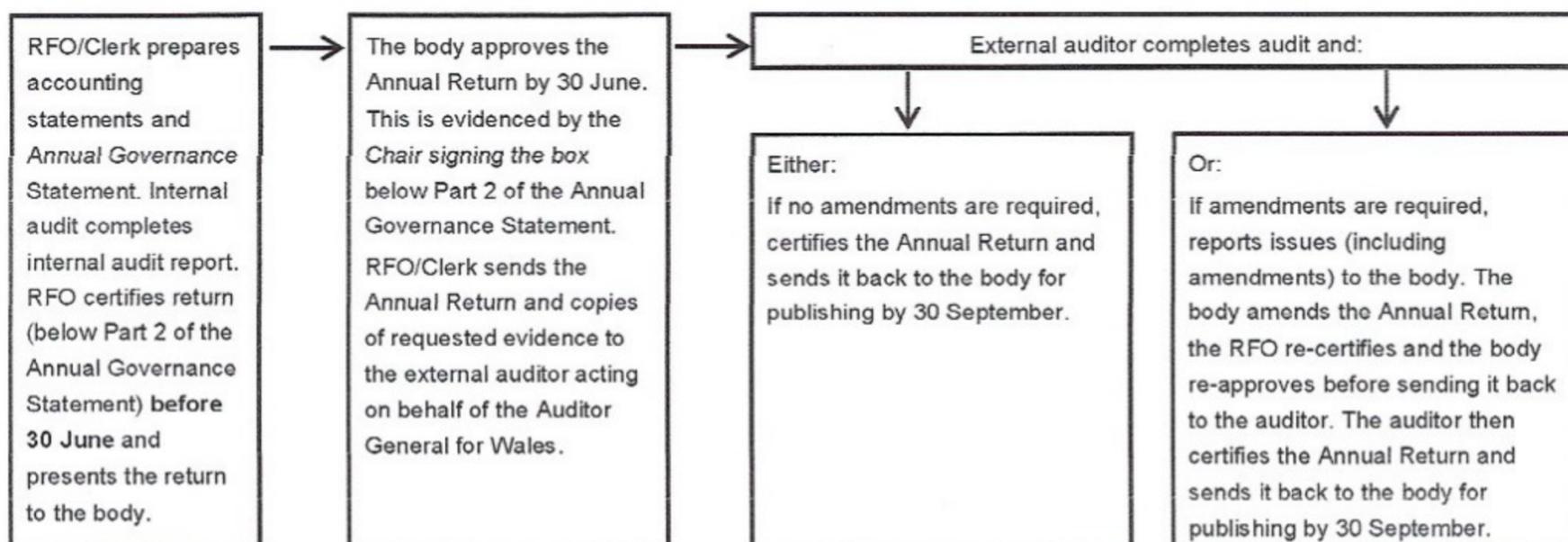
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink.**

APPROVING THE ANNUAL RETURN

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body: MAGOR WITH UNDY COMMUNITY COUNCIL

(RESTATED)

	Year ending		Notes and guidance for compilers												
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.												
Statement of income and expenditure/receipts and payments															
1. Balances brought forward	194,733	149,841	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.												
2. (+) Income from local taxation/levy	200,540	277,400	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.												
3. (+) Total other receipts	96,368	48,630	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.												
4. (-) Staff costs	101,560	100,453	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.												
5. (-) Loan interest/capital repayments	10,831	10,831	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).												
6. (-) Total other payments	229,409	133,397	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).												
7. (=) Balances carried forward	149,841	231,189	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).												
Statement of balances															
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.												
9. (+) Total cash and investments	149,841	231,189	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.												
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.												
11. (=) Balances carried forward	149,841	231,189	Total balances should equal line 7 above: Enter the total of (8+9-10).												
12. Total fixed assets and long-term assets	278,315 (RESTATED)	309,748	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.												
13. Total borrowing	175,933	172,986	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).												
14. Trust funds disclosure note	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr style="background-color: #c00000; color: white;"> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr style="background-color: #c00000; color: white;"> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A													
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>													
Yes	No	N/A													
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>													

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £ 240 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref: 2021-22/ ?????</p>
<p>Name: BEVERLY CAWLEY</p>	<p>Chair of meeting signature:</p>
<p>Date:</p>	<p>Name: CLLR GEOFF COOK</p>
<p>Date:</p>	<p>Date:</p>

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: MAGOR WITH UNDY COMMUNITY COUNCIL

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Magor with Undy Community Council does not operate a Petty Cash system.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Magor with Undy Community Council is not responsible for the management of any charitable trust or trust fund.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see the Internal Audit report issued on the 7 th May 2021

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/~~Board/Committee~~ are included in my detailed report to the Council/~~Board/Committee~~ dated 7TH MAY 2021.] * Delete if no report prepared.

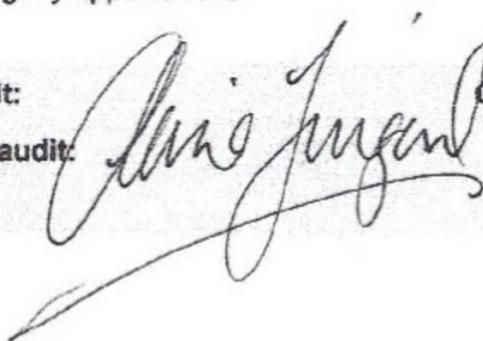
Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: 07th May 2021



CV Lingard for and on behalf of
Auditing Solutions Ltd

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

EMAIL FROM MUCH GROUP

Good evening Bev

As there are 2 benches being installed in the Orchard, one relating to Covid which MUCC is purchasing and installing and the other from the LIVING Levels.

The MUCH Trustees are requesting that a bin is installed in the Orchard by the Community Council and the emptying included with the other bins in Magor and Undy regular emptying schedule.

Could you include this request in a future council meeting please.

Kind regards

Linda Squire
MUCH Secretary



Our ref: Cornerstone 12393921

Clerk - Beverly Cawley
Magor with Undy Community Council
Monmouthshire County Council

28th May 2021

By Email

Dear Ms Cawley

PROPOSED BASE STATION INSTALLATION UPGRADE AT CORNERSTONE 12393921 – CELLNET MAST, MAGOR, NEAR NEWPORT, GWENT, NP26 3NN (NGR: 343325E, 187620N).

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of identifying a suitable site in the Undy area for a radio base station that will improve service provision for Vodafone Ltd.

The purpose of this letter is to consult with you and seek your views on our proposal before any planning submission is made. We understand that you are not always able to provide site specific comments, however, Cornerstone and Vodafone are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's continued network improvement program, there is a specific requirement for a radio base station upgrade at this location to provide enhanced 3G and 4G and new 5G coverage to the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

Our technical network requirement is as follows:

- **Cornerstone 12393921, VODAFONE - CELLNET MAST**
- The site is an existing telecoms site and the new structure and additional equipment will enable the site to provide improved coverage to the area for Vodafone whilst having no discernible impact on the appearance of the mast or the area.
- The proposed development is to provide enhanced 3G and 4G coverage and new 5G coverage to the area. The required development and the proposed design solution is considered to be the least visually intrusive on the existing mast or the area.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB147 8555 06



Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA
www.cornerstone.network

Sinclair Dalby Limited, Suite H, KBF House, 55 Victoria Road, Burgess Hill, West Sussex, RH15 9LH
Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

A number of options have been assessed in respect of the site search process and the preferred Vodafone option is as follows:

- **CELLNET MAST, MAGOR, NEAR NEWPORT, GWENT, NP26 3NN (NGR: 343325E, 187620N).**

The proposal includes:

- Removal of existing 6No. antennas and ancillary equipment;
- The installation of 6No. replacement antennas on existing headframe and ancillary equipment thereto.

Alternative site options considered and rejected are as follows:

- As we are proposing to upgrade an existing site, no alternative sites have been considered.

The Local Planning Authority mast register, where available, and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

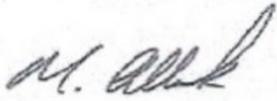
In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number **Cornerstone 12393921**).

Yours sincerely



Martin Allwork
Surveyor
Sinclair Dalby Ltd
martin.allwork@sinclairdalby.co.uk
Mobile: +44(0) 7730 928383

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
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VAT No. GB142 8555 06



Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA
www.cornerstone.network

ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE

N.G.R. E: 343325 N: 187620

DIRECTIONS TO SITE:
 HEADING WEST ON THE M4 TOWARD M48/S. WALES (PARTIAL TOLL ROAD), AT JUNCTION 23A, TAKE THE B4245 EXIT TO GOR/MAGYR/CALDICOT. AFTER 0.2 MILES AT THE ROUNDABOUT, TAKE THE 1ST EXIT ONTO A4810. AFTER 0.2 MILES TAKE A SLIGHT LEFT ONTO MAGOR RD/B4245. AT THE ROUNDABOUT, TAKE THE 3RD EXIT ONTO NEWPORT RD/B4245. CONTINUE TO FOLLOW B4245. AFTER 0.5 MILES TURN LEFT ONTO DANCING HILL AND THEN AFTER 0.2 MILES TAKE A SLIGHT LEFT ONTO GRANGE RD. AFTER 0.3 MILES TURN RIGHT. AFTER 0.16 MILES TURN LEFT ONTO TRACK. THE SITE IS APPROX. 150m ON THE LEFT.

DISTANCE TO PUBLIC HIGHWAY APPROX. 125m

NOTES:

REV	MODIFICATION	BY	DATE
B	Minor Amend	OH FC	23.04.21
A	Issued for Approval	OH FC	31.03.21



Cell Name	Opt.
M4 WEST OF JCT 23	-
Cell ID No	TEF
CTIL	VE
123939	06633
	002115

Site Address / Contact Details
 CELLNET MAST
 MAGOR
 NEAR NEWPORT
 GWENT
 NP25 3NN

Drawing Title
 SITE LOCATION MAPS

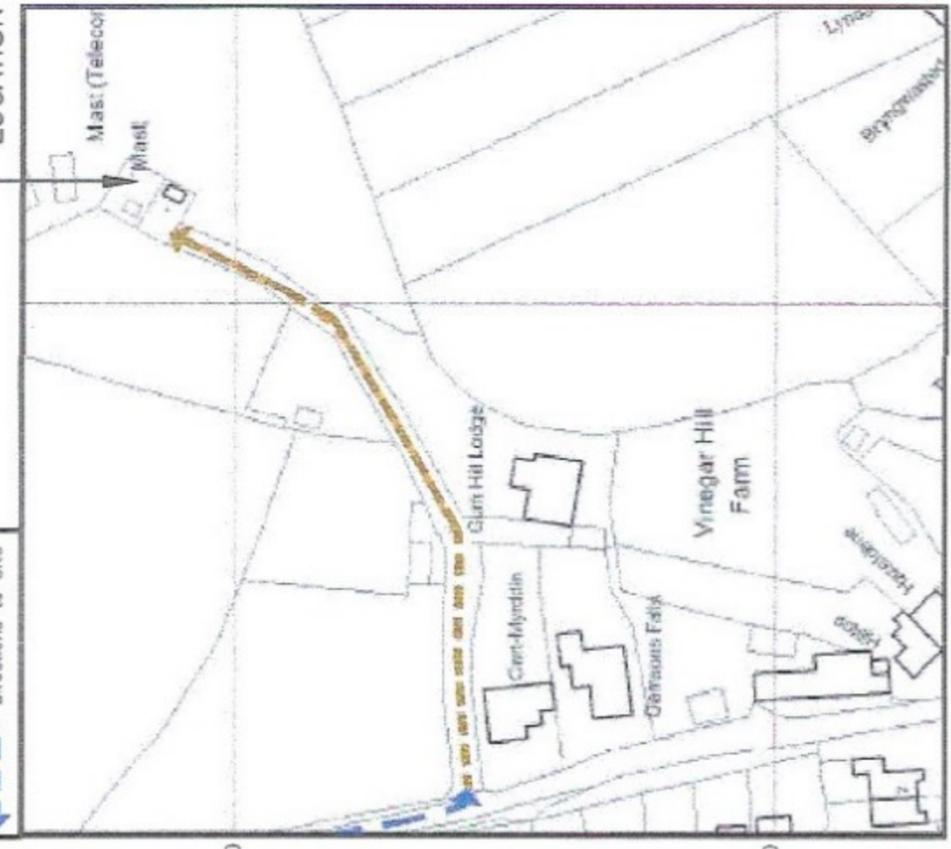
Purpose of Issue:
 PLANNING

Drawing Number:
 100

Drawn By:
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 Date:
 31.03.21
 Checked By:
 SD
 Date:
 31.03.21

Scale:
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SITE LOCATION



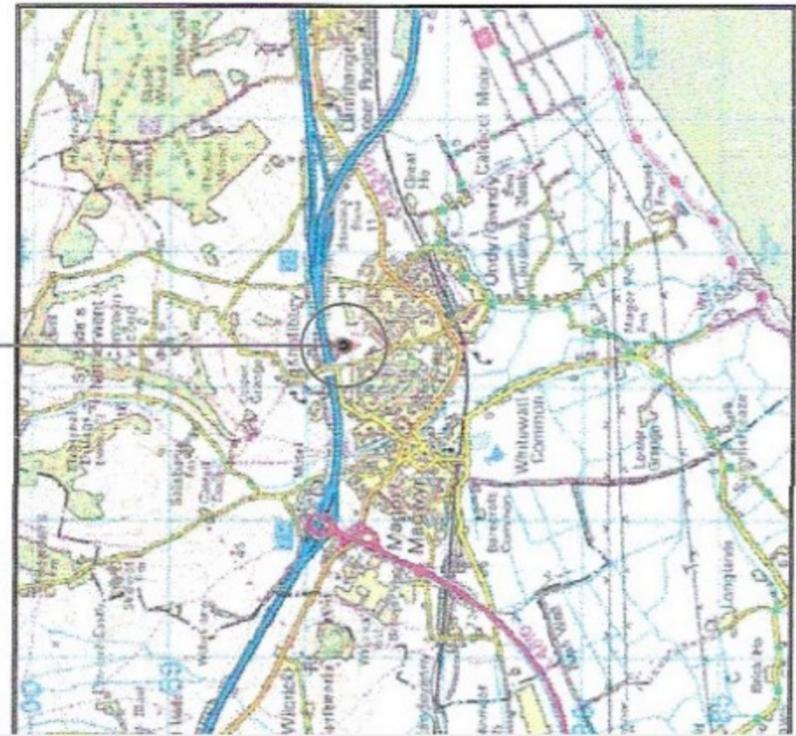
DETAILED SITE LOCATION

(Scale 1:1250)

Based upon Ordnance Survey map extract with the permission of the Controller of Her Majesty's Stationery Office. Crown copyright.



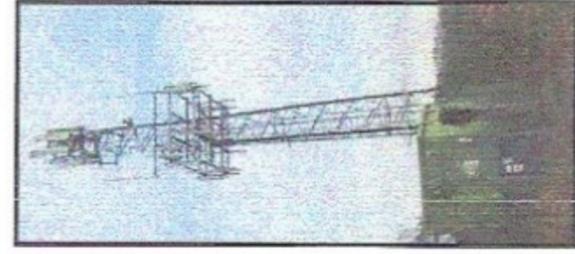
SITE LOCATION



SITE LOCATION

(Scale 1:50000)

Ordnance Survey map extract based upon Landranger map series with the permission of the controller of Her Majesty's Stationery Office. Crown copyright.



SITE PHOTOGRAPH

Drawings comply with TEF & Vodafone Standard ICNIRP guidelines. In accordance with CTIL document: SD10008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
 N.G.R. E: 34-3325 N: 187620

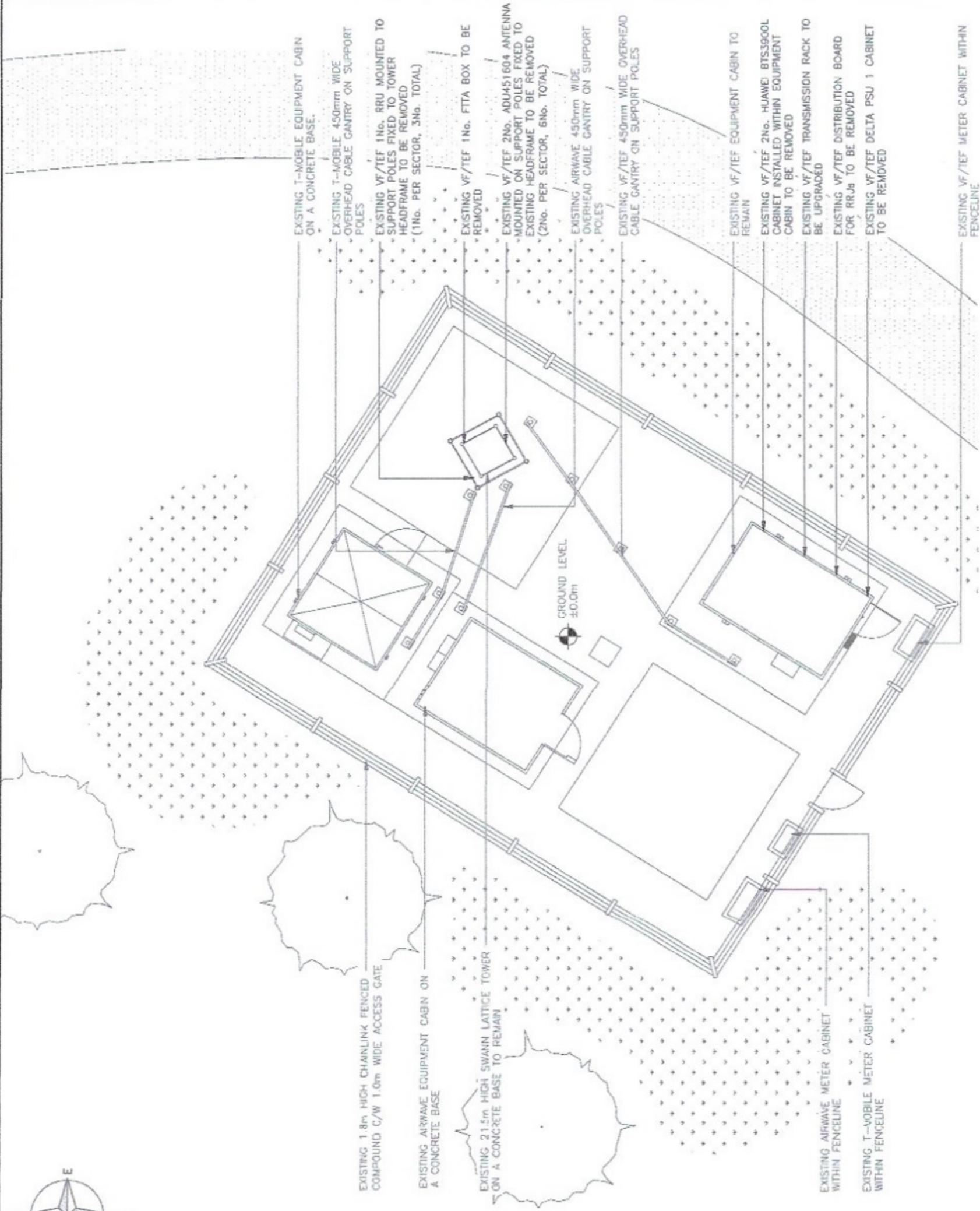
REV	DESCRIPTION	BY	CHK	DATE
B	Minor Amend	GM	FC	23/04/21
A	Issued for Approval	GM	FC	31/03/21



Cell Name	Opt.
M4 WEST OF JCT 23	-
Cell ID No	TEF
123939	06633
002115	

Site Address / Contact Details
 CELLNET MAST
 MAGOR
 NEAR NEWPORT
 GWENT
 NP25 3NN

Drawing Title:	SITE PLAN EXISTING
Purpose of Issue:	PLANNING
Drawing Number:	200
Drawn By:	GM
Checked By:	SD
Date:	31.03.21
Drawn Date:	31.03.21
Drawn Scale:	A3
Drawn Issue:	B



SITE PLAN EXISTING



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E: 343325 N: 187620

NOTES:
 VOD: Z_HW H2 + Z_HW H12 + Z_HW H18 + Z_HW H30
 PROPOSED 3No. COMMSCOPE
 RRZVW-658-RGN43 ANTENNAS
 AZIMUTHS: 60°/195°/300°
 TOP/CL/US - 22.70m/21.65m/20.60m

PROPOSED 3No. AIR 3227 ANTENNAS
 AZIMUTHS: 60°/195°/300°
 TOP/CL/US - 22.70m/22.41m/22.13m

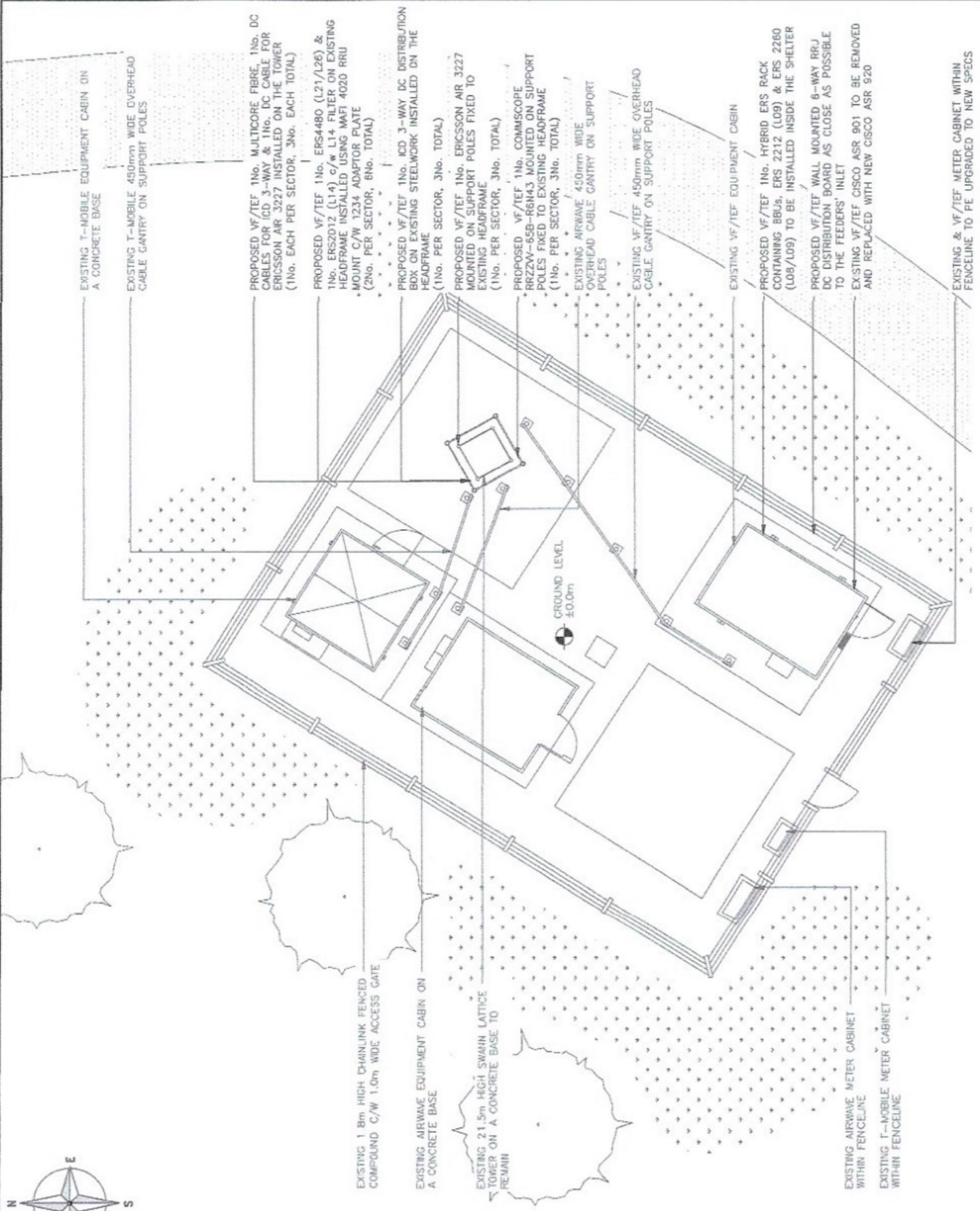
REV	MODIFICATION	BY	CH	DATE
A	Minor Amend	ON	FC	23/04/21
B	Issued for Approval	ON	FC	31/03/21



Cell Name	M4 WEST OF JCT 23
Cell ID No	002115
Cell	VF
Cell	VF
Cell	VF

Site Address / Contact Details
 CELLNET MAST
 MAGOR
 NEAR NEWPORT
 GWENT
 NP25 3NN

Drawing Title	SITE PLAN PROPOSED
Purpose of Issue	PLANNING
Drawing Number	201
Drawn By	Telelink
Drawn Date	31.03.21
Checked By	AJ
Checked Date	31.03.21
Original Sheet Size	A3
Drawn Scale	1:100
Drawn Date	31.03.21
Drawn By	ON
Drawn Date	31.03.21
Drawn By	ON
Drawn Date	31.03.21



SITE PLAN PROPOSED
 (1:100)

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

0 5000 10000

awings comply with TEF & Vodafone Standard ICNIRP guidelines.
 in accordance with CTIL document: SDN0008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E. 343325 N. 187620

NOTES:

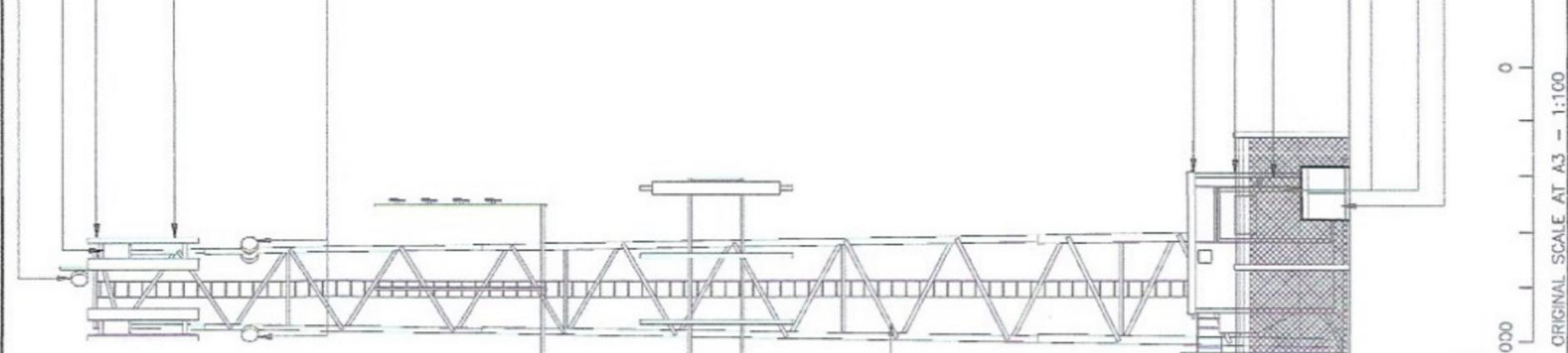
EXISTING 1 No. 300mm ϕ DISH MOUNTED ON HEADFRAME TO REMAIN

EXISTING VF/TEF 1 No. FTIA BOX TO BE REMOVED

EXISTING VF/TEF 1 No. RRU MOUNTED TO SUPPORT POLES FIXED TO TOWER HEADFRAME TO BE REMOVED (1 No. PER SECTOR, 3 No. TOTAL)

EXISTING VF/TEF 2 No. ADU451604 ANTENNA MOUNTED ON SUPPORT POLES FIXED TO EXISTING HEADFRAME TO BE REMOVED (2 No. PER SECTOR, 6 No. TOTAL)

EXISTING 3 No. 300 ϕ DISHES TO REMAIN



C/L OF DISH +23.0m AGL

TOP OF VF/TEF ANTENNAS +22.70m AGL

U/S OF VF/TEF ANTENNAS +20.70m AGL

TOP OF AIRWAVE ANTENNAS +17.55m AGL

EXISTING AIRWAVE ANTENNAS FIXED TO TOWER TO REMAIN

EXISTING T-MOBILE 6No. ANTENNAS FIXED TO TOWER FACE FRAME TO REMAIN

EXISTING 21.5m HIGH SWANN LATTICE TOWER ON A CONCRETE BASE TO REMAIN

EXISTING VF/TEF 2 No. HUAWEI BTS3900L CABINET INSTALLED WITHIN EQUIPMENT CABIN TO BE REMOVED

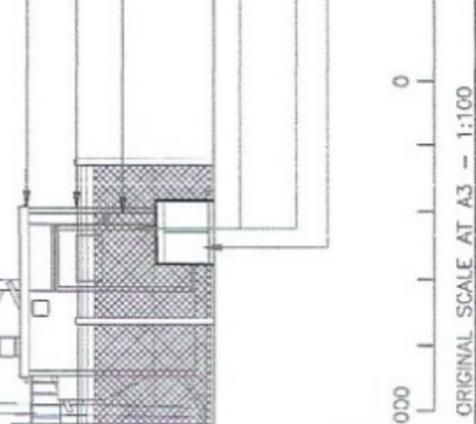
EXISTING VF/TEF TRANSMISSION RACK TO BE UPGRADED

EXISTING VF/TEF DISTRIBUTION BOARD FOR RRUs TO BE REMOVED

EXISTING VF/TEF DELTA PSU 1 CABINET TO BE REMOVED

EXISTING VF/TEF EQUIPMENT CABIN TO REMAIN

EXISTING VF/TEF METER CABINET WITHIN FENCELINE



EXISTING AIRWAVE METER CABINET WITHIN FENCELINE

EXISTING T-MOBILE METER CABINET WITHIN FENCELINE

SOUTH-WEST ELEVATION EXISTING
(1:100)



ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

REV	MODIFICATION	BY	CH	DATE
B	Minor Amend			23/04/21
A	Issued for Approval			31/03/21



Cell Name
M4 WEST OF JCT 23

Cell ID No
VF TEF

123939
06633
002115

Site Address / Contact Details
CELLNET MAST
MAGOR
NEAR NEWPORT
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NP26 3NN

Drawing Title:
SITE ELEVATION EXISTING

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ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E: 343325 N: 187620

NOTES:
 V0D: Z_HW H2 + Z_HW H12 + Z_HW
 H18 + Z_HW H30

PROPOSED 3No. COMMSCOPE
 RRZVW-65B-RGN43 ANTENNAS
 AZIMUTHS: 60°/195°/300°

TOP/CL/US - 22.70m/21.65m/20.80m

PROPOSED 3No. AIR 3227 ANTENNAS
 AZIMUTHS: 60°/195°/300°

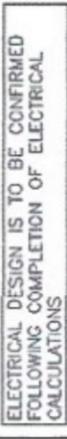
TOP/CL/US - 22.70m/22.41m/22.13m

ELECTRICAL DESIGN IS TO BE CONFIRMED
 FOLLOWING COMPLETION OF ELECTRICAL
 CALCULATIONS

ALL TAILS CONNECTING TO PROPOSED
 ANTENNAS TO HAVE 4.3-10 CONNECTIONS

EXISTING FEEDERS TO BE RE-USED AND
 FOR PROPOSED DC/FIBRE CABLES TO BE
 UTILISED EXISTING CABLE MANAGEMENT.

REV	DESCRIPTION	BY	CHK	DATE
B	Minor Amend	GN	FC	23/04/21
A	Issued for Approval	GN	FC	31/03/21



Cell Name
 M4 WEST OF JCT 23

Cell ID No
 06633

Site Address / Contact Details
 CELLNET MAST
 MAGOR
 NEAR NEWPORT
 GWENT
 NP25 3NN

Site Elevation Proposed
 PLANNING

Engineering Number
 301

Drawn by
 CN

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PROPOSED VF GPS MODULE FIXED TO ANTENNA POLE
 EXISTING 1No. 300mm ϕ DISH MOUNTED ON HEADFRAME TO
 REMAIN

PROPOSED VF/TEF 1No. ERICSSON AIR 3227
 MOUNTED ON SUPPORT POLES FIXED TO EXISTING
 HEADFRAME
 (1No. PER SECTOR, 3No. TOTAL)

PROPOSED VF/TEF 1No. ICD 3-WAY DC DISTRIBUTION
 BOX ON EXISTING STEELWORK INSTALLED ON THE
 HEADFRAME
 (1No. PER SECTOR, 3No. TOTAL)

PROPOSED VF/TEF 1No. COMMSCOPE
 RRZVW-65B-RGN43 MOUNTED ON SUPPORT POLES
 FIXED TO EXISTING HEADFRAME
 (1No. PER SECTOR, 3No. TOTAL)

PROPOSED VF/TEF 1No. ERS4480 (L21/L26) & 1No.
 ERS2012 (L14) c/w L14 FILTER ON EXISTING HEADFRAME
 INSTALLED USING WAFI 4020 RRU MOUNT C/W 12.34
 ADAPTOR PLATE
 (2No. PER SECTOR, 6No. TOTAL)

PROPOSED VF/TEF 1No. MULTICORE FIBRE, 1No. DC CABLES
 FOR ICD 3-WAY & 1No. DC CABLE FOR ERICSSON AIR 3227
 INSTALLED ON THE TOWER
 (1No. EACH PER SECTOR, 3No. EACH TOTAL)

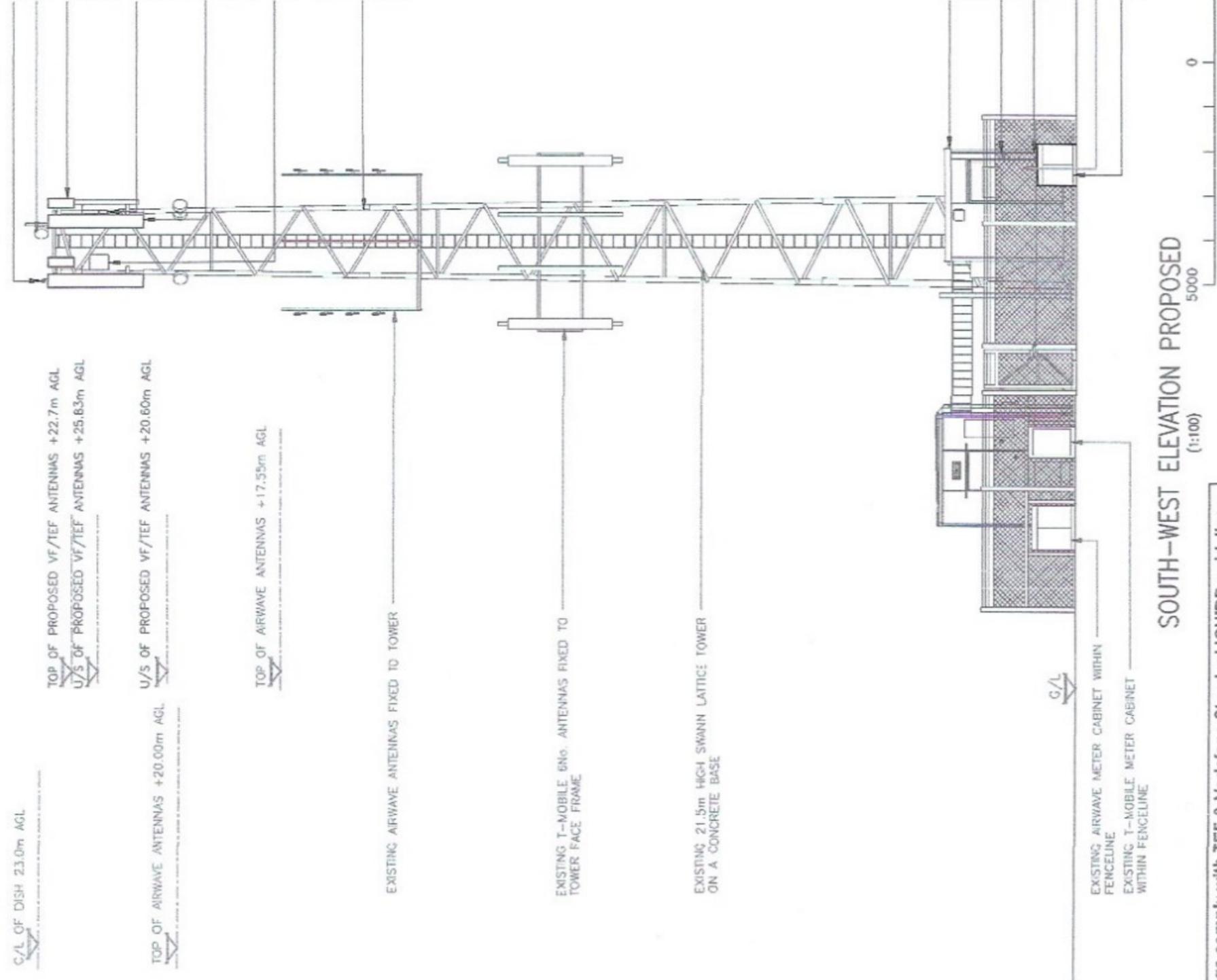
PROPOSED VF/TEF 1No. HYBRID ERS RACK CONTAINING
 BBUS, ERS 2212 (L09) & ERS 2260 (L08/L09) TO BE
 INSTALLED INSIDE THE SHELTER

EXISTING VF/TEF CISCO ASR 901 TO BE REMOVED AND
 REPLACED WITH NEW CISCO ASR 920

PROPOSED VF/TEF WALL MOUNTED 6-WAY RRU DC
 DISTRIBUTION BOARD AS CLOSE AS POSSIBLE TO THE
 FEEDERS' INLET

EXISTING VF/TEF EQUIPMENT CABIN TO REMAIN

EXISTING VF/TEF METER CABINET WITH-IN
 FENCELINE TO BE UPGRADED TO NEW SPECS



C/L OF DISH 23.0m AGL

TOP OF PROPOSED VF/TEF ANTENNAS +22.7m AGL

U/S OF PROPOSED VF/TEF ANTENNAS +25.63m AGL

U/S OF PROPOSED VF/TEF ANTENNAS +20.60m AGL

TOP OF AIRWAVE ANTENNAS +20.00m AGL

TOP OF AIRWAVE ANTENNAS +17.55m AGL

EXISTING AIRWAVE ANTENNAS FIXED TO TOWER

EXISTING T-MOBILE 6No. ANTENNAS FIXED TO TOWER FACE FRAME

EXISTING 21.5m HIGH SWANN LATTICE TOWER ON A CONCRETE BASE

EXISTING AIRWAVE METER CABINET WITHIN FENCELINE

EXISTING T-MOBILE METER CABINET WITHIN FENCELINE

SOUTH-WEST ELEVATION PROPOSED
 (1:100)

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

Drawings comply with TEF & Vodafone Standard ICNIRP guidelines.
 in accordance with CTL document: SDN00008

Email from Mon CC
Land for development

I'm enquiring on behalf of Monmouthshire County Council whether there are any town or community councils that have land that could be used for housing development. We are keen to explore all options for development within Monmouthshire, we have a large number of people in temporary accommodation and there is a significant demand for housing.

I'd be grateful if you could let me know whether your council area has any opportunities that we could explore.

Kind regards,

Sally Meyrick
Strategy & Policy Officer, Affordable Housing/Swyddog Strategaeth a Pholisi, Tai Fforddiadwy
Monmouthshire County Council/Cyngor Sir Fynwy
Tel: 07970957039
SallyMeyrick@monmouthshire.gov.uk

SYCAMORE PLAYING FIELD WORKING GROUP MEETING THURSDAY 27TH MAY 2021 AT 7PM – 9.25PM VIA ZOOM.

Present:

Cllr Sally Bailey
Cllr Donna James
Cllr Mario Bisi
Cllr Keith Plow
Beverly Cawley (Clerk)

To look at future of Sycamore Playing Field and consider correspondence from Magor Church in Wales School regarding the school use

Cllr Bailey welcomed members and chaired the informal meeting,

Members noted the letter from the Governors of the Magor Church in Wales School, and their requests in respect of the Playing Field. Cllr Bisi believed that the School had not received the Clerk's email following the Council's May meeting as no reference had been made to it at a recent Governors meeting.

ACTION: Clerk to resend the email. (completed 28/5/21)

ACTION: To recommend to Full Council that they maintain a regular dialogue with Magor Church in Wales Primary School Governing body regarding the progress of the working group, and to ask them to consider at their AGM possible representative/s to join the working group at a future date.

Working Group Terms of Reference

Clerk advised that she had drafted a 'General Terms of Reference' for all of the Council's Working Groups that would be presented to Council at its June meeting. That document would then be read in conjunction with 'Specific Terms of Reference' relative to each of the working groups. Members considered the Specific Terms of Reference for the Sycamore Playing Fields working group.

ACTION: To recommend the following 'Specific Terms of Reference' for the Sycamore Playing Fields working group –

Sycamore Playing Fields Working Group

Consisting of: Cllrs S Bailey, K Plow, Cllr D James, Cllr M Bisi

(Quorum 1/3 or min 3 whichever is the greater number)

At a later date to also include members of the CiW Primary School Governing body, Parents and residents.

Lead: Cllr S Bailey

Meets: As necessary

Specific Terms of Reference: To review the current use of the whole Sycamore Playing Field area and consider, if necessary, any possible changes that could be implemented in consultation with Magor Church in Wales Primary School and the wider community in order for the area to be enjoyed in perpetuity by members of Magor and Undy.

To undertake site visits as required, and make recommendations to Full Council on any actions required.

Usage of Playing Field

Members briefly discussed the letter and acknowledged that going forward, they would need to be open and transparent regarding any agreements, and that in order to do so they would need to consider the needs of residents as well as the school, and to this end, they would need to undertake some form of consultation.

Members agreed to firstly look at the possible usage of the field by residents, groups and organisations, and the need to positively drive forward the use of the whole playing field area by raising awareness of the facility via our web and Facebook pages, and how it could be developed and used going forward.

The Clerk reminded members that the whole point of the current deed was to ensure that the playing field was not built on or significantly developed, and that any such development would need to be in full agreement of the landlord Monmouthshire County Council. And that Members should remember that they nor the school lease the field from Mon CC.

Suggestions for possible usage:

- Outdoor gym equipment along the northern boundary (between the trees)
- Picnic benches and seating
- Community events e.g. teddy bear's picnic, big picnic etc
- Bandstand
- Football, rugby (members noted that the field was of insufficient size now to host a full size football or rugby pitch, and only junior pitches would fit).
- Basketball and/or netball hoop
- Running track (noted that the field is often marked out for school sports day).
- General exercise and dog walking.

Members considered possible sites within the playing field for gym equipment, basket/netball hoops.

Members felt there was a need to monitor usage of the Playing field during the summer holidays.

If Council raise a budget, at a future date to install gym equipment, basketball/netball hoops etc (subject to agreement by Mon CC) then it would need to consult with the residents. Members felt that an artist drawing/impression of the proposal would help promote any ideas. Platform 1 (who are undertaking the design of the village map) may be able to do this for Council.

Maintenance of Playing Field

Currently, Magor CiW Primary School pay for maintenance on the field ie grass-cutting. Both school and members believed Mon CC, and landowner should be paying for the maintenance of the field.

It was believed by Cllr F Taylor and the Clerk that Mon CC at one time gave the school a separate allowance/budget to maintain the grass, however this allowance may now have been amalgamated to form part of another budget. County Councillor Frances Taylor had agreed at a previous meeting to look in to this.

ACTION: To ask County Councillor Taylor for feedback, or for her to investigate the grass cutting budget. (emailed 1/06/21)

The clerk raised the issue of the H&S problem relating to access to the field, through both gates due to erosion of grass and soil. Two quotes had been received for works. The clerk would attempt to obtain a third quote prior to the June Council meeting.

ACTION: Clerk to seek a third quote for repairs to the access gates.

ACTION: To take the issue of the eroded gateways, and any quotes to Full Council for consideration of the repairs as Mon CC nor the school seemed prepared to undertake repairs.

Members also questioned how, going forward usage of the field is managed – who will operate a booking system. For example, if the PTFA want to use the field for a fete, but the local football team want to use it for practice? How are any bookings advertised etc.

Dog Fouling

Members acknowledged that dog fouling remained an issue on the field, and that whilst it may only be the odd few who do not pick up after their dog, all dog walkers were being ‘tarred’ with the same brush.

Members noted that Cllr Taylor had advised the Magor CiW Primary School Governing body that she was looking in to additional signage for the area for dogs to be kept on a lead.

The Clerk confirmed that dogs are allowed on the field, and that to her knowledge no byelaws are in place to say dogs need to be kept on a lead.

However, both the Sycamore and Undy Playing Fields are registered designated land under: “*Monmouthshire County Council (Fouling of Land by Dogs) (Monmouthshire) Designation Order (No 1) 1998*” which came into force on 29th June 1998, where an offence is committed under *Section 3(1) Dogs (Fouling of Land) Act 1996*, if a dog defecates at any time on designated land and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith.

Members felt a need to raise awareness around the hazards of dog fouling, and considered involving the primary schools in a project to design a poster to be used across the villages, but especially on the playing fields. (At this point members noted that the Mon CC Working Group ‘Give Dog Fouling the Red Card’ were still operating.)

Another option worth looking at would be to have a dedicated dog walking area within the village.

ACTION: To recommend to Full Council that it run a poster competition (to raise awareness of/promote picking up after your dog) for the two Primary Schools, and consider awarding a prize to the winner and runner up. Full Council will also need to consider any budget, and how it is to be raised.

Objectives

- To maintain a dialogue with the School Governing Body
- To work with residents/groups/schools/Mon CC going forward
- To review current use, and consider any enhancements to improve the user experience
- To raise awareness that the whole of the playing field area is a Community space
- To raise awareness of dog fouling issues and the need to pick up
- Dog Fouling poster competition for schools
- Consider allocating a budget for any future enhancements
- To implement any changes, following consultation with the school and the wider community in order for the area to be enjoyed by all in perpetuity.

SYCAMORE PLAYING FIELD GATEWAY REPAIRS

From: Leaworthy, Nigel <NigelLeaworthy@monmouthshire.gov.uk>
Sent: 11 December 2020 11:07
To: Magor with Undy Magor with Undy <admin@magorundy.org.uk>
Cc: Dally, Martin <MartinDally@monmouthshire.gov.uk>; Tucker, David <DavidTucker@monmouthshire.gov.uk>; Wassal, Johnathan <JohnathanWassal@monmouthshire.gov.uk>
Subject: RE: Access to field adjacent to Magor school

Hi

Bev

To remove x150mm depth of soil for 9mtr² to facilitate stone to dust aggregate and edge with timber would equate to £570.00

Also contacted

South Wales Sports Ground quote attached.

Daniel Bowkett no response as yet. *(last small gateway repairs undertaken in 2018 cost £315)*

Dated: 17-May-21

Item	Description	Quantity	Unit	Summary
	Install 2 Nr 3m x 2m stone filled Grass crete cells to gateways from Magor Primary School to adjacent playing fields. Make good existing handrail on approach to Magor/Undy tennis.			
1.00	Grass Crete			
a	Allow to strip top soil in 2 Nr gateways a presumed depth of 200mm. Reduce sub soil by 100mm to achieve 300mm below finished level. 2 Nr Areas 3m x 2m.	1	sum	
b	Import 250mm of Type 3 porous stone and compact. A blinding layer of small clean stone in preparation of Grass Crete tiles.	1	sum	
c	Supply & install Grass Crete tiles and infill with 2-6mm clean stone and compact. Make good around tiles with soil and turf.	1	sum	
	Sub Total			1,050.00
	Handrail			
a	Supply and install a 90 degree bend and an additional post to make good existing handrail.	1	sum	
	Sub Total			150.00
	Total			1,200.00

design
make
play

SutcliffePlay
South West
Freeland Park, Wareham Road
Lytchett Matravers,
Dorset BH16 6FH
Telephone 01202 621528
Facsimile 01202 621538
sales@sutcliffeplaysw.co.uk
www.sutcliffeplay.co.uk

Our Ref: 06/21/60011336/GP/SK
Date: 3rd June 2021

Mrs Cawley
Magor with Undy Community Council
Council Office
Magor Police Station
Main Road
Undy
Monmouthshire
NP26 3EH

Dear Bev,

Sycamore Terrace Play Area

Further to our recent discussions I have pleasure in submitting a quotation and design proposal for your consideration.

All of the play equipment included in our proposal has been tested and certified to BS EN 1176 and Safety Surfaces have been tested and certified to BS EN 1177. All Fitness Equipment has been tested and certified to BS EN 16630.

Should you require any additional information please do not hesitate to contact me on the telephone number given above.

Yours sincerely



Gary Parker

Quotation

Sycamore Terrace Play Area

		5m2 Regulate the area between the Swing and Trampoline with MOT Stone		
65	Lm	Edge Preparation for Eco Rubber Mulch		
83	m2	Supply and Lay 40mm Eco Rubber Mulch	£	<u>7,003.00</u>
<u>Total Cost of Scheme</u>			£	<u>7,003.00</u>

Please Note:

Payment is due within 30 days following date of invoice.

The price is subject to VAT at the current rate.

We are continually reviewing our prices due to the ongoing increase in costs of raw materials; therefore, we will be holding our quoted price for a period of 30 days from the date of the quotation.



Subsidiary Pty South West
Frederick Park
1/10th Mile
Dunoon
20118 8070
Tel: 01206 871628
Email: info@substudies.co.uk
Website: www.substudies.co.uk

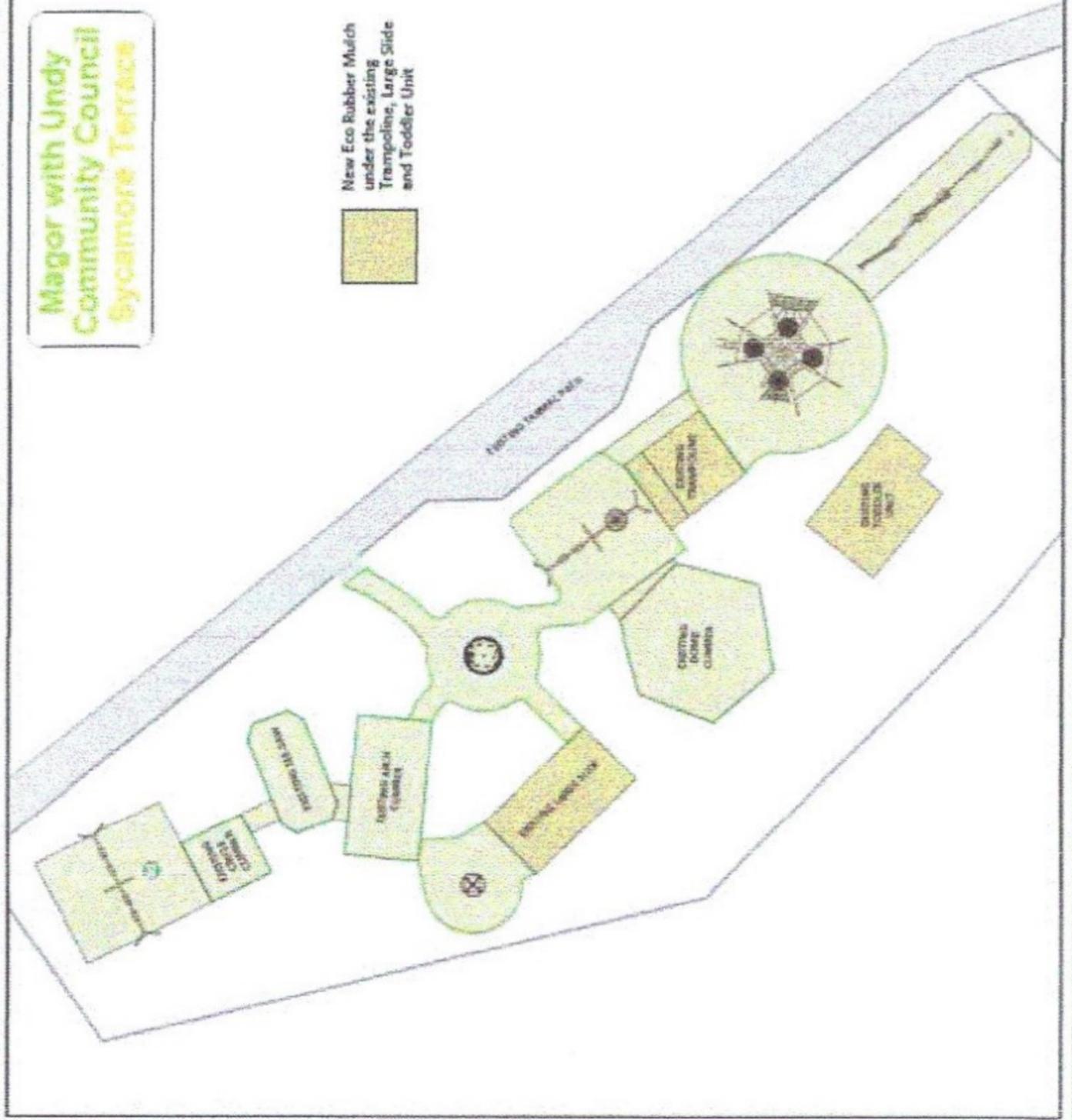


Magor with Undy Community Council
Bycamore Terrace

Number	08	Page No	1/108
Date	24/05/21	Project Name	
Ref	1/2020/043	Client Ref	6019408

Magor with Undy Community Council Bycamore Terrace

New Eco Rubber Mulch
under the existing
Trampoline, Large Slide
and Toddler Unit



Magor with Undy Community Council

Virtual Public Meetings Protocol

Introduction

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations permits local authorities to conduct and make lawful decisions at virtual meetings.

Remote attendance at Council meetings is permitted as long as certain conditions are met. These include that councillors are able to hear and be heard by the other councillors in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting. A visual solution is preferred, but audio is sufficient. This also relates to members of the public attending the meeting also being heard.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

Zoom

Magor with Undy Community Council has agreed to use Zoom as its virtual meeting application for hosting remote and virtual meetings. Members of the public do not need to be a member of the Council to join a Zoom meeting.

Setting up the Meeting

Meetings will be set up by the Clerk and/or Chair of the Council/Committee.

Access to Agendas and Supporting Documents

The Clerk will publish the agenda and supporting documents for Council and Committee meetings on the Council's website in the usual manner and will notify councillors by email in line with usual practice. Agendas will feature an encapsulated link to the virtual meeting instead of the physical meeting venue.

External Participants and Members of the Public

Any external participants will receive the meeting request via the link being shared on the agenda instead of the physical meeting venue, they can then use all the functions of Zoom (video/chat) in the meeting.

Joining the Meeting

Councillors are encouraged to join the meeting promptly at least three minutes before the scheduled start time in order to avoid disrupting the meeting.

Any other attendees are invited to use the link published with the meeting agenda. This will open the Zoom app on the device automatically or take the attendee to an online screen, both options work in the same way.

All attendees must use their real name.

Recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent

Audio Recording of the Meeting

For the purpose of taking minutes, Meetings may, or can be recorded.

If the meeting is to be recorded, prior to the start the Chairman will advise all present.

Exempt and confidential Agenda Items will not be recorded.

The recording will be deleted by the Clerk immediately following the completion of the minutes.

Starting the Meeting

At the start of the meeting, the Clerk will check that all required attendees are present by viewing the participant list.

The Chair will ask all councillors, members of the public, media and any other meeting attendants to turn off all microphones unless they are speaking. This prevents background noise, coughing etc. which is disruptive during the meeting. Councillors will need to turn their microphones on before speaking and to turn it back off after participating.

Public Participation

Participation by members of the public will continue in line with the Council's Standing Orders 3 (e) - (g). This can include speaking, asking questions and/or making representations. When a member of the public is addressing a meeting, the Chair will invite them to speak at the appropriate time.

Both they and the Clerk will need to ensure their microphone is enabled so the meeting can hear them. If they have video capability on their device, then they should turn this on so the Council or Committee can see them.

The member of public must be directed to switch off their microphone again after they have made their statement or asked any question(s). The Chair has the ability to mute if necessary and the ability to remove a disruptive member of public if necessary and this should be made apparent at the beginning of the meeting.

The Meeting and Debate

For councillors who wish to speak in the debate, they should click on the raise hand facility and await to be asked to unmute and speak by the Chair. Once councillors have spoken, they must mute themselves again to prevent unnecessary background noise.

Meeting Etiquette Reminder

- Mute your microphone when you are not talking.
- Only speak when invited to do so by the Chair.
- If you are not using video, then please state your name.
- The only persons to keep on their microphone throughout the meeting are the Chair and/or the Clerk

Voting

Within the Zoom facility, there is a straightforward mechanism to deal with voting. This can be found in the participants' window.

When the Chair asks the Council or Committee to vote, those in favour of the proposal should use the "Yes" icon, those against should use the "No" icon. No response will represent an abstention. In order for this to work the Chair of the meeting must ensure this function is turned on before setting up the meeting. For instructions on how to do this please refer to https://support.zoom.us/hc/en-us/articles/115001286183-NonverbalFeedback-During-Meetings#h_6922651d-d279-44bd-b36a-cc2a30696c70.

If a Chair does not wish to use this mechanism, they may choose to ask each councillor to vote in turn. If this is the case, councillors should express their vote verbally and the Clerk will record the outcome of the vote and announce it to the meeting.

Reports and Debate

There are times when Council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.

Any councillor in remote attendance could be in breach of the Council's Code of Conduct *who fails to disclose that there are other persons present who may be able to see and/or hear the meeting if they are not entitled to do that.*

If there are members of the public and press listening to the open part of the meeting, then the Chair will remove those participants from the meeting at the appropriate time. Before this happens, the members of public and press must be made aware why they are being removed from the meeting.

It would be good practice to turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

Interpretation of Standing Orders

Where the Chair is required to interpret the Council's existing Standing Orders in light of the requirements of remote participation, they shall take advice from the Clerk prior to making a ruling. However, the Chair's decision shall be final.

Disorderly Conduct by Councillors

In accordance with the Council's Standing Orders 2 (a) - (c), if a Councillor behaves in a disruptive manner, the Chair may move "That the member named be no longer heard" which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and if a motion is approved "that the member named do leave the meeting", then they will be removed as a participant by the Chair or Clerk.

Disturbance from Members of the Public

In line with the same Standing Orders, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair/Clerk will mute them or remove them as a participant from the meeting.

After the Meeting

Participants should leave the meeting by clicking on the red "end meeting" button to hang up. The Chair/Clerk can also end the meeting for all participants.

Meeting minutes will be published on the Council's website in the usual manner.

Technical Issues

In the event that any meeting participant identifies a failure of the remote participation facility, the Chair should declare a recess while the fault is addressed.

If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, then it should continue.

Those attending remotely would be aware and accept that the meeting would continue, and a vote would be taken without their attendance.

If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chair and Clerk shall explore such other means of taking the decision as may be permitted under the full Council resolution detailed in minute 169.2 of the Extraordinary Council meeting dated 16th March 2020.

Disability

It is also important for authorities to ensure that the needs of any disabled members are taken into account when considering the practicality of a remotely attended meeting.

GENERAL TERMS OF REFERENCE AND SCHEME OF DELEGATION Working Group/Parties

These Terms of Reference are supplemental to, and do not in any way override, the Community Council's standing orders and/or financial regulations.

Full Council or suitably authorised Committees may form or disband a Working Group/Party who will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the Working Party being established.

1. Membership of the Working Group/Party

- a) Membership of the committee will be as decided at the meeting at which it is established;
- b) The Working Party must consist of at least 4 Councillors;
- c) The committee shall be subject to a quorum of one third, or a minimum of three of its members (whichever is the higher number).

2. The Leader

- a) The Leader of the Working Group/Party will decide on a date and time of the first Working Group/Party meeting.

3. Conduct of Meetings

- a) A Working Group/Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;
- b) All Members of Council are to be informed of any meetings of any Working Group/ Party; and are able to attend and ask for any relevant Working Group/ Party documentation.

4. Powers and responsibilities of a Working Group/Party

- a) To tackle issues as directed by either Full Council or authorised Committee;
- b) To be task specific;
- c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council or relevant Committee;
- d) To make recommendations either to Full Council or the relevant Committee by way of a written report explaining the recommendations, reasons and options available;
- e) No funding or monies are to be spent or committed by a Working Group/Party;
- f) Working Group/Parties cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Council or suitable authorised committee.

Magor with Undy Community Council Working Groups Specific Terms of Reference

To monitor some of Council's functions and to invite members of the public to participate, where necessary. Working Groups have no delegated authority other than reporting back any recommendations to Full Council.

Play Parks Working Group

Consisting of: *Cllrs N Baicher, J Crook, K Plow, A Zagozda*

Members of Public: C Baker, D Cadden

(Quorum 1/3 or min 3 whichever is the greater number)

Lead: TBA

Meets: As necessary

Specific Terms of Reference: To assist in the delivery of the Council's Play Park refurbishment schemes, addressing any issues arising and making recommendations to Full Council.

MUGA Working Group

Consisting of: *Cllrs G Cook, P Kirkham, S Raggett, A Zagozda*

(Quorum 1/3 or min 3 whichever is the greater number)

Lead: Cllr S Raggett

Meets: as necessary

Specific Terms of Reference: To monitor the MUGA and look at delivering a new portakabin and progressing the landscaping scheme, making recommendations to Full Council.

5-Year Development Plan Working Group

Consisting of: *Cllrs S Bailey, D James, P Kirkham, K Plow, S Raggett*

(Quorum 1/3 or min 3 whichever is the greater number)

Lead: TBA

Meets: as necessary

Specific Terms of Reference: To produce a 5-Year Draft Business Plan for community consultation and Council approval. The Draft Plan to be available by November 2021 to enable the Council to prepare budgets for 2022 – 2027

Signage (Village Improvements) Working Group

Consisting of: *Cllrs N Baicher, S Bailey, M Bisi, C Hopkins, K Plow, S Raggett*
(Quorum 1/3 or min 3 whichever is the greater number)

Lead: TBA

Meets: as necessary

Specific Terms of Reference: To take forward the proposals for welcome signage, finger posts and village map, together with the Visit Magor Undy Website making recommendations to Full Council.

Allotments Working Group

Consisting of: *Cllrs S Bailey, K Plow, Cllr J Crook, Cllr J Wilson*
(Quorum 1/3 or min 3 whichever is the greater number)

Lead: TBA

Meets: As necessary

Specific Terms of Reference: To undertake site visits as required, and deal and make recommendations to Full Council on any actions required.

Sycamore Playing Fields Working Group

Consisting of: *Cllrs S Bailey, K Plow, Cllr D James, Cllr M Bisi*
(Quorum 1/3 or min 3 whichever is the greater number)

At a later date to also include members of the CiW Primary School Governing body, Parents and residents.

Lead: Cllr S Bailey

Meets: As necessary

Specific Terms of Reference: To review the current use of the whole Sycamore Playing Field area and consider, if necessary, any possible changes that could be implemented in consultation with Magor Church in Wales Primary School and the wider community in order for the area to be enjoyed in perpetuity by members of Magor and Undy.

To undertake site visits as required, and make recommendations to Full Council on any actions required.

Magor with Undy Community Council

Lone Working Policy

1	Introduction
1.1	The Community Council as an employer is responsible for the health, safety and welfare at work of its employees and of those affected by the work. It is the employer's duty to organise and manage lone workers. However, employees have responsibility for taking reasonable care of themselves and of other people affected by their work and for co-operating with the employer in the discharge of their legal obligations.
1.2	The following policy and procedure has been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of Magor with Undy Community Council to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.
1.3	The Council has entrusted this day to day responsibility to the Proper Officer (Clerk). Areas of concern are to be taken to Council for consideration.
2	Lone Working
2.1	Lone working is a common work situation in local government and while many hazards at work are relatively straightforward to identify and control, other aspects of work place health such as the risks posed to 'Lone Workers' are less easy to define.
2.2	The broad duties of Health and Safety at Work Act 1974 include considering lone working in the assessment of the risks associated with service activities as part of the Council's responsibility for the health, safety and welfare of their staff.
2.3	The Council must therefore have a systematic approach to assess the risks that a lone worker may face and take such action where possible to remove or reduce the risk to an acceptable level.
2.4	Employees also have a duty of care for their own safety, the safety of fellow workers, and of any person affected by the Community Council's work activities.
3	Definition of a Lone worker
3.1	Lone workers are employees who, at any time, work by themselves in the office or at other locations owned by the Council. This could include: working at and/or opening and closing sites and public facilities, working late in the office, visiting Council-owned properties and outside contractors and employees who work alone outside normal working hours
3.2	These are people who work by themselves without close or direct supervision: At a fixed base (office or other):

	<ul style="list-style-type: none"> • Only one person working on the premises • Working separately from others • Working outside of normal hours <p>Away from their fixed base:</p> <ul style="list-style-type: none"> • Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc.
4	Requirements of Lone Workers
4.1	It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Any employee who could be considered as a lone worker has a duty to advise the Line Manager or the Clerk of any medical conditions which may affect them working alone.
4.2	Where a medical condition is known, an assessment will be conducted through an appropriate external adviser. The Council will take into consideration routine work and foreseeable emergencies that may impose additional and/or specific risks.
5	Potential Risks to Lone Workers
5.1	<ul style="list-style-type: none"> • Open access and unlocked doors – accessible to the public, contractors etc. • Being taken ill whilst at work • Lack of training regarding Health & Safety procedures • Hazards in the workplace • Remote areas • Parking arrangements – poorly lit and isolated areas
6	Risk Assessments
6.1	A risk assessment should be carried out for and by all employees who are going to be working alone.
6.2	Before drawing up and recording the assessment of risk, it must be established: <ul style="list-style-type: none"> a) Whether the work can be done by a lone worker b) What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk?
6.3	When recording an assessment of risk, the following should be taking into consideration: <ul style="list-style-type: none"> a) Environment – location, security, access/egress b) Context – nature of the task c) History – have there been any accidents/incidents in the past etc.
6.4	All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation, then consideration should be given for making other arrangements to complete the task.

7	Safety Guidelines
7.1	<p>For staff working in a fixed base:</p> <ul style="list-style-type: none"> • Familiarise the layout of the building including fire exits and escape routes • Keep doors locked that allow direct access to the building/office you are working in • Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office • When a member of staff is working on their own in the office all doors which give access to the office MUST remain locked. • Have contact numbers at hand to be able to contact relevant person(s) immediately – should you feel ill, intruder in the building etc. If you feel threatened in any way you must contact the police immediately. • It is the responsibility of the lone worker to make sure that they are satisfied that there is no risk before allowing a visitor to enter the secured area. • If possible you should always advise a relative or Councillor when you are going out to undertake your duties and give them an idea of the time you should be expected home. In the event that you are not back within 15 minutes of the time you have specified they should contact the Police, the Clerk or a Councillor. • Where possible, when locking premises, any internal areas to be checked should be done when there is more than one person in the building. • A risk assessment to be put in place to assess potential risks
7.2	<p>For staff working away from their fixed base:</p> <ul style="list-style-type: none"> • Staff should inform relevant person(s) from the Council of their movements including how long they are going to be away from their base and when they will return, along with any relevant information regarding where and at what time, visits will be made and to whom. Telephone numbers should also be stated • Leave details of venues including contact numbers • Take office mobile with you (if applicable) • Avoid meetings in isolated places. If this cannot be avoided, then either ask someone to go with you or make sure you always notify the Clerk or Councillor when you arrive and when you leave
7.3	<p>For staff working with no fixed base</p> <ul style="list-style-type: none"> • Staff should inform relevant person(s) from the Council or a family member of their proposed movements including how long they are going to be and when they will return, along with any relevant information regarding where and at what time, visits will be made and to whom. Telephone numbers should also be stated • Staff should carry a mobile if possible and have any relevant numbers programmed in

Magor with Undy Community Council

Lone Working Incident Report

Name of Worker:

Date:

Nature of Incident:

.....
.....
.....
.....
.....

Reported to:

Action taken:

.....
.....
.....
.....
.....

Signed:

Date:

Clerk to the Council

All incidents to be reported to the office/Chair at the earliest possible time.

Dear Consultee,

Proposals to Establish an all-through School in Abergavenny

I write to you with an update on the consultation process concerning the Council's proposals to establish an all-through School in Abergavenny.

You will be aware from my previous correspondence that, on 14th April 2021, the Council's Cabinet agreed to commence statutory consultation processes on the proposals outlined under Band B of the Council's 21st Century Schools Programme.

As part of this programme, the Council proposes to establish an all-through School to be located on the current King Henry VIII Comprehensive School site, Abergavenny. In order to facilitate these proposals, the Council proposes to close Deri View Primary School and King Henry VIII Comprehensive School with effect from 1st September 2023.

The proposed new School will include facilities for:

- 1200 secondary age pupil places (aged 11-16)
- 200 post 16 pupil places (post 16 / 6th form)
- 420 pupil places for primary aged pupils
- 30 full time equivalent (FTE) Nursery pupils and 20 Flying Start places.
- Suitable accommodation for 71(16 primary and 55 secondary) pupils with complex neurodevelopmental and learning needs within the school.

The Council has developed and published a [consultation document](#) which offers more detailed information concerning our proposals. For those that haven't already done so, I'd encourage consultees to take some time to study this very important document and take the opportunity to contribute to this consultation process. A hard copy of the consultation document can also be provided on request by emailing strategicreview@monmouthshire.gov.uk.

The Council is very much committed to ensuring that this consultation process operates in a fair, open and transparent manner, providing sufficient opportunities for consultees to contribute and provide us with their feedback on such incredibly important proposals. For this reason, the Council has taken the decision to extend the consultation period, which will now close on **Friday 25th June 2021**.

Throughout the consultation process, we will be holding consultation events with parents, staff, governors and children of King Henry VIII Comprehensive and Deri View Primary Schools, as schools directly affected by these proposals. However, we are keen to extend these consultation events to hear the views of those representing the wider community. As such, we would now like to invite all other statutory consultees, including members of the Abergavenny community, to an online consultation event to be held on **Wednesday 9th June 2021 at 6pm**. The

meeting will be hosted via Microsoft Teams as a live stream event, and will provide an opportunity for you to hear a little more about our proposals. There will also be the opportunity to submit written questions throughout the session via the Q&A facility - key personnel will be available to answer your queries and concerns.

Please [CLICK HERE](#) to join the Community Live Event on 9th June 2021 AT 6PM

Important: To avoid any potential technical difficulties, we would advise that you to download Microsoft Teams onto your preferred device prior to accessing the event. You will not be charged to download or use the Microsoft Teams App.

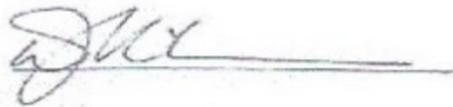
What If you cannot attend the event but have a query?

We sincerely hope that you are able to join us for this session. However, if you are unable to make the session but have some questions that you would like to be raised, you can email strategicreview@monmouthshire.gov.uk and we will raise the questions on your behalf.

The Live Event will also be recorded and posted onto the Council's website via [School Reorganisation - Monmouthshire](#) for consultees to watch at their convenience.

Finally, I'd like to take this opportunity to again encourage you to respond formally to this consultation prior to **25th June 2021**. Whether you are in support of proposals, or have concerns about the proposals, it's important that we hear from you so that we can make informed decisions on next steps. Your feedback on this consultation can be submitted via our [online survey](#)

Yours Sincerely



Will McLean

Chief Officer for Children and Young People

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis.

Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you

PROCURATORS HOUSE – MAINTENANCE PLAN
RECOMMENDATIONS FROM STEFAN HOROWSKYJ (Morgan Horowskyj
Architects)

The biggest problem is the plant growth, which I noticed yesterday is already trying to grow back.

The mortar joints should be fine and may need further attention in about five years subject to whatever is noted in the quinquennial inspection report.

There seems to be a problem with vehicles driving over the paved areas which is leading to the slabs getting cracked and broken. These vehicles may be associated with the grass cutting and should be kept off the paved areas.

To answer your question regarding maintenance I advise the following.

- Carry out an annual inspection of the monument to monitor the plant growth. Pull off any ivy, cut back any larger undergrowth and treat with weed killer.
- Carry out an annual inspection to see if there has been any evidence of loose or fallen stonework.
- Inspect the paving slabs annually to make sure they have not become uneven or broken leading to a trip hazard.
- Rub down and re-paint the handrails every four years.
- Keep a maintenance manual with a copy of the quinquennial report to record when the inspections were carried out and to monitor any deterioration.
- Carry out the next quinquennial inspection in 2026,
- Re-point any areas where the mortar has eroded and re-bed any loose stonework.

FLOODING REPORT:

Cllr John Crook.

7th June 2021

With regards to the flooding issues experienced in December 2020:

- NRW sent us some documents (attached). They really do not tell us anything and are something only a specialist would understand.
- Things are not very satisfactory to be honest at present.
- County Councillor Frances Taylor, the residents concerned, and myself are having a Zoom meeting about how we intend to move forward this Tuesday evening the 8th of JUNE at 6pm.

Hopefully I will be able to give you some more detailed information following the meeting on the 8th June and how work on this matter is to progress.

I will include feedback in my report for our meeting on the 14th of June 2021

Trust you understand the situation as it is at present.

Regards.

John.



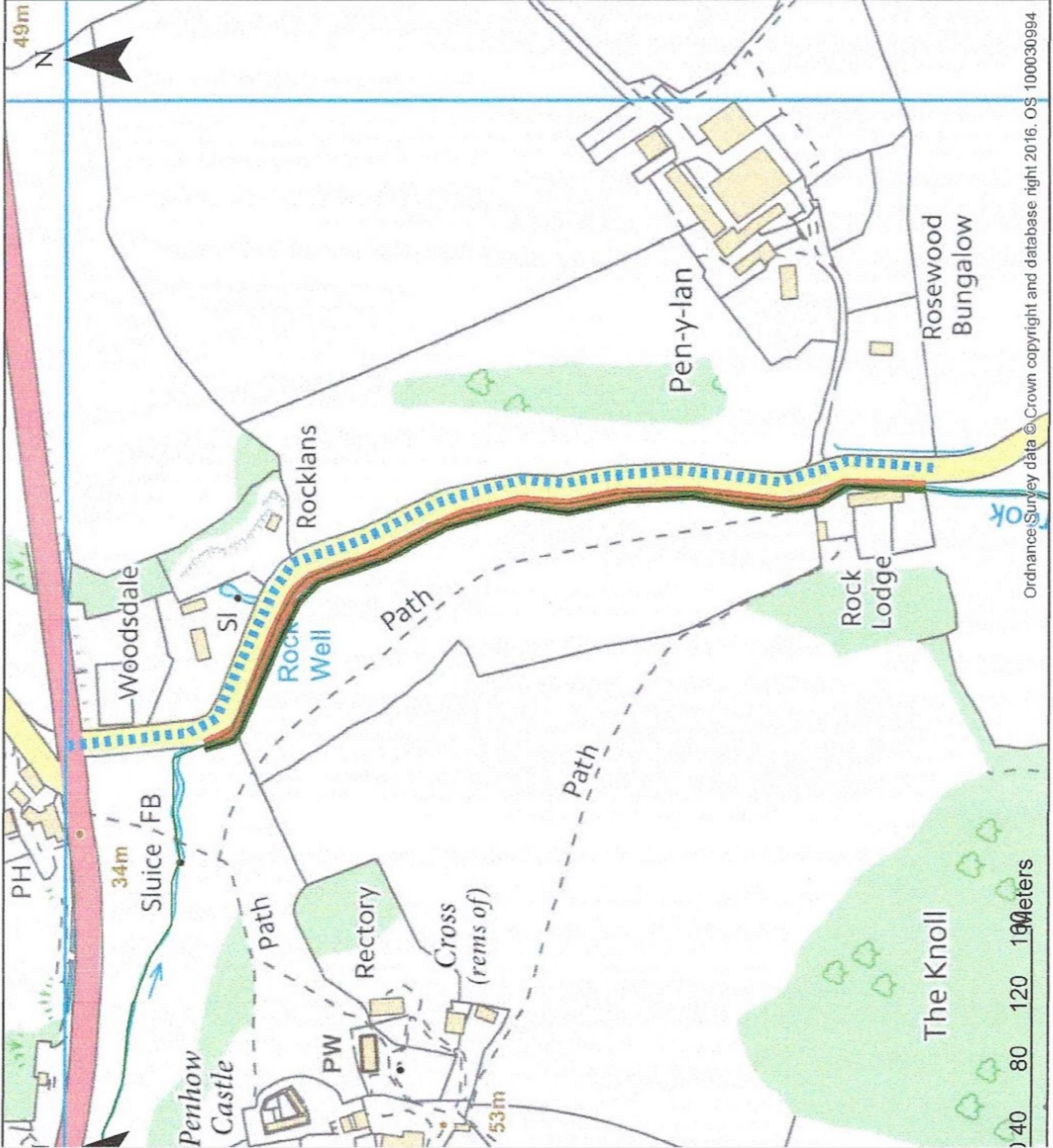
**Cyfoeth
Naturiol
Cymru**
**Natural
Resources**
Wales

**Natural Resources Wales
Integrated Engineering – South East**

Project Title Mill Reen, Magor

Report Title Maintenance Schedule

Eastern Maintenance Schedule - St Brides Brook/Mill Reen (1 of 6)



Location Info
Location: Penhow NP26 3BD

Site Works (Contractor Information):
Mowing and Desilt/Deweid

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST426909 - ST428897

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

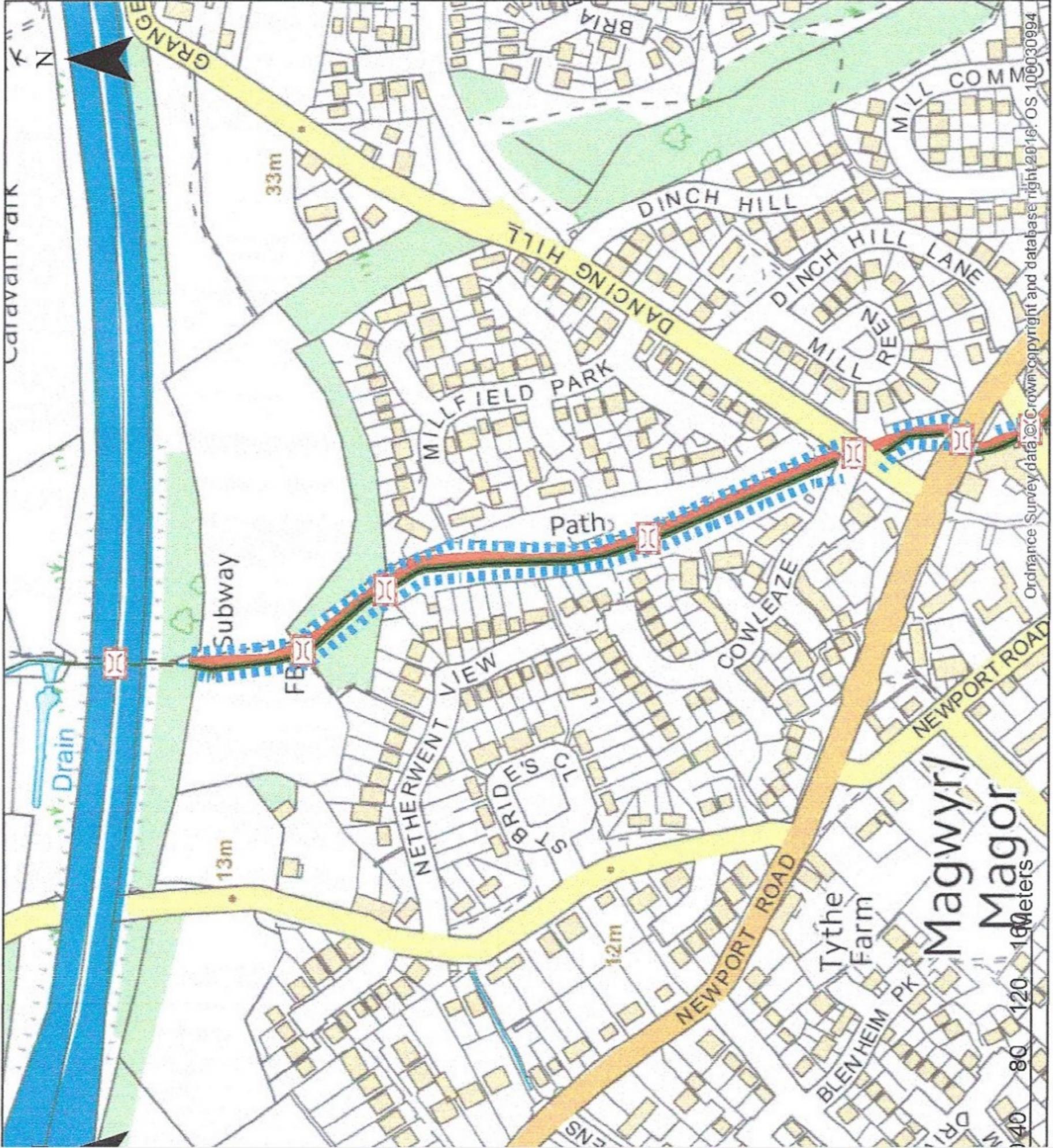
Hazards not covered by EOI: N/A

Environmental Constraints:
See SoR

Site Constraints:
See SoR

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Eastern Maintenance Schedule - St Brides Brook/Mill Reen (2 of 6)



Location Info

Location: Magor NP26 3LE

Site Works (Contractor Information): Mowing and Desilt/Deweid

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST4250087740 - ST4382084900

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

Hazards not covered by EOI: N/A

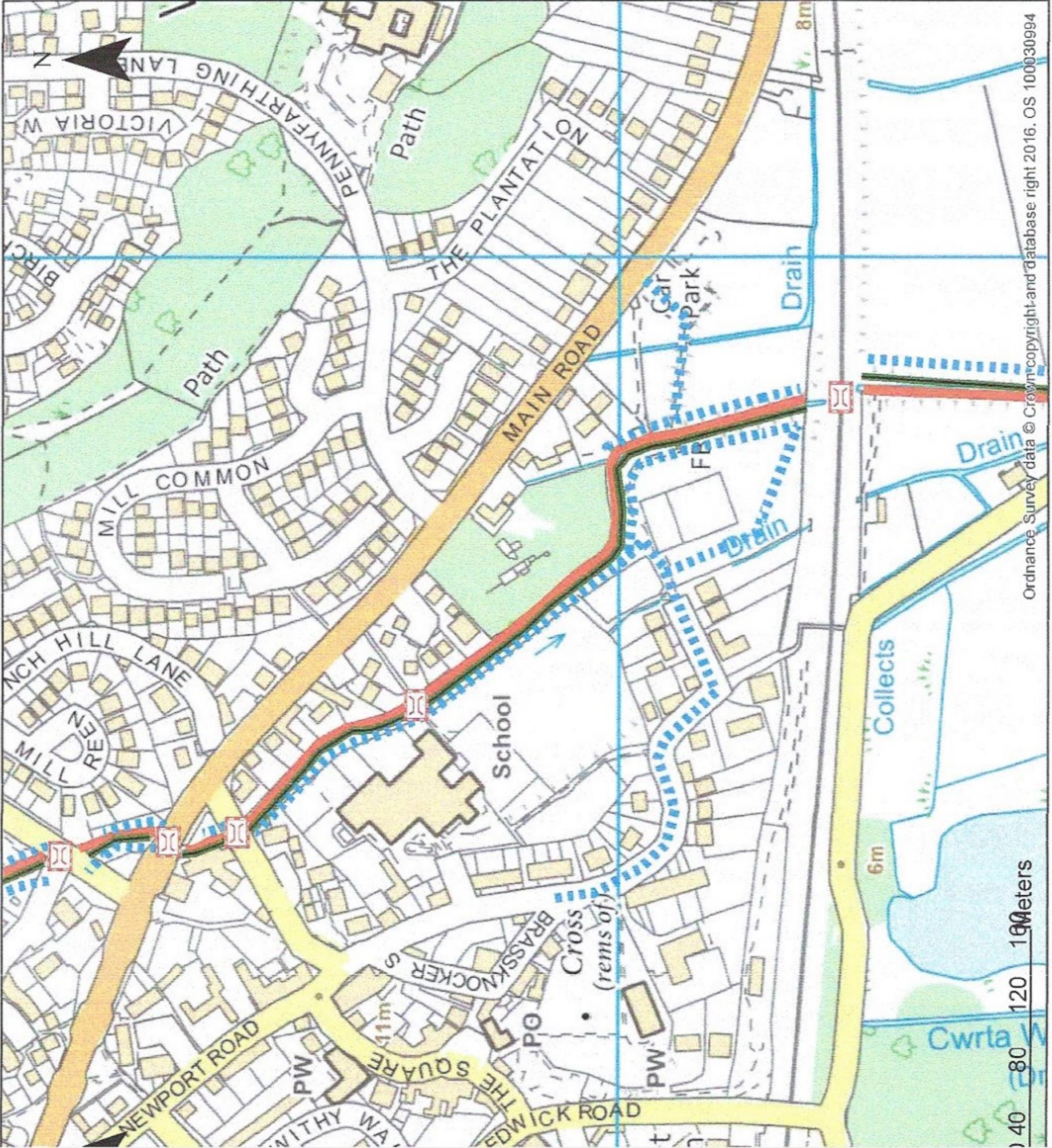
Environmental Constraints:

See SoR

Site Constraints:

See SoR

Eastern Maintenance Schedule - St Brides Brook/Mill Reen (3 of 6)



Location Info

Location: Undy NP26 3HQ

Site Works (Contractor Information):

Mowing and Desilt/Deweed

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST4250087740 - ST4382084900

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

Hazards not covered by EOI: N/A

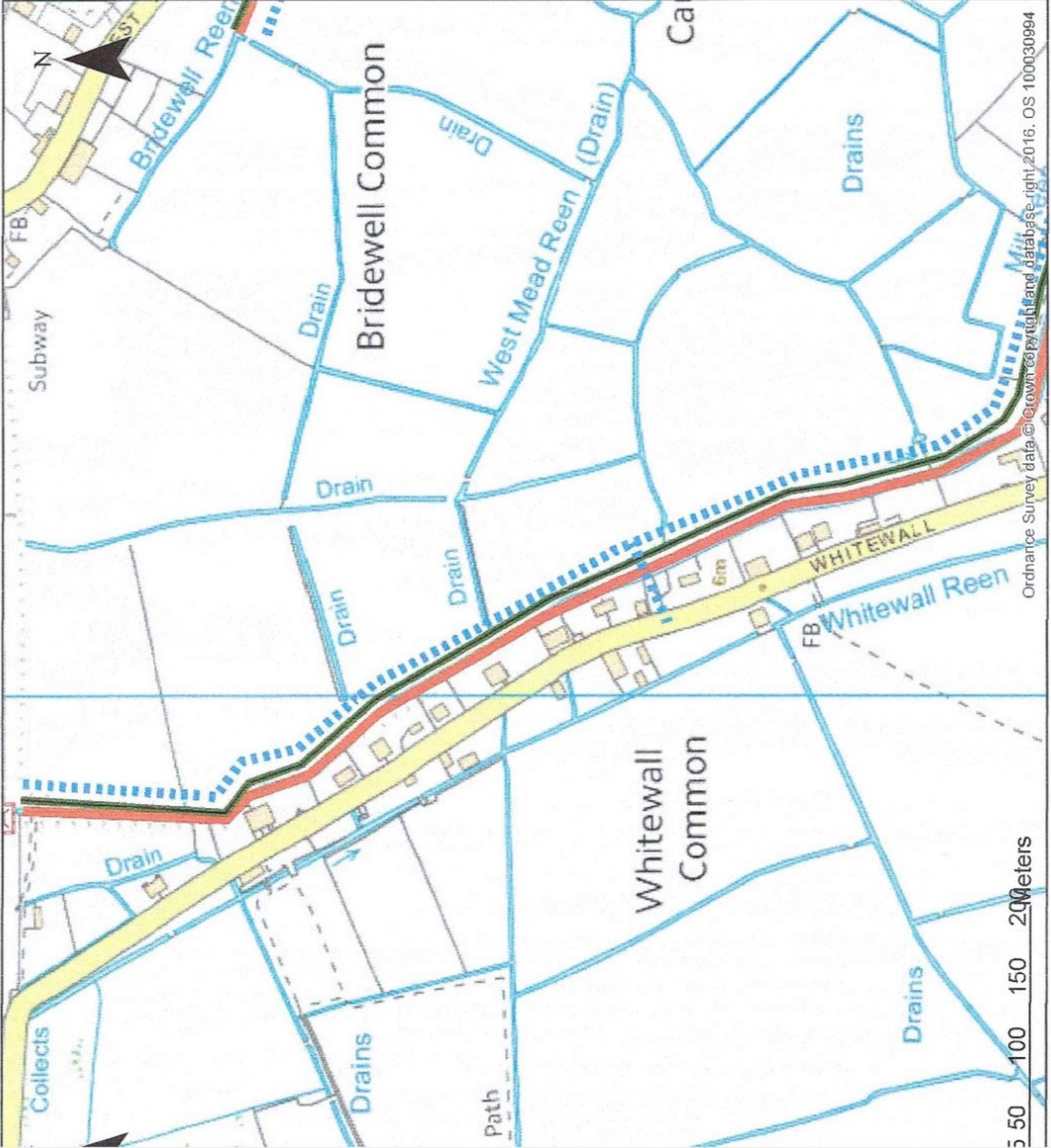
Environmental Constraints:

See SoR

Site Constraints:

See SoR

Eastern Maintenance Schedule - St Brides Brook/Mill Reen (4 of 6)



Location Info

Location: Whitewall NP26 3DD

Site Works (Contractor Information): Mowing and Desilt/Deweed

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST4250087740 - ST4382084900

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

Hazards not covered by EOI: N/A

Environmental Constraints:

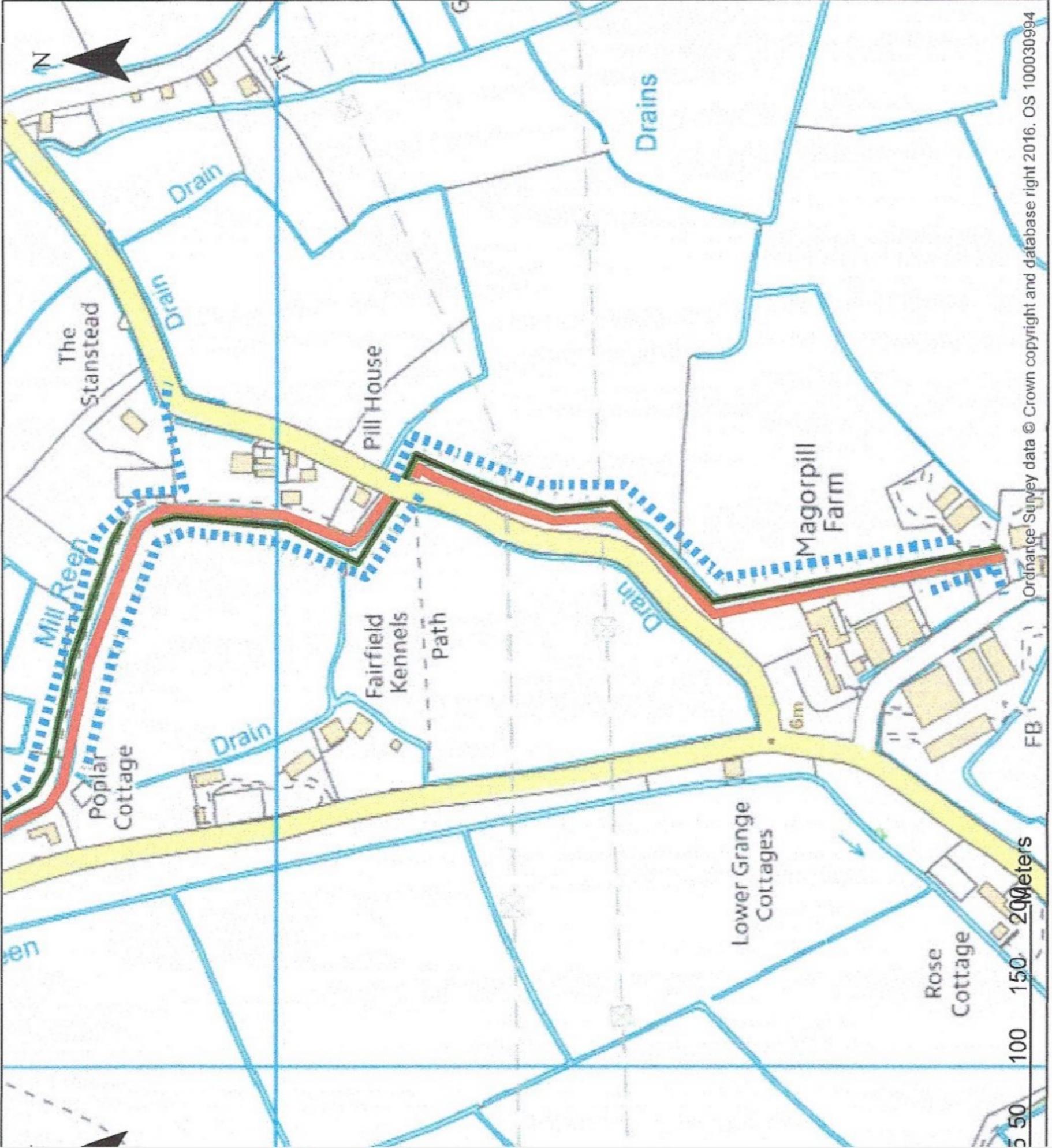
See SoR

Site Constraints:

See SoR

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Eastern Maintenance Schedule - St Brides Brook/Mill Reen (5 of 6)



Location Info
Location: Undy NP26 3ED

Site Works (Contractor Information):
Mowing and Desilt/Deweed

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST4250087740 - ST4382084900

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

Hazards not covered by EOI: N/A

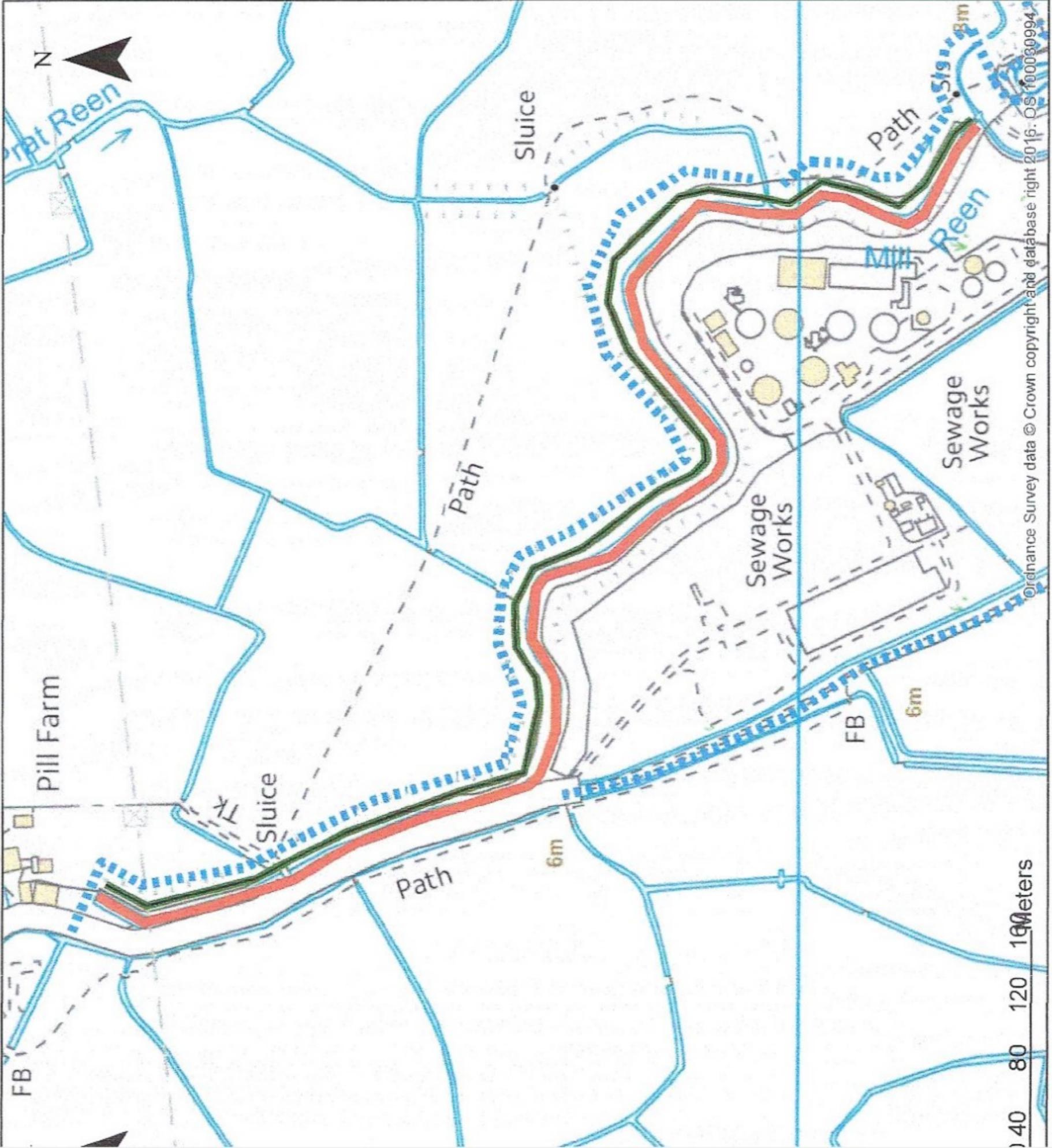
Environmental Constraints:

See SoR

Site Constraints:

See SoR

Eastern Maintenance Schedule - St Brides Brook/Mill Reen (6 of 6)



Location Info

Location: Magor Sewage Works NP26 3QP

Site Works (Contractor Information): Mowing and Desilt/Deweed

- Adhere to the all information provided in the Statement of Requirements (SoR).
- Method Statements, Risk Assessments and Emergency Plans must be supplied (By the contractor to NRW) prior to the commencement of all works.
- Utility service information must be supplied (By NRW to the contractor) before the commencement of all works.
- The contractor must work to current Health and safety guidelines as agreed in the contract.
- All landowners must be contacted prior to entry on private land (Contact list provided within the SoR).
- Where possible both banks either side of the green line (Grass control) are to be mowed (Unless otherwise stated in the SoR).

System No: FRA19S057

Watercourse Name: ST Brides Brook/Mill Reen

Grid Ref: ST4250087740 - ST4382084900

Created on: 08/11/2016

Created by: Phil Poole

Health and Safety

Utility Services Present: See plans provided

Hostile Sites Present: No

Hazards not covered by EOI: N/A

Environmental Constraints:

See SoR

Site Constraints:

See SoR

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Legend

SITE	Activity
 Manhole	 Blockage Removal
 Protected Species	 Weed Boat
 Turning Point	 Debris Removal
 Assembly Area	 Main River
 Blockage removal	 Other
 Compound Locations	 Access Route
 Flap/Valve/Service Structure	 Waterway Clearance
 Gated Access	 Desilting
 Invasive Plants	 Shoal Management
 Parking Area/Load & Unload	 Hand Work-
 Weed Screen	 Grass Control
Structure/Activity	 Tree Work
 Bridge / Culvert	 Work Using Excavator
 Desilting	 Spraying
 Flap Valve	Working Areas
 Outfall	 Invasive Weed Control
 Sluice / Weir / Penstock	 Grass Control
 Telemetry Equipment	
 Tree Work	
 Weed Screen	

Magor - Spot Levels taken from LIDAR



Scale 1:10 000

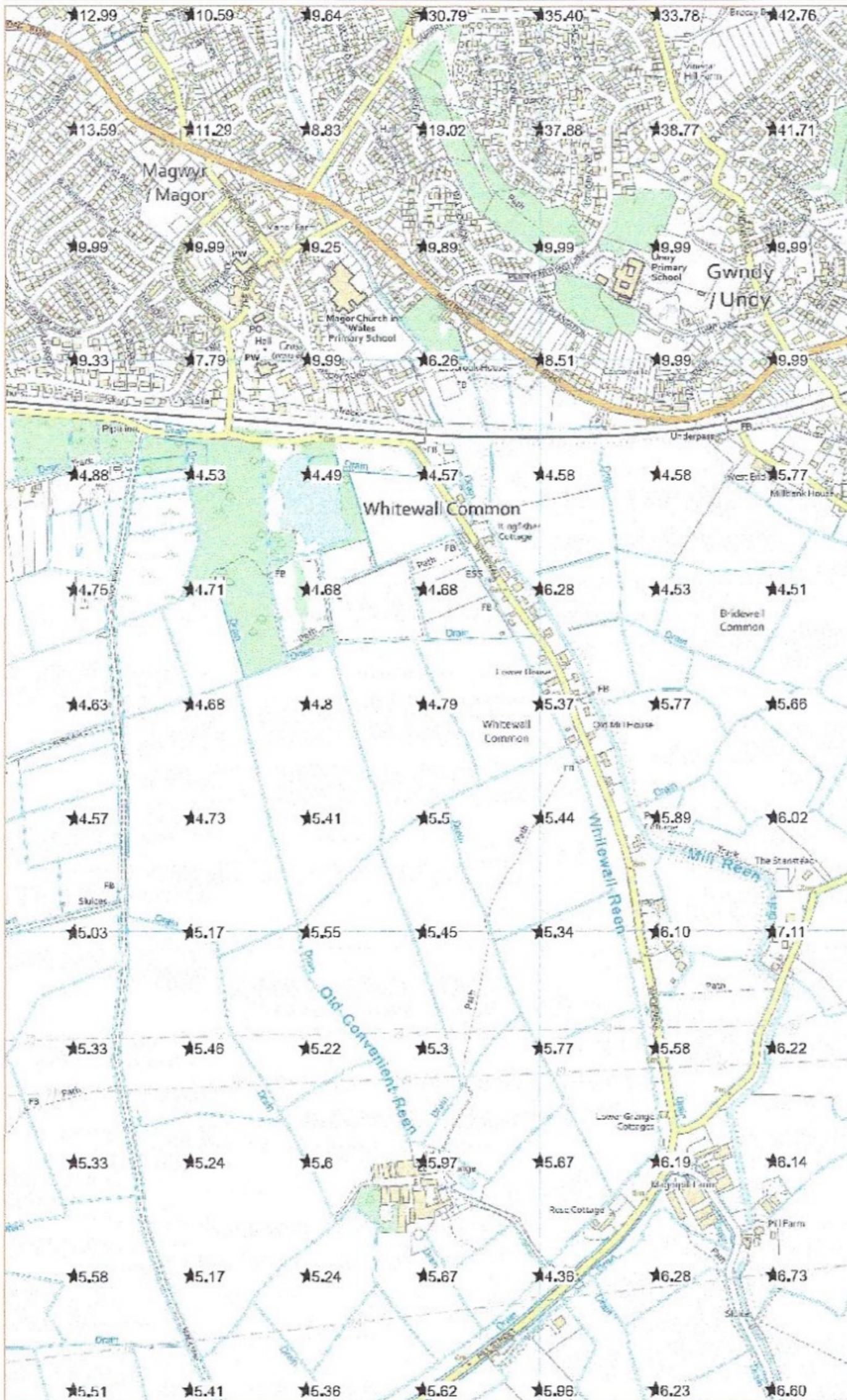
★ Spot Height

Note:

Penning Levels at the Sluice
 Summer Level: 5.40m
 Winter Level: 4.58m

All Spot levels are in mAOD

No Window



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Magor - Spot Levels taken from LIDAR



Scale 1:10 000

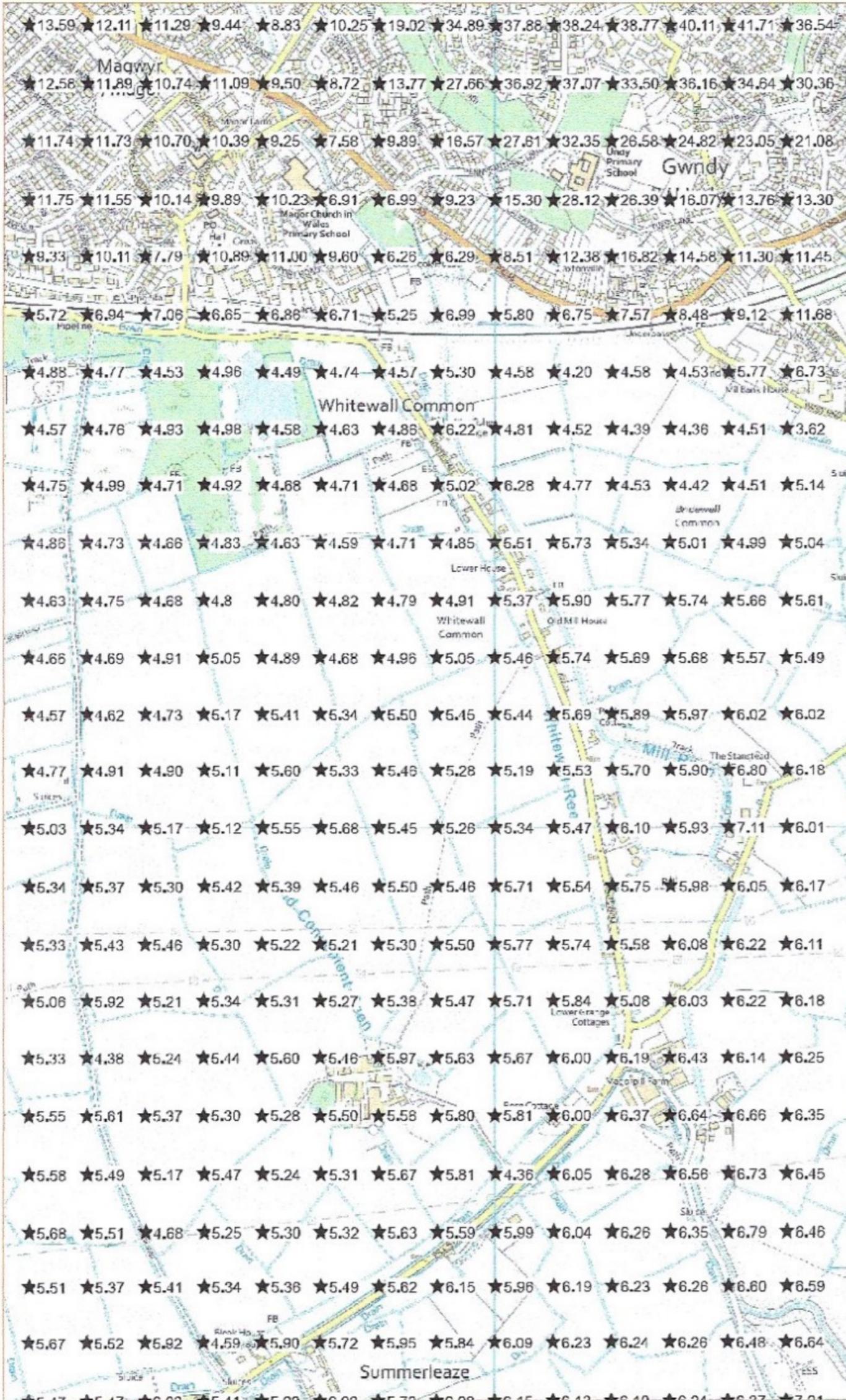
★ Spot Height

Note:

Penning Levels at the Sluice
 Summer Level: 5.40m
 Winter Level: 4.58m

All Spot levels are in mAOD

No Window



MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

MAY/JUNE 2021:

- **NOTE:**

- The below list is just an indication of some of the things that we have been doing – the list is not exhaustive and by no way complete.

- **GENERAL:**

- Ordinary Meeting – hosting and clerking for May meetings, preparatory work for June meeting.
- Sent of scanned documents as requested by internal auditor and answered questions to Internal Auditor.
- Pulled together paperwork required for External Audit in readiness for June Meeting sign off and forwarding
- Attended joint One Voice Wales/SLCC conference and typed up notes for council.
- Liaised with Chew Valley Trees regarding planting of trees adjacent to MUGA. Unable to attend on day as attending OVW/SLCC conference so arranged for Paul Cawley to meet company and identify planting spots.
- Took final measurements for Sycamore Allotment gate prior to sourcing/costing new gate. Arranged collection of gate and furniture
- Undertook a site visit to see new Play equipment being installed. All appeared to be in order at the time.
- Posted Facebook regarding the shrubs/trees that someone had planted. Arranged removal of the laurel and Christmas trees at Common-y-coed Plantation.
- Dealt with complaint about dog waste bin. Looked into re-siting it.
- Dealt with complaints about overflowing dog waste bins. Messaged contractor for pick up. They have lost their driver and have been covering whilst they look for new employee. I've now provided them with an up-to-date list of where all our bins are sited, together with post codes and a map. Further complaints received and followed up.
- Met with Cllrs Cook, Crook, Bailey and Raggett for a 'handover' meeting and to discuss health issues and return to working in the office following relaxing of Covid-19 restrictions down to level 3.
- Meeting with new Severnside NPT sergeant cancelled due to commitments – rearranged.
- Spent hours on telephone to Barclays Bank to arrange Change of Signatures for bank accounts.

- Identified problem with Sycamore Play Park. I/We missed the removal of some of the old carpet safety surface on the quote. The original instructions at the site visit were to remove ALL old carpet type safety surfacing – for some reason only some was listed on the quote, some was missed off. We have only paid for what has been done, so I have requested a quote to get the remainder sorted.
- Liaised with Sycamore Playing Field working group to set a date for the first meeting – attended meeting and took notes.
- With Cllr Raggett, made enquiries with St Joseph's Hospital regarding Occupational Health referrals.
- Arranged for litter picker to brush safety surface at Sycamore Play Park.
- Liaised with user of MUGA regarding future bookings
- Did a short site visit to Procurators House, as works have now been completed. Recommendation received from Architect for Council to put in place a maintenance plan/programme going forward. (see attached)
- Liaised with Lisa Dymock re Portskewett Community Council borrowing MUCC children's litter pickers/rings/HiViz for litter pick.
- Set up contract with Ellis Whittam HR & H&S Specialists and requested information/template for Covid-19 Risk Assessment for Town & Community Councils.
- Undertook the WG All Wales Covid-19 Workforce Risk Assessment.
- Had a 'fact-finding' Microsoft Teams meeting with Ellis Whittam and set a date for the first on-site visit and assessment.
- Liaised with Allotment Working Group to set up first site visit
- Dealt with complaint about Magor CiW failing to open the Sycamore Playing Field gets, and about the state of the gateway access.
- Undertook visit to all three allotment sites with Cllrs Crook and Plow, taking especial care to check out a complaint regarding the state of a plot. We talked to some tenants at each of the plots. We checked out sites in respect of a complaint about children's play equipment on plots.
- Dealt with a query regarding blocked footpath access, which turned out to be a footpath that had been re-routed. Mon CC had not amended their on-line map and have not put up any finger post to redirect walkers from the original now blocked access. I have asked Mon CC Countryside to rectify their map and install a finger post, and also asked them to re-open the restricted byway that did run parallel with the footpath. This has been closed for some time now.

MEETING REPORT

Date: 13th May 2021
Time: 10am – 4.30pm
Venue: Zoom
Report Author: Beverly Cawley, Clerk to the Council

Purpose of Meeting

Joint One Voice Wales/Society of Local Council Clerks conference

Report/Notes:

178 delegates in attendance from across Wales.

Conference led by Mark Galbraith (Clerk to Llanelli Rural Council & SLCC Wales Policy Liaison Officer)

A FOCUS ON THE FUTURE:

Introduction by OVW CEO Lyn Cadwallader and SLCC CEO Rob Smith highlighting key messages and working together. Both congratulated the sector on their achievements over the last 12 months during COvd-19. Also highlighting opportunities and challenges ahead.

INSURANCE, FINANCIAL RISK, GPOC AND DEVOLVED ASSETS

Richard Matthews, Came & Company Local Council Insurance gave a presentation highlighting certain issues that Council's should make sure they have covered by way of insurance or actions they need to take to mitigate loss:

Insurance:

- Fidelity Guarantee – cover against fraud or dishonesty by Council official, or a number in collusion. Should automatically be insured for £150k – covers theft of money or property.
- Bank Failure – no cover available. FCA provides compensation up to £85k with an income of below Euro 500k
- Fidelity Guarantee should ideally be reviewed half yearly by Council.
- Review Standing Orders and Financial Regulations to ensure they are fit for purpose
- Audit & Control; review Bank Reconciliation monthly. Are the bills paid monthly? Ensure when taking on new staff references are sought and the question asked 'would you re-employ this person?'
- Facility to Bank – where possible banking of cash and cheques should be undertaken next day.
- Electronic Banking – must be dual control – not sole control
- Internal Auditing – should be regular. Ideally twice a year.
- Cyber-crime and Professional Indemnity (alleged negligent advice)

GPOC

- if providing more facilities, you need to ensure properly covered

- New venture of devolved asset – council need to consider what controls need to be put in place, risks, insurance RA, seek professional advice/expertise, get a professional survey consider a ‘re-build’ value or replace costs, refurbishment costs, is contracts work cover required.
- Occupancy of buildings – insurers don’t like unoccupied properties. Is correct cover in place for proposed usage?
- Inspection – regular
- RA for all Council responsibilities
- On-going management; time, personnel, and cost to manage and maintain.
- Consider business interruption including increased cost of working, loss of revenue and/or rental income.
- Professional Indemnity, engineering inspections, insurance cost ie plant/motor cover
- Insurance should cover all assets, responsibilities and activities.
- Manage and minimise risk
- Covid loss of income - mostly not covered as insurance was never intended for that purpose.

TRAINING & DEVELOPMENT CLERKS & COUNCILLORS

Helen Quick (SLCC) and Paul Egan (OVW) presented.

Overview of ILCA, ILCA/CILCA and CILCA.

2021 Portfolio of evidence and webinar training.

New product FILCA for RFO’s

Training bursary from WG – 100% of CILCA cost of registration, training and mentoring

Training and development for Councillors. Why should Councillors undertake training? -

Councillors should fully understand their role

- be able to contribute to democratic process (local Gov)
- high standards of governance, ethical behaviour and accountability (Code of Conduct)
- Understand legal context (powers)
- Financial responsibilities (Audit)
- Employee/employer responsibilities (HR)
- Councillor competence,
- Understanding the role of the Councillors,
- Understanding the legal framework
- Understand and practice conduct
- Understand equality and diversity
- Understand civility and respect
- Understand financial governance and accountability/capability
- Attendance, preparation for meetings and must read papers and understand
- Information management, data protection GDPR and FOI
- Use of IT, social media/remote working
- Working with the clerk and employees
- H&W
- Continual personal development
- Sustainable development, impact on future generations
- Local leadership, knowledge Cllr should have of local groups and issues.
- Charing skills,
- Civic leadership

- Community planning
- Use of information

OVW currently have 23 modules currently being run via webinars
 Council MUST produce and publish a training plan each year – guidance is to come out
 FILCA launch date autumn/September time

REVIEWING THE REMUNERATION OF COMMUNITY & TOWN COUNCILS.

John Bader IRPW gave a presentation on current work being undertaken to review whole system by IRPW Panel.

Taxation of allowances remains an issue, but WG are keen to find a solution.
 Carers allowance is now classed as a contribution instead of an allowance.

REGISTRATION OF ALL PUBLIC SECTOR OWNED LAND BY 2025

Kyle Robinson Land Registry Office gave a presentation.

12.4% of all land not registered.

Currently working with Principal Councils out of 89, 8 are complete.

Need to register for transparency of entire land and property portfolio, protect from encroachment, easier transaction for selling, state backed compensation if registered proprietor suffers loss due to property fraud, identify land you can sell, protecting future generations.

735 T&CC in Wales

10,000 Town and Parish Councils in England.

Land registry survey issued in March 2020 – we will get a summary.

Who do they contact to talk about land assets? We need to let them know

Charities fall into public ownership and sit in the 2030 objective.

Freehold land registration – this is a voluntary registration, but when a transaction takes place it will trigger a compulsory registration.

Costs – flat fee for starting £680 – allows us to register 90 land assets, or piecemeal basis per asset valued at less than £80k at £30 per asset.

MANAGING FINANCIAL RISK AND ENSURING EFFECTIVE GOVERNANCE AND ACCOUNTABILITY

Presentation by Deryck Evans Wales Audit Office.

In year 2018/2019 £41m in precept across Wales

Plus £13.5m in other monies/areas

Councils are answerable to residents/public for use of the monies.

Appropriate arrangements should be in place to mitigate risk. It is different across Local Councils and one template does not fit all.

Behaviours:

Personal Responsibilities -

Councillors and Clerks. Collective Response – Councillors, Collegiate approach not adverbial. What if we get it wrong? Losses from fraud, mismanagement, failure to collect fees (hire, burials, rents).

Addition and unnecessary expenditure (e.g. ignoring contract timescales, lack of scrutiny of new services. Penalties for failure to operate PAYE, late payment.

Council is responsible -

Members are responsible for their own behaviour, must be aware and uphold standing orders, financial regulations, and legislation.

Any Other Business: agenda and papers must go out prior to meeting. It is unlawful to add any other business that is not on the agenda (transparency, openness, compliance with policies and rules, working together). Members need to hold each other to account. Take advice, do the right thing, be reasonable. No bickering. Members have the right to discuss and challenge but not to argue – they need to adopt the right behaviour.

Process and Procedures:

Abide by the rules. Clarity about how things should be done, defends against the law, maximises chances of getting good services at best costs, mitigates against risk of errant behaviour.

Standing Orders and Financial Regs:

Internal controls and scrutiny arrangements

Waiving of S/O should be the exception not the law. (where members circumvent the Regs)

How does Audit Help? New Audit procedures:

external impartial assessment.

Increased scrutiny, highlights issues within a 3-year cycle/period, minimising damage.

Proportionate approach, reflecting overall risk of public purse – many councils have satisfactory arrangements. 3-year cycle allows them to be reviewed.

Audit General for Wales is statutory auditor.

New cycle of audits is basic and full: Basic Audit - what Councils are used to at the moment – same model since 2002/2. Full Audit – procedure and detailed testing of transactions

300 outstanding audits to clear including 2019/20 – should all be cleared by end December 2021.

Most problems are around dates. A Pass or a Fail of audit, or reported under other matters.

Full Audit may generate volumes of paper/supporting documents – these can be delivered by hand – there should be local collection/drop of points across Wales.

Questions: for the purpose of the annual return - working from home allowance of £26 per month should be tax free and is classed as a staff costs – it is contractual; mileage comes under other costs/expenses. Level of detail required for significant variances should be as detailed as possible.

Everyone will get a basic audit this year 2020-21 – to enable backlog to be cleared. 3-year cycle will hopefully start next year 21/22. Themes will be published in annual report – by end of year.

Councils should refer to see if their internal auditor is doing a good job. WAO will pick up all outstanding audits and sign them all off together.

LOCAL GOVERNMENT & ELECTIONS WALES ACT 2021 & SELF ASSESSMENT PROCESS

Kevin Griffiths Welsh Government presentation.

1. GPoC – General Power of Competence – a power of first resort for eligible councils. You can use it to build sports facilities even though there is a power already in place. It gives a broader range of powers.

S.137 remains (powers limited) – changes to GPoC if Council is eligible. If Council become no longer eligible then Council reverts back to S.137. The Well-Being (2011) will be repealed when GPoC brought in to effect. Anything underway as at May 2022 can continue.

Training Plan. Comes in to effect May 2022. Training for Councillors and staff plan to be published identifying training needs.

Annual Report. Flexibility allows councillors to have one report instead of many. Guidance will be made available. To enable Council to communicate to residents.

Participation at Meetings S.47 to encourage more diverse member and resident participation, making easier press and public access. T&CC can hold virtual or face to face meetings. Need to look at options. Need for Council members to hear and be heard.

If physical/face to face, then councillors must be able to attend virtually so it becomes a hybrid meeting.

Criteria for GPoC - Council must be 2/3rd elected. Have a qualified Clerk (CILCA – but still up for discussion) have at least 2 years unqualified opinions/accounts from WAO.

2. Self-Assessment Process (could in effect be part of our 5-year plan process) – to be launched post 2022 elections.

To enable Council's/clerks reflect on core business, and if they are helping the community and whether it is sustainable. It should contain a checklist, and pose self-reflections questions to trigger a pause to think whether Councillors and/or Council are doing things right for the community.

USING GENERAL POWER OF COMPETENCE & THE OPPORTUNITIES THAT ARISE

Elisabeth Skinner SLCC presented

Covered how to become eligible. Part of the LG&E (Wales) Act 2021 sections 24 – 28.

Council can trade if it sets up company or coop society.

If not eligible use s.137

GPoC can be used for almost any activity. Undertaking activities anywhere and use it to benefit an individual. Trade and charge for services, under certain conditions. Lend and invest money, sell energy to National Grid. Comes in to force in 2022.

If Council are eligible, they need to pass a resolution stating that they meet the criteria at that moment in time. Minutes record the decision. Power can then be used immediately. Council should re-affirm their eligibility annually.

If a council becomes in-eligible, it can complete anything that has been started, but cannot start up anything new.

Risks – inadequate community support, funding, competition with local businesses

Restrictions – statutory duties stay in place. Compliance with employment law, H&S law, equality law etc. Must follow Government advice on investment. Need to check overlapping powers e.g. highways.