

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/08/2021		95,400.40
			<u>95,400.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			95,400.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			95,400.40
		Balance per Cash Book is :-	95,400.40
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 2 - General/Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/08/2021		192,246.96
			<u>192,246.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,246.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,246.96
		Balance per Cash Book is :-	192,246.96
		Difference is :-	0.00

Time: 11:30

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/08/2021	DD000122	5,415.68		5,415.68		R <input type="checkbox"/>	UK Debt Management Office
04/08/2021	COMM000126	19.95		19.95		R <input type="checkbox"/>	Barclays Bank
04/08/2021	COMM000141		3.49	3.49		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2021	DRCD000128	14.39		14.39		R <input type="checkbox"/>	Zoom Video Communications
10/08/2021	DD000134	49.65		49.65		R <input type="checkbox"/>	British Telecom
10/08/2021	TFR0000121		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
13/08/2021	DRCD000125	409.20		409.20		R <input type="checkbox"/>	Imprint Group
13/08/2021	DD000135	111.20		111.20		R <input type="checkbox"/>	SSE/SWALEC
16/08/2021	DRCD000124	683.99		683.99		R <input type="checkbox"/>	Wybone Ltd
23/08/2021	BACS000123	22.00		22.00		R <input type="checkbox"/>	Chepstow Accountancy
23/08/2021	DD00127	130.78		130.78		R <input type="checkbox"/>	Solutions in Technology
23/08/2021	tfr0000139		10,000.00	10,000.00		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2021	FP000140		2.50	2.50		R <input type="checkbox"/>	Receipt(s) Banked
24/08/2021	DRCD000142	34.99		34.99		R <input type="checkbox"/>	Engraving Studios Ltd
26/08/2021	BACS000149	35.02		35.02		R <input type="checkbox"/>	Konica Minolta Bus Sols
26/08/2021	BACS000148	171.97		171.97		R <input type="checkbox"/>	Konica Minolta Bus Sols
26/08/2021	BACS000129	30.00		30.00		R <input type="checkbox"/>	One Voice Wales
26/08/2021	BACS000130	65.34		65.34		R <input type="checkbox"/>	Microshade Bus Consultants Ltd
26/08/2021	BACS000131	937.50		937.50		R <input type="checkbox"/>	Merlin Waste
26/08/2021	BACS000132	8,100.00		8,100.00		R <input type="checkbox"/>	Sutcliffe Play South West
26/08/2021	BACS000144	90.00		90.00		R <input type="checkbox"/>	Rustic Summerhouse Co Ltd
27/08/2021	BACS000136	3,800.62		3,800.62		R <input type="checkbox"/>	Salaries
27/08/2021	BACS000137	1,388.06		1,388.06		R <input type="checkbox"/>	HMRC
27/08/2021	BACS000138	1,035.58		1,035.58		R <input type="checkbox"/>	Torfaen CBC
31/08/2021	PIB000145		2.50	2.50		R <input type="checkbox"/>	Receipt(s) Banked
31/08/2021	PIB000145		338.10	338.10		R <input type="checkbox"/>	Receipt(s) Banked
31/08/2021	PIB000133		5.22	5.22		R <input type="checkbox"/>	Receipt(s) Banked
31/08/2021	FP000146		92,467.00	92,467.00		R <input type="checkbox"/>	Receipt(s) Banked
31/08/2021	FP000147		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>22,545.92</u>	<u>107,830.81</u>				

Bank Reconciliation up to 31/08/2021 for Cashbook No 2 - General/Reserve

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
10/08/2021	TFR0000121	5,000.00		5,000.00		R <input type="checkbox"/>	Current Bank A/c
23/08/2021	tfr0000139	10,000.00		10,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>15,000.00</u>	<u>0.00</u>				

**Magor with Undy Community Council
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u>	<u>Income</u>								
1076	277,400	277,400	277,400	184,933	0	0	0	0	0
1090	220	313	200	15	0	0	0	0	0
1100	700	0	0	0	0	0	0	0	0
1110	325	325	325	0	0	0	0	0	0
1120	25	27	25	5	0	0	0	0	0
1990	0	18	0	338	0	0	0	0	0
	278,670	278,083	277,950	185,291	0	0	0	0	0
	278,670	278,083	277,950	185,291	0	0	0	0	0
	Total Income								
	Movement to/(from) Gen Reserve								
<u>110</u>	<u>Administration</u>								
4000	73,762	60,006	65,044	19,887	0	0	0	0	0
4030	19,348	18,667	26,000	6,974	0	0	0	0	0
4040	19,054	21,780	10,000	10,345	0	0	0	0	0
4050	200	5	200	0	0	0	0	0	0
4070	0	10	0	0	0	0	0	0	0
4075	500	0	500	0	0	0	0	0	0
4080	1,500	60	750	105	0	0	0	0	0
4090	4,250	4,488	4,250	825	0	0	0	0	0
4100	360	221	350	88	0	0	0	0	0
4110	1,500	560	3,000	335	0	0	0	0	0
4115	360	405	365	201	0	0	0	0	0
4120	0	0	3,000	2,972	0	0	0	0	0
4125	5,000	0	4,000	0	0	0	0	0	0

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**Magor with Undy Community Council
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4130 Subscriptions & Memberships	1,248	1,244	1,260	921	0	0	0	0	0
4140 Insurance	3,000	2,112	3,000	2,388	0	0	0	0	0
4150 Stationery	900	512	700	31	0	0	0	0	0
4155 Photocopier	1,025	1,029	1,060	340	0	0	0	0	0
4160 Postage	100	32	0	0	0	0	0	0	0
4170 Telephone & Broadband	2,115	1,772	2,400	747	0	0	0	0	0
4180 Website	480	240	480	105	0	0	0	0	0
4185 Survey Monkey	385	0	385	0	0	0	0	0	0
4190 IT	1,809	2,019	2,385	587	0	0	0	0	0
4210 Grants & Donations Paid	38,000	14,000	30,500	341	0	0	0	0	0
4220 Hall Hire	500	0	500	20	0	0	0	0	0
4230 Section 137 Expenditure	240	240	0	0	0	0	0	0	0
4250 PWLB Repayment	10,832	10,831	21,832	5,416	0	0	0	0	0
4260 Elections	4,366	0	4,366	0	0	0	0	0	0
4270 Health & Safety Equipment PPE	150	0	150	0	0	0	0	0	0
4280 Notice Boards	4,818	0	0	0	0	0	0	0	0
4285 Newsletters	400	0	0	0	0	0	0	0	0
4295 Premises	25,000	0	0	0	0	0	0	0	0
4365 Consultation Programme	0	0	500	0	0	0	0	0	0
4475 Confidential Waste Disposal	700	113	700	0	0	0	0	0	0
4485 Cemetery Surveys	8,110	0	8,110	0	0	0	0	0	0
Overhead Expenditure	230,012	140,345	195,787	52,628	0	0	0	0	0
Movement to/(from) Gen Reserve	(230,012)	(140,345)	(195,787)	(52,628)	0	0	0	0	0
115 Council Office									

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**Magor with Undy Community Council
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4145 Office Accommodation	0	0	9,000	0	0	0	0	0	0
Overhead Expenditure	0	0	9,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	(9,000)	0	0		0		
120 Allotments									
1200 Allotment Rent	500	532	500	48	0	0	0	0	0
Total Income	500	532	500	48	0	0	0	0	0
4245 Leases	45	45	45	0	0	0	0	0	0
4300 Maintenance	6,510	80	7,429	86	0	0	0	0	0
Overhead Expenditure	6,555	125	7,474	86	0	0	0	0	0
120 Net Income over Expenditure	-6,055	407	-6,974	-38	0	0	0	0	0
6000 plus Transfer from EMR	0	0	0	86	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,055)	407	(6,974)	48	0		0		
130 Civic Service Events									
4350 Commonwealth Day	20	0	170	0	0	0	0	0	0
4355 Civic Events Other	3,010	259	1,150	0	0	0	0	0	0
4360 Remembrance Sunday	70	0	100	0	0	0	0	0	0
4370 Carol Service	121	0	121	0	0	0	0	0	0
Overhead Expenditure	3,221	259	1,541	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(3,221)	(259)	(1,541)	0	0		0		

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**Magor with Undy Community Council
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
140	<u>Common Y Coed Development</u>								
4300	Maintenance	3,750	0	3,750	0	0	0	0	0
	Overhead Expenditure	3,750	0	3,750	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,750)	0	(3,750)	0	0	0	0	0
150	<u>Outside Spaces</u>								
4240	Rates	0	5	5	5	0	0	0	0
4245	Leases	198	198	198	3	0	0	0	0
4275	Sycamore Lane	0	0	15,500	0	0	0	0	0
4280	Notice Boards	0	0	4,818	0	0	0	0	0
4300	Maintenance	3,800	2,299	4,095	71	0	0	0	0
4310	H & S Inspections	0	502	0	0	0	0	0	0
4400	Furniture	0	0	2,000	0	0	0	0	0
4445	Grass Cutting	3,500	2,609	3,500	0	0	0	0	0
4450	Bin Bags	320	321	200	0	0	0	0	0
4455	Litter Bins & Benches (new)	3,750	1,500	0	1,094	0	0	0	0
4460	Bin Emptying	7,475	6,422	7,995	3,353	0	0	0	0
4465	Plants and Planters	800	835	0	0	0	0	0	0
4480	War Memorial	700	0	700	720	0	0	0	0
4490	Car Park - Maintenance	6,700	0	6,700	0	0	0	0	0
4555	Trees	1,000	0	0	0	0	0	0	0
4610	Speed Reduction Programme	0	0	2,500	0	0	0	0	0
4800	Village Improvements	20,958	170	31,753	169	0	0	0	0

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Magor with Undy Community Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
170 Net Income over Expenditure	-22,425	-19,255	-19,820	-5,448	0	0	0	0	0
6000 plus Transfer from EMR	0	10,675	0	2,239	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(22,425)</u>	<u>(8,580)</u>	<u>(19,820)</u>	<u>(3,209)</u>	<u>0</u>		<u>0</u>		
175 Procurators House									
4290 Procurators House	29,915	1,980	34,934	15,857	0	0	0	0	0
Overhead Expenditure	<u>29,915</u>	<u>1,980</u>	<u>34,934</u>	<u>15,857</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	1,980	0	4,102	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(29,915)</u>	<u>0</u>	<u>(34,934)</u>	<u>(11,755)</u>	<u>0</u>		<u>0</u>		
180 Village Booklet									
4510 Walk & Cycle Path	3,500	0	3,500	0	0	0	0	0	0
Overhead Expenditure	<u>3,500</u>	<u>0</u>	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,500)</u>	<u>0</u>	<u>(3,500)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
190 Events									
4375 Village Produce Show	0	0	500	0	0	0	0	0	0
4700 Christmas	5,000	5,000	5,735	0	0	0	0	0	0
Overhead Expenditure	<u>5,000</u>	<u>5,000</u>	<u>6,235</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(5,000)</u>	<u>(6,235)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
999 VAT Data									
115 VAT on Receipts	35,953	45,734	0	1,425	0	0	0	0	0

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Magor with Undy Community Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income									
515 VAT on Payments	35,953	45,734	0	1,425	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	0	16,205	0	11,185	0	0	0	0	0
	<u>35,953</u>	<u>29,529</u>	<u>0</u>	<u>(9,760)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget Income	315,923	326,030	279,050	188,756	0	0	0	0	0
Expenditure	434,579	244,681	419,804	132,362	0	0	0	0	0
Net Income over Expenditure	<u>-118,656</u>	<u>81,349</u>	<u>-140,754</u>	<u>56,394</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	12,655	0	52,277	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(118,656)</u>	<u>94,004</u>	<u>(140,754)</u>	<u>108,671</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

11:43

Virement Date: 31/08/2021

Virement Ref No: 5

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4000	Staff Salary	110	Administration	create new budget for office	8,000	
4145	Office Accomodation	115	Council Office	create new budget for office		8,000
4125	Emergency/Ad Hoc	110	Administration	create new budget for office	1,000	
4145	Office Accomodation	115	Council Office	create new budget for office		1,000

Narrative: Ex-OM 19/8/21 agreed to take on lease for new office at The Hayloft, Magor Squire. No budget available. resolved 84.1.
84.3 resolved to set up new budget heading 4145 115
84.4 resolved to vire unused staff salary of £8000 and unused emergency budget of £1000 to cover rest of 2021/2022 rent on new office

Virement Totals	9,000	9,000
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COUNCILLOR	COURSE	FACILITATOR	DATE
Baicher, Cllr Neeta	Code of Conduct	Monmouthshire County Council	22/11/2012
Bailey, Cllr Sally	Code of Conduct	Monmouthshire County Council	11/07/2011
Bailey, Cllr Sally	Module 9 - Code of Conduct	One Voice Wales	12/11/2015
Bailey, Cllr Sally	Code of Conduct	Monmouthshire County Council	15/02/2016
Bisi, Cllr Dr Mario	Module 9 - Code of Conduct	One Voice Wales	17/06/2019
Clerk	Code of Conduct	Monmouthshire County Council	11/07/2011
Clerk	Code of Conduct	Monmouthshire County Council	22/11/2012
Clerk	Module 9 - Code of Conduct	One Voice Wales	12/11/2015
Clerk	Code of Conduct	Monmouthshire County Council	15/02/2016
Cook, Cllr Geoff	Code of Conduct	Monmouthshire County Council	23/05/2017
Crook, Cllr John	Code of Conduct	Monmouthshire County Council	20/03/2019
Hopkins, Carole			
James, Cllr Donna	Code of Conduct	Monmouthshire County Council	11/07/2011
James, Cllr Donna	Code of Conduct	Monmouthshire County Council	22/11/2012
James, Cllr Donna	Module 9 - Code of Conduct	One Voice Wales	12/11/2015
Kirkham, Cllr Penny	Module 9 - Code of Conduct	One Voice Wales	03/11/2020
Plow, Cllr Keith	Code of Conduct	Monmouthshire County Council	22/11/2012
Raggett, Cllr Sally	Code of Conduct	Monmouthshire County Council	23/05/2017
Raggett, Cllr Sally	Module 9 - Code of Conduct	One Voice Wales	17/06/2019
Taylor, Frances			
Wilson, Cllr Julie	Module 9 - Code of Conduct	One Voice Wales	17/06/2019
Zagozda, Cllr Andrew	Module 9 - Code of Conduct	One Voice Wales	16/12/2020

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

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

Following a resolution which confirms the accuracy of the minutes of a meeting the draft minutes or any remaining recording(s) of the meeting for which approved minutes exist shall be destroyed.

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.

MAGOR WITH UNDY COMMUNITY COUNCIL
Marking the death of a Sovereign or Senior National Figure

1. Introduction

Throughout the country there is one event which will affect the whole community and the Community Council need to be prepared. Operation London Bridge is the code name given to the passing of HM Queen Elizabeth the Second. The following is the protocol to be observed by the Community Council on the death of the Sovereign and, in part, can be used to mark the death of a Senior National Figure.

This protocol outlines the requirements, people involved and sequence of actions that will be required.

2. Recommendation

- 2.1 That this protocol is agreed.
- 2.2 That these items be purchased and /or checked annually to allow the protocol to be enacted:
 - 2.2.1. Flag pole at Council Office (de-mountable or fixed)
 - 2.2.2. Two Books of Condolence or suitable loose leaf folders and inserts
 - 2.2.3 Reel of black florist ribbon or suitable alternative
 - 2.2.4 Suitable photo frame

3. Background

- 3.1 Guidance has been released for a procedure to follow in the event of the death of the Sovereign,

- H.M. The Queen
- H.R.H. The Prince of Wales
- H.R.H. The Duchess of Cornwall
- H.R.H. The Duke of Cambridge
- H.R.H. The Duchess of Cambridge
- H.R.H. Prince George of Cambridge
- H.R.H. Princess Charlotte of Cambridge
- H.R.H. Prince Louis of Cambridge
- H.R.H. Prince Henry (Harry) of Wales
- H.R.H. The Duke of York
- H.R.H. The Earl of Wessex
- H.R.H. The Princess Royal

- 3.2 The protocol has been drawn up with reference to published guidance from the royal household and the government.

- 3.3 This protocol should be implemented by the Clerk in consultation with the Community Council Chair or in his/her absence the Vice Chair.

- 3.4 Plans to mark the death of the Sovereign or senior member of the royal family must only be implemented after a formal announcement has been made by the royal household. A period of ten days' state mourning will follow the death of the Sovereign, D Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday, then the funeral will be held on the D11 Monday.

3.5 It might be appropriate to use elements of the procedure when responding to an incident which has resulted in a large number of deaths, for example a terrorist attack or train crash. This would also apply if a national day of mourning was announced by 10 Downing Street. This would be at the discretion of the Clerk in Consultation with the Community Council Chair

3.6 The protocol separately sets out the action to be taken in the event of the death of current or former Chairs of Magor and the current and former members of parliament for Monmouthshire.

3.7 The protocol provides guidance in recognising the death of a current Prime Minister.

4. **Implementation of the protocol on the announcement of the death of a member of the royal family.**

Action required	Authorised by	Other notes
Magor with Undy Community Council's mourning protocol will be implemented on the formal announcement by Buckingham Palace/Downing St of the death of the Sovereign or Senior National Figure	Implementation will be authorised by the Clerk or in his/her absence, The Community Council Chair.	The Clerk will liaise with Monmouthshire County Council to ensure actions are co-ordinated across the County.

5. **Flying the Flag (if applicable)**

Action required	Authorised by	Other notes
Immediately at the request of the Clerk, the flag will be lowered to half-mast.	Clerk/Maintenance Operative/designated officer or councillor.	If the death falls on St David's Day or the period of mourning includes St David's Day, the flag of the Patron saint should be replaced by the Union Flag Nb. Vertical flagpoles should be flown at half-mast. Flagpoles at an angle should fly the flag at full-mast but with black cravats attached.
<p>Applicable only following the death of the Sovereign:</p> <p>The Union Flag should be flown at half-mast throughout the period of mourning except for D2 Proclamation Day when the new King is Proclaimed (Operation Spring Tide).</p> <p>All flags / flag poles to return to normal by 9am the day after the funeral.</p>	Clerk/Maintenance Operative/designated officer or councillor.	

7. Events during the period of Mourning

Action required	Implemented by	Other notes
To review the programme of engagements undertaken by the Community Council Chair to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Chair with the Clerk in discussion with Elected Members	The Local Government Act 1972, Section 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a Council meeting, so a meeting may need to be postponed until after the funeral has taken place.
If Remembrance Sunday falls within the ten-day period Remembrance Sunday would continue as normal with added prayer etc.	Liaise with the local RBL	
Christmas activities, carol services etc. need to be considered for re-scheduling.	Liaise with the local ministries/churches	
Community Council events will also be reviewed, including scheduled Council meetings.	The Chair with the Clerk	
Consideration will be given to working with local faith groups to arrange an evangelical service on the eve of the funeral.	Liaise with the local ministries/churches	

8. Proclamation Day

Action required	Implemented by	Other notes
The proclamation will be made at St James Palace at 11.00am or 14.00pm - on a Sunday. (D + 1)	Clerk/Maintenance Operative/designated officer or councillor to arrange public address system	
The Chair may wish to read the proclamation in a public place and it is suggested that civic leaders make their readings at or after 4pm.	The Clerk to release the proclamation following confirmation with the Lord Lieutenant of Gwent's office regarding local proclamations.	
Flags to be at full mast during the reading, and then returned to half mast	The Clerk with the assistance of the Administration Officers and Maintenance Operative.	

9. Public Observance of Silence

Action required	Implemented by	Other notes
The Chair may lead a two-minute public silence at The War memorial in the event of a senior royal.	The Chair following an announcement by Buckingham Palace	Timing to be advised by Buckingham Palace following the announcement of the death.

10. Letter of Condolence from Magor with Undy Community Council

Action required	Implemented by	Other notes
As soon as practical, a letter of condolence will be drafted and circulated to the Chair for approval before dispatch to the relevant Private Secretary at Buckingham Palace.	The Clerk	

11. Area to lay Flowers

Action required	Implemented by	Other notes
<p>The current trend following any notable death or tragic incident is for flowers to be laid. An area pre-designated for this purpose to be agreed in advance so that it does not block access routes etc.</p> <p>Ideally flowers should be unwrapped and not left wrapped in cellophane.</p> <p>Flowers will be removed for composting on the morning following the State Funeral</p>	<p>The Clerk and/or Administration Officers/ Maintenance Operative</p> <p>(unless the Palace advises no flowers, in which case members of the public may wish to made a donation to a suitable charity.)</p>	<p>Details of where members of the public may wish to lay flowers will be detailed on the press release and on the Council's website and Facebook page.</p>

12. Portraits

Action required	Implemented by	Other notes
<p>A framed photo of the Sovereign, with a black ribbon placed diagonally across one top corner to be displayed on the table with the book of condolence.</p> <p>If the Council Office/Meeting Rooms have a portrait of the Sovereign, it should remain in situ with a black ribbon for one month being the period of Royal Mourning. After this time, a portrait of the new King should be put in place with an alternative position for HM Queen's portrait.</p>	<p>The Clerk and/or Administration Officers/ Maintenance Operative</p>	

13. Websites & Social Media Platforms

Action required	Implemented by	Other notes
<p>The web site Home page will be overwritten with a black page carrying a portrait of HM the Queen with links to other sections of the Council's website where details of what is happening, what has been cancelled or postponed or to an online book of condolence.</p> <p>The Council's Facebook Page will carry a suitable photo of HM the Queen with suitable words of condolence with links to the Council's website page giving specific details of what is happening, what has been cancelled or postponed or to an online book of condolence.</p>	<p>Vision ICT, the Council Website Provider overwrite the web site Home page</p> <p>The Clerk and/or Administration Officers/ Maintenance Operative</p>	<p>Council has already paid (April 21) for Vision ICT to undertake this for HM The Queen, Prince Philip, and Prince Charles</p>

14. Other Considerations on the death of a Sovereign

Action required	Implemented by	Other notes
<p>Bells:</p> <p>If the Royal death is announced before 12 noon on D Day every church will toll one bell for each year of the Queen's life. If the announcement is made after 12 noon on D Day, the bell will be tolled on D+1 at 12 noon.</p> <p>Public Holiday:</p> <p>On the day of death workers can be sent home early.</p> <p>The Day of the State Funeral will be a Public Holiday unless D10 falls on a Saturday.</p> <p>Flood Lights:</p> <p>Floodlights on public buildings should be fitted with a purple filter during the ten-day period of public mourning or turned off.</p> <p>Dress Code:</p> <p>On the day of the State Funeral, it would be appropriate for civic leaders, councillors and senior officers to wear black ties or arm bands as a mark of respect if they so wish.</p> <p>Pandemic:</p> <p>Should there be COVID restrictions in place that prevent events taking place in public, at the time of the Queen's passing the Council will need to be</p>	<p>Netherwent Ministry Area</p> <p>Clerk to the Council</p> <p>The Clerk and/or Administration Officers/ Maintenance Operative</p> <p>All to note</p> <p>Clerk and Chair to the Council</p>	<p>Clerk to liaise with local ministry area clergy</p> <p>If War Memorial floodlights are working, then filter to be fitted.</p> <p>Council to adhere to any prevailing restrictions</p>

aware of restrictions in place at the time and act accordingly.		
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15. Death of serving Community Council Chair

Action required	Implemented by	Other notes
Current Councillors and former living Community Council Chairs to be informed by email.	The Clerk	Distribution lists to be maintained by the Office.
A brief story should be added to the website with confirmed and respectful details.		Current Councillors should provide background information on the former Chair's life and achievements
Local media to be briefed		Only possible where next of kin detail is known.
As soon as practical, a letter of condolence will be drafted and circulated to the Deputy Chair for approval before dispatch.		
The Council Flag will be flown at half-mast on the day of the death until sunset on the day of the funeral.	Clerk/Maintenance Operative/designated officer or councillor	

16. Death of a former Community Council Chair or current Community Councillor.

16.1 Former Chairs sometimes leave the area or do not stay in touch and it may not always be possible to mark their passing. If a councillor or council officer becomes aware of the death of a serving community councillor, then the information must be passed as soon as possible to the Clerk. Do not assume that someone else will already have passed the information on.

Action required	Implemented by	Other notes
Current Councillors and former living Chairs to be informed by email.	The Clerk	Distribution lists to be maintained by the Office.
As soon as practical, a letter of condolence will be drafted and circulated to the Chair or Vice Chair for approval before dispatch. A minute's silence to remember will be held at the next available Full Council meeting.		Current Councillors should provide background information on the deceased life and achievements if available.



elliswhittam

Employment Law / HR / Health & Safety

To continue in their drive for a safe
working environment

Magor with Undy Community Council

has appointed Ellis Whittam Limited to assist them in meeting the demands of legislation and they will act as one of our Competent Persons as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The period of this appointment ends on

21st May 2026

**Gavin Snell
Chief Executive Officer**

Ellis Whittam Limited Woodhouse, Church Lane, Aldford, Chester CH3 6JD

T 0845 226 8393 F 0845 226 8384 E enquiries@elliswhittam.com W elliswhittam.com

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Magor with Undy Community Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Name: Councillor Geoff Cook

Position: Chair Person

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 other attendant Members to vote to convene a meeting of the Emergency Committee on the next day to discuss the matter of business that they wished to pursue. This vote was undertaken despite there being, as advised by the Clerk/RFO, sufficient time to convene the meeting lawfully. The Resolution was carried.

The following text is that recorded in the Full Council's Approved and Published Minutes of the 11th January 2021:

“79 Future Meeting Content

79.1 To accept proposals from Councillors for items to be included at future meetings.

Lighting up the Procurators House in memory of lives lost to Covid-19 A Member stated they were not happy with the Welsh Assembly's performance in the distribution of the Covid-19 vaccine and requested Council write to the Welsh Assembly to express its concerns.

The Clerk advised this issue was not on the agenda and therefore not up for discussion. A Member disputed this stating all standing orders had been suspended earlier in the meeting. The Clerk was requested to check standing orders and she subsequently referred Council to standing order 9.b “No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.”

Whilst the Clerk was checking the standing orders, Council continued to debate this issue and agreed to convene an Emergency Meeting the following day to further discuss.”

b) The Emergency Committee (Plenary) was Unlawfully convened to be held on the 12th January 2021, to discuss the matter of business of the Member. This contrary the advice given by the Clerk/RFO, as recorded in 79.1 above, 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 properly and Lawfully convened.

c) Subsequently, an Extraordinary meeting of the Full Council was convened on the 18th January 2021 where the Minutes which were taken by the Assistant to the Clerk, due to the Clerk's absence.

The minutes 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. Resultantly, a vote was called Members Resolved to instruct the Clerk/RFO to provide a full written explanation as to why she had provided Members with the Guidance that she had.

The following text is that published in the in the Full Council's Approved and Published Minutes of the 18th January 2021:

“86 COVID-19 Vaccination Programme

86.1 To discuss an issue and question raised by Cllr Carole Hopkins (carried over from Ordinary Meeting 11th January 2021) about the performance of Welsh Government in relation to the distribution of the vaccine, and that very little specific information had been received.

“... RESOLVED: To write a positive letter to Welsh Government's Minister for Health and Social Services (cc: Aneurin Bevan University Health Board, Caldicot Medical Group and Communities Connections Manager) expressing Council's concerns over the rollout

of the Covid-19 vaccine and requesting more detailed information on the location of more local vaccination centres.

Cllr F Taylor requested an explanation for why Council could not have discussed this item at the Ordinary Meeting held on 11th January citing Council's Standing Orders had been suspended and stating that in County Council the Chair permitted urgent items to be discussed.

In the absence of the Clerk the Admin Assistant clarified the suspension of Standing Order 3(w) to allow the meeting to continue past 9pm "A meeting shall not exceed a period of 2 hours, unless at the discretion of the Chair" and Standing Order 26 (a) as the item was raised under 'Future Meeting Content' "All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting".

Councillor Taylor disputed the clarification and requested a written explanation from the Clerk. The Admin Assistant referred Members to the Policy Review Workshop immediately following this meeting at which Council would be reviewing its Standing Orders. Cllrs C Hopkins and F Taylor offered apologies for the Workshop.

RESOLVED: that the Clerk provide a written explanation."

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 by the Resolution of the Full Council. 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.

The following text is that published in the in the Full Council's Approved and Published Minutes of the 8th February 2021:

"90.2 To note a written explanation from the Clerk, as requested by Cllr F Taylor, as to why an un-tabled verbal motion could not be discussed at the 11th January 2021 Ordinary Meeting.

Cllr Taylor stated she was perplexed by the explanation and requested the Clerk further clarify the Standing Orders quoted in the explanation. Cllr Taylor stated she was surprised there was no reference to SO 10(a)(xv) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements) and that Standing Orders were open to interpretation. The Chair requested if the Clerk was happy to provide further clarification on the suspension of Standing Orders to include SO 10(a)(xv)."

No Resolution in regard to 90.2 is recorded as having been made under Minute reference 90.2."

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. A vote was called and the resolution carried as recorded in the extract from the Human Resources (HR) Committee below.

The following text is that recorded in the Council's Human Resources (HR) Committee Approved and Published Minutes of the 1st March 2021:

“12 Ellis Whittam: Specialists in Employment Law, Human Resources and Health & Safety Compliance

12.1 To consider employing/commissioning ‘Ellis Whittam’ to assist in Employment Law, Human Resources and Health & Safety compliance (deferred from 7/12/20):

a. To note and/or consider possible alternative suppliers Members noted information on three companies who provide specialist HR advice, two of which also provide H&S advice.

Cllr Taylor sought clarification as to what the Clerk/Proper Officer is actually responsible for.

Resolved: That members be crystal clear as to the role and responsibility of the Clerk/Proper Officer in respect of Human Resources and Health & Safety, and that Council agree what actions both the Clerk/Proper Officer and selected Councillors will take to upskill themselves in respect of Human Resources and Health and Safety, in order to ask the right questions to make correct use of any commissioned service provider going forward.

b. To note that a £3000 budget has been set aside in the 2021-2022 budget to employ the services of a company specialising in HR, Employment Law and H&S compliance. Noted.

2 c. To agree any actions in respect of employing the services of a company specialising in HR, Employment Law and H&S compliance.

Members agreed to revisit this item upon completion of the rest of the agenda.”

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) and Resolution by the Full Council as evidenced above, 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.”

The following text is that recorded in the Full Council’s Approved and Published Minutes of the 8th March 2021:

“105 Council Policies & Public Documents

105.1 To note written evidence and provision of source details as requested by Cllr F Taylor, [of the advice given by the Clerk at the Ordinary Meeting (8/2/21) in respect of proposed new standing order 1.s] before Councillors consider whether to accept the Clerk’s advice.

RESOLVED: To accept the clerk’s recommendation not to include the proposed new 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.

The following text is that recorded in the Full Council’s Approved and Published Minutes of the 8th March 2021:

“105.2 At the Policy Workshop (18/1/21) members recommended that Council adopt the policies and documents (as per attached version) (deferred from 8/2/21)

- i. Code of Conduct
- ii. Complaints
- iii. Dignity at Work
- iv. Disciplinary and Grievance
- v. Lone Working (draft)
- vi. Equal Opportunities 5
- vii. Financial Regulations
- viii. Freedom of Information
- ix. General Privacy Notice
- x. Grant Application Form
- xi. Grant Funding Criteria and Guidance
- xii. Health & Safety
- xiii. Information Data Protection
- xiv. Local Resolution Protocol
- xv. Overtime Policy
- xvi. Press Media and Publicity
- xvii. Publication Scheme
- xviii. Safeguarding
- xix. Sickness
- xx. Social Media
- xxi. Standing Orders
- xxii. Unacceptable Actions by Individuals//

RESOLVED: To adopt the above policies as circulated (with the exception of xxi, whereby proposed new standing order 1.s is to be excluded)”

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.

The following text is that recorded in the Full Council’s Approved and Published Minutes of the 8th March 2021:

“109.2 To note a further, expanded written explanation from the Clerk, as requested by Cllr F Taylor, as to why an un-tabled verbal motion could not be discussed at the 11th January 2021 Ordinary Meeting and to why no reference was made to Standing Order 10 (a)(xv).

Noted.”

Given previous issues detailed in the Audit Wales draft report, and the issues recorded in the Council’s published Minutes referenced above, have the very real potential to undermine the reputation and good standing of the council as they could easily be misconstrued as disputation.

I have provided herewith 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:	(Clerk/RFO signature)
Account code:	(4115)
Cost Centre:	(110)
Query:	Y/N
Authorisation 1:	(Authorising Member signature)
Authorisation 2:	(Authorising Member signature)
Payment Ref:	BACS12345/Chq No/DD/Card

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 its 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.

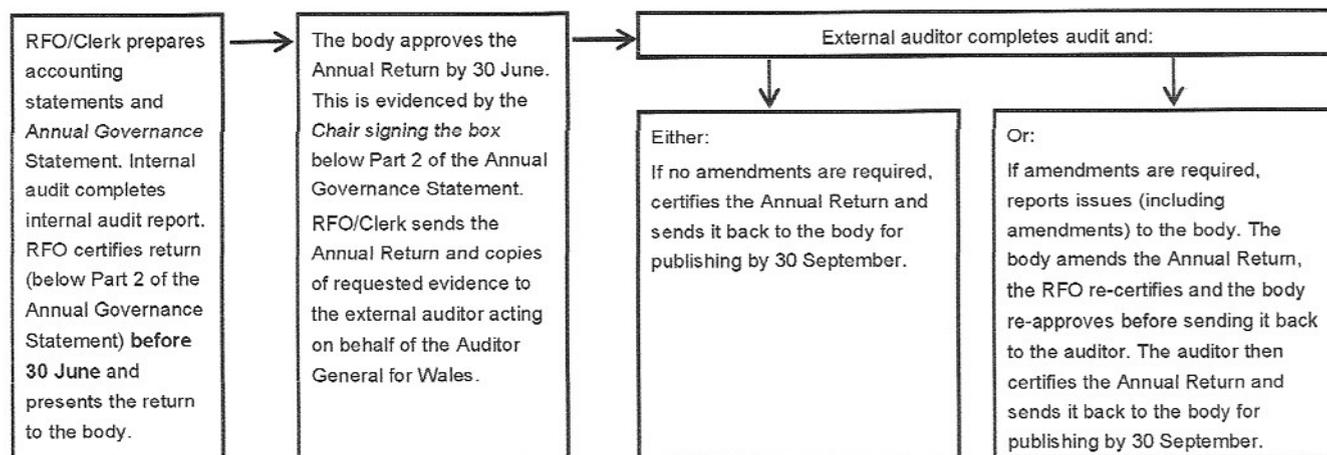
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

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 (£)													
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> <th style="padding: 2px;">Yes</th> <th style="padding: 2px;">No</th> <th style="padding: 2px;">N/A</th> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="radio"/></td> <td style="text-align: center; padding: 2px;"><input type="radio"/></td> <td style="text-align: center; padding: 2px;"><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> <th style="padding: 2px;">Yes</th> <th style="padding: 2px;">No</th> <th style="padding: 2px;">N/A</th> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="radio"/></td> <td style="text-align: center; padding: 2px;"><input type="radio"/></td> <td style="text-align: center; padding: 2px;"><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*			
<p>1. We have put in place arrangements for:</p> <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	
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<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	
<p>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.</p>	<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	
<p>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.</p>	<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	
<p>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.</p>	<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	
<p>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.</p>	<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	
<p>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.</p>	<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	
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<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	
<p>9. Trust funds – in our capacity as trustee, we have:</p> <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.

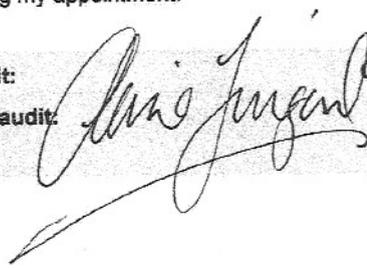
Internal audit confirmation

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?		

From: Amanda.Whittle@gov.wales <Amanda.Whittle@gov.wales> On Behalf Of
LGFR.Consultations@gov.wales

Sent: 25 August 2021 10:53

To: LGFR.Consultations@gov.wales

Subject: Ymgynghoriad ar drethi lleol ar gyfer ail gartrefi a llety hunanarlwyo / Consultation on local taxes for second homes and self-catering accommodation

<p>Ymgynghoriad ar drethi lleol ar gyfer ail gartrefi a llety hunanarlwyo</p>	<p>Consultation on local taxes for second homes and self-catering accommodation</p>
<p>Mae copiâu o ddogfennau'r ymgynghoriad a'r ffurflen ymateb i'w cael yn:</p> <p>https://llyw.cymru/trethi-lleol-ar-gyfer-ail-gartrefi-llety-hunanddarpar</p> <p>Dylid cyfiwyno eich sylwadau erbyn 17 Tachwedd 2021.</p> <p>Gallwch ymateb drwy</p> <ul style="list-style-type: none">- Lenwi'r ffurflen ar-lein- E-bost: LGFR.Ymgynghoriadau@llyw.cymru- Post: Is-adran Diwygio Cyllid Llywodraeth Leol Parc Cathays Caerdydd CF10 3NQ <p>A fyddech cystal ag anfon y neges hon at unrhyw un arall sydd â didd.</p>	<p>A copy of the consultation documents and the response form can be found at:</p> <p>https://gov.wales/local-taxes-second-homes-and-self-catering-accommodation</p> <p>Please submit your comments by 17 November 2021.</p> <p>Ways you can respond</p> <ul style="list-style-type: none">- Complete the online form- Email: LGFR.Consultations@gov.wales- Post: Local Government Finance Reform Division Cathays Park Cardiff CF10 3NQ <p>Please forward to any other interested parties.</p>

WELLBEING PLAN SURVEY – Mon CC.

e-mail - Tue 31/08/2021 12:52

As many of you will know; the Wellbeing of Future Generations Act gives us the ambition, permission and legal obligation to improve our social, cultural, environmental and economic wellbeing. It requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.

Public services in Gwent are improving how they work better together through the newly formed Gwent Public Services Board (PSB), which will encompass the interests of Monmouthshire citizens.

As such, we need to talk to as many people as possible, who live and work in Monmouthshire (or Gwent) about wellbeing and we need your help to do this.

As you may know, to understand wellbeing we use a wide range of information to assess the state of wellbeing, for example; statistical data; academic research and qualitative evidence which captures people's opinions, perceptions and views on life opportunities, the environment and the communities in which they live.

This information is key in helping us understand local wellbeing; what matters to our citizens, the strengths and assets that exist in our communities and how we can continue to make Monmouthshire a great place, to live, work or visit for future generations.

We are currently conducting a survey to gather views of any one who lives or works in Monmouthshire (or Gwent) as we want the community to help shape the way public services plan and work together. Hearing what people have to say is important to us and we will use this information to help us assess the wellbeing of Monmouthshire and Gwent and this information will inform the Public Services Board Wellbeing Plan for the region.

Future generations of young, adult and older people will face a different world to the one we have now - so this assessment and plan will look at how we need to do things differently to make things better in the future. So, we would be really grateful for your help in disseminating this survey as far and wide as possible. We would also encourage you to complete this and your wider family and friends too, if they also live or work Monmouthshire or Gwent.

You can access the survey via the following link or QR code:

<https://online1.snapsurveys.com/vs0vtm>



Email: 1st September 2021 16:44pm OVW for Welsh Government

**Shaping Wales' Future : Using national milestones and indicators to measure our Nation's progress
- Early notification**

We are contacting you to make you aware of steps we're taking to improve the well-being of future generations in Wales and how you can be a part of this.

Today we have published the consultation on [‘Shaping Wales’ Future: Using national milestones and indicators to measure our nation’s progress – Proposals for setting the first wave of national milestones for Wales and seeking views on the impact of the COVID-19 pandemic on the national indicators’](#).

The consultation will run from 1 September to 26 October 2021 in order for us to deliver on our [commitment](#) to publish the first wave of national milestones and update the national indicators by the end of 2021.

It's important that we draw on the views and experiences of people across Wales as we carry out this work and we invite you to contribute. As a key stakeholder in improving the well-being of future generations, we are keen to hear your views on the proposals.

We will be running information webinars for stakeholders to hear about the proposals set out in the consultation and will continue to use the [Shaping Wales' Future blog](#) to engage and continue the conversation. If you would like a more in-depth discussion about the proposals please email ShapingWalesFuture@gov.wales.

By the end of 2021, we will have laid the first national milestones, updated national indicators and also published an updated Future Trends Report. These are three important parts of the Well-being of Future Generations (Wales) Act 2015 that tell us about the progress we're making towards our well-being goals, help us better understand any challenges we might face on the way and ensure we seize the opportunities we have to do things better. If you are not already familiar with these you can find further information from either our [Well-being of Future Generations page](#), [essentials guide](#) or [blog](#). We would also appreciate your support in raising awareness of this work through any newsletters or networks that you might run. If you have any engagement events of your own you would like to us to come along to share this work, please let us know.

The Welsh Government is committed to using the Well-being of Future Generations framework to create a stronger, fairer, greener and more compassionate Wales, addressing the unprecedented challenges we face. Our focus through our Programme for Government is on the ways we can improve the lives of people in Wales both now and in the future.

We are looking forward to hearing from you and working together to shape Wales' future.

MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

AUGUST/SEPTEMBER 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:**

- Updated the Councillors declarations of interest on the spreadsheet and uploaded 2020-2021 to the web. Prepared papers for signing by Councillors.
- Started to look at putting together the Annual Report, as required by legislation.
- Made enquiries regarding a suitable solicitor in respect of checking over the lease for the Hayloft at Magor Square. Checked the current 'use' class for The Hayloft.
- Met with the rep from Sutcliffe Play, to look at the completed Sycamore Play Park. They've heard back from the manufacturer in respect of the issue highlighted on the climbing frame. The rope is in the wrong position, (it goes in front of the ladder and should be behind) and the installation contractor is to be called back to correct over the next week/ten days (he's working on an installation in Caerphilly at present).
- Met with Cllr Kirkham to go through process and release of payments via on-line banking. Cllr Raggett will go through process and release of next tranche of payments.
- Met with Llanvair Landscapes and handed over to them the turf reinforcement mesh and J pegs, and to go through plan/lay-out for pathways across the Sycamore Sport Field landscaping. They believed there may be insufficient turf reinforcement mesh and J pegs to complete the original plan of pathways.
The contractor has now used all the mesh and pegs. If Council want the pathways completed as per the original plan then they need to consider purchasing further length of mesh and pegs. **ACTION REQUIRED BY COUNCIL**
- Prepared and sent out allotment rent letters.
- Made contact with some residents on the allotment waiting list, with a view to letting recently vacated allotments.
- Reviewed the Council's Environment (Wales) Act 2016 Part 1 – Section 6 "The Biodiversity and Resilience of Ecosystems Duty report 2019" with a view to updating the accompanying plan.
- Winter bookings are starting to come in for the MUGA Courts eg junior football club training.

ACTION SHEET – Council Meetings Ongoing

Min No	Action	Who	Status
OM 08/02/21			
Min 90.4	Obtain quotations for replacement portakabin	MUGA WG	Ongoing. MUGA 10/8/21 PK and JC to look in to portakabin information as provided by Admin Assistant
OM 26/04/21			
Min 113.1	<i>To take such action as is necessary to secure and protect the land adjacent to Undy School on Penny-farthing Lane as a managed wild space for public use in perpetuity</i>	ALL	Being drafted following receipt of details of Cllr Taylors motion at County level. Email sent to Mon CC. Response awaited
Min 116.3.b	<p>Refer to Human Resources Committee Meeting 01/03/21</p> <p>Resolved: <u>Min HR 12.1</u> <i>That members be crystal clear as to the role and responsibility of the Clerk/Proper Officer in respect of Human Resources and Health & Safety, and that Council agree what actions both the Clerk/Proper Officer and selected Councillors will take to upskill themselves in respect of Human Resources and Health and Safety, in order to ask the right questions to make correct use of any commissioned service provider going forward.</i></p> <p>Resolved: <u>Min HR 13.1</u> <i>That the Clerk draw up a Recruitment and Retention policy for presentation to Council</i></p> <p>Resolved: <u>Min HR 13.2</u> <i>That Council need to understand what is needed as a minimum inclusion into a Staff Handbook before the office do any work on a handbook.</i></p> <p>Resolved: <u>Min HR 17</u> <i>asking Ellis Whittam to recommend what training Councillors and Officers need to undertake going forward.</i></p>	<p>ALL</p> <p>BC</p> <p>ALL</p> <p>ALL/BC</p>	<p>Refer to comment in Internal Auditor's Report top of page 8, and bottom of page 9 into pages 10 & 11. DO COUNCIL WANT TO MARK THIS AS COMPLETE?</p> <p>Clerk spoken to Ellis Whittam regarding this item</p> <p>Ellis Whittam looking at staff handbook at present</p> <p>Ellis Whittam engaged. Initial meeting held via Zoom with H&S lead, and first on-site H&S meeting arranged for early July 2021. Contact made with HR side re contracts and staff handbook as starting point. COMPLETE</p> <p>ON-GOING</p>
118.1	<i>To award a start-up grant of £500 subject to confirmation/proof of new bank account being opened (under HA 1980 s.274A & LG & RA 1997 s.26)</i>	BC	Group advised grant approved subject to proof of bank account.

124.2.a	<i>To pursue cost/quotes to replace and install new lighting with energy efficient lights which have less night-sky pollution.</i>	BC	Written Mon CC for quote/proposal MCC confirm their contractor has been requested to provide a quote
43.1 (14/06/21)	COMMEMORATIVE BENCH Use monies from 2020/2021 Emergency Fund budget	BC	Delivery invoice awaited – Paid 26/8/21 Plaque Ordered 24/8/21. & received. COMPLETE SUBJECT TO INSTALLATION AT SITE
OM 14/06/21			
28.2.b.iv	<i>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.</i>	HR/ALL	
28.4.b.iv	<i>That the Chair, Vice Chair and Chair of HR complete a Gwent Police ‘vetting form’ which upon completion and approval will allow them free access into the Council Office in the event of an emergency when the Clerk is not on site.</i>	BC GC	Forms sent out to GC/JC/SR JC & SR forms received 22/6/21 JC & SR Cleared Form from GC awaited
29.3.ii	<i>To source and purchase new gateposts (under Smallholdings & Allotments Act 1908 ss23, 26 & 42)</i>	BC	Ordered from Monmouthshire Fencing Supplies 15/6/21 pending collection w/c 12/7/21 – collection delayed. Collected. Installation awaited.
31.2.i	<i>To purchase a dual bin (recycling and general waste), from Wybone (ref MLB/160R) at the approximate cost of £450 plus delivery,</i>	BC	Ordered Delivery awaited
31.2.i	<i>New bin at Community Orchard- and when installed to arrange for Mon CC Waste and recycling dept. to empty on a weekly basis.</i>	BC	
31.2.ii	<i>To vire sufficient monies to pay for the bin and delivery costs from the Car Park budget</i>	BC	
33.3.1	<i>To undertake repairs to the two access points/gateways and</i> <i>vire monies from the Car Park budget to cover the cost. (under PHA 1875 s.164 & OSA 1906 ss9, 10)</i>	BC BC	School advised. Works commissioned with SWSG On-going. Work programmed for mid-September by SWSG
36.1.i	<i>To seek quotes to install a fence and new gate, clear lower car park and make good the trackway.</i>	JC/BC	JC met with several contractors. On-Going
36.1.iv	<i>To pay for the hire of a skip, to enable the Scouts to remove all the rubbish cleared up on their plot</i>	BC	Scouts advised – liaising re a date for delivery. Scouts going to arrange date for skip and arrange for invoice to be sent to Council for payment
36.1.vi	<i>That Bellway Homes be approached about repairing their section of fence-line</i>	BC	On-going

36.1.vii	<i>That Cllr Crook continues to liaise with Mon CC/NRW about the flooding of the plots.</i>	JC	On-going
36.1.viii	<i>To enquire with the Council's Insurers where it stands in respect of an allotment tenant putting items of children's play equipment/table & chairs on the plot that they rent from the Council.</i>	BC	w. to Zurich Municipal. Response awaited. Cannot advise (although confirmed our responsibility is towards the communal areas not individual plots) – referred to DAS helpline.
36.1.ix	<i>That the working group revisit the allotment policy (tenancy agreement) and bring any recommendations for amendments/alterations back to Council.</i>	Allot WG	Awaiting response to insurance query
38.1.i	<i>That a printer be purchased to allow the clerk to print (at home) the volumes required to provide hard copies of documents to Councillors.</i>	BC	On-going Looking at various models suitable but cost effective.
EXOM 28/06/21			
48.1	<i>That the clerk seek clarification on whether members' comments and observations could be withheld/redacted from other Councillors, in this situation.</i>	BC	w. Matt Phillips Monitoring Officer - received. w. Shan Bowden, OVW - received w. Gwilym Rippon, SLCC – received forwarded to Councillors. Added to September agenda COMPLETE
48.1	<i>Not to accept the Internal Audit Report from Auditing Solutions until clarification had been sought on points that members wished to challenge. Members to send specific details to the clerk of the details/items they wished to challenge, detailing what they believed to be incorrect, and why.</i>	ALL	CH received 12/7/21 DJ received 26/7/21 FT received 26/7/21 Forwarded to Auditing Solutions 29/7/21 Response received from AS. Added to September agenda COMPLETE
48.4	<i>Not to approve/adopt the Annual Return and Annual Governance Statement for submission to WAO by 30.6.21 until a satisfactory response had been received in respect of the Internal Auditor's Report</i>	ALL	Added to September agenda COMPLETE
OM 12/07/21			
57.1	<i>That this Council agree in principle to take the lease of 5 Years on the Hayloft (formerly Magor Printing Company) in Magor Square from 1st September 2021</i>	ALL	
66.1	Consultation on Qualifications of Clerks in Wales Regulations <i>That Councillors forward any comments/observations to the Clerk, for collation, no later than 31/8/21</i>	ALL	No comments received. CLOSED - COMPLETE
66.2	Active Travel Consultation <i>The Chair encouraged members to respond in their capacity as a resident. That Councillors forward any comments/observations to the Clerk, for collation, no later than 16/8/21</i>	ALL	No comments received. CLOSED - COMPLETE

66.3	<p>Replacement Local Development Plan 2018-2033 Preferred Strategy Consultation and Second Call for Candidate Sites The Chair encouraged members to respond in their capacity as a resident.</p> <p><i>That Councillors forward any comments/observations to the Clerk, for collation, no later than 16/8/21</i></p>	ALL	No comments received. CLOSED - COMPLETE
67.2.b	<p>Village Assessment members to report to them (CH/KP) any areas in the villages that need closer scrutiny and investigation.</p>	ALL	ON-going
70.1	<p><i>That confirmation or query regarding the WAO draft consideration report's factual accuracy be deferred.</i></p>	BC	Added to August 19 th EXOM agenda COMPLETE
70.2	<p>To receive a full copy of the responses sent off to the WAO (<i>subject to receipt of guidance</i>)</p> <p><i>That this item be deferred.</i></p>	BC	Added to September agenda COMPLETE
71	<p>Internal Auditor's Report, Annual Return & Governance Statement</p> <p><i>That all items under this agenda heading be deferred to September 2021 meeting</i></p>	BC	Added to September agenda COMPLETE
EX-OM 26/07/21			
80.1	<p>That the Council accept the offer of 4 tubs (planted up) to go in each corner of the War Memorial, but that they be removed following the summer flowering season, and that Cllrs Hopkins and Plow arrange for the tubs to be watered.</p>	CH & KP	
EX-OM 19/8/21			
84.1	<p>That this Council approve the Business Case to move the Community Council Office to premises off Magor Square.</p>	ALL	
84.3	<p>To set up a new budget heading on the RBS Finance system entitled 'Office Accommodation'</p>	BC	New nominal code budget heading set up: '4145 Office Accommodation' also new Cost Centre code: '115 Council Office' 27/8/21 COMPLETE
84.3	<p>To initially vire to the new 'Office Accommodation' budget heading £8000 from the salary budget and £1000 from the Emergency Fund budget.</p>	BC	Dr 4000 110 £8k Cr 4145 115 £8k Dr 4125 110 £1k Cr 4145 115 £1k COMPLETE
84.4	<p>That the Clerk make enquiries regarding guidance from the Insurers and seek recommendations regarding a local conveyancer of property rental leases.</p>	BC	Insurers recommend referring to a local solicitor's firm. t/p David stock 27/8/21 and receptionist told me to email. Emailed 27/8/21 Recommendation received and advised to Chair & Vice COMPLETE
84.5	<p>The Chair would go through the 'Lone Working' Policy and Risk Assessment with the Clerk to ensure it is fit for purpose.</p>	GC/BC	

84.6	The Clerk advised that a Health Safety & Welfare in the Workplace Risk assessment would also need to be completed for the new office and facilities	BC	
84.7	A Risk Control Assessment was available for the current office, together with a Covid-19 Policy, as provided by Ellis Whittam Employment Law Health & Safety section together with an Emergency Action Policy and Daily Cleaning Check list – all relating to Covid-19. These would need to be reviewed upon moving in to new premises.	BC	
86.3	WAO Draft Consideration Report: To draw up an action plan of the issues considered in respect of the draft recommendations and bring back to the 13 th September meeting for further discussion on how to implement and monitor, and agree any actions necessary to prepare for the final report.	BC	Draft Plan added to September agenda. COMPLETE
EX-OM 23/08/2021			
94.1	<i>To purchase the brass plaque at an approximate cost of £35, with the engraving of "Remembering those who have died, lost loved ones, or supported others throughout the Coronavirus Pandemic"</i>	BC	Ordered. To be paid for from EMR – same as bench COMPLETE
96.1	<i>That Cllr Penelope Kirkham attend the OVW Innovative Practice Conference on behalf of the Council at the cost of £40</i>	BC/PK	Place booked 24/8/21 - COMPLETE
97.3	<i>Death of a Sovereign protocol: That Council adopt the draft protocol subject to the amendments, as discussed in relation to 'Town' and an e-book of condolence</i>	BC	Amendments completed. Added to September agenda for ratification. COMPLETE
98.1	<i>That the clerk would forward details of the footpath and resident request to Cllr Dymock who would make the necessary enquiries with the relevant department, to come to a resolution.</i>		Resident advised. Details forwarded to Cllr Dymock COMPLETE
98.2	<i>That the clerk would forward details (copy emails) of the Green Lane query to Cllr Dymock who would make the necessary enquiries with the relevant department at Mon CC in order to reach a suitable outcome</i>		Details forwarded to Cllr Dymock COMPLETE Clerk to check tythe map for track details and advise LD. Checked – shown as track.
99.2	<i>To defer appointing another member to represent the Council on the 'Residents</i>		Added to September agenda. COMPLETE

	<i>Against Speeding' group until the September meeting</i>		
100.1	<i>To keep the requirements as per previous year, and obtain at least three quotes for the Xmas lighting.</i>		
100.2	<i>To run the Christmas Window Competition, and ask the same judges to participate as in 2020.</i>		
100.3	<i>To support the Yarn Bombing within the Magor Square area for both Christmas and the run up to Remembrance Sunday.</i>		Janet Fowler crafty together advised. COMPLETE
101.1	<i>To draw up a specification for works and obtain at least three quotes to tarmacadam the Sycamore Lane.</i>		
103.1	<i>To defer guidance on the LGE (Wales) Act 2021 in respect of Multi Location meetings and meeting notices to an extraordinary meeting (following the planning committee meeting) on 27th September 2021.</i>		Added to reminders for exom Meeting following the September Planning. COMPLETE
105.1	<i>To amend the Virtual Public Meetings Protocol taking into account the following two points:</i> i. The 'Audio Recording of the Meeting' section have the word 'Audio' removed. ii. The 'Recording of the Meeting' section be amended to read: '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 video recording will be deleted by the Clerk immediately following the completion of the draft minutes. Following a resolution which confirms the accuracy of the minutes of a meeting the draft minutes or any remaining recording(s) of the meeting for which approved minutes exist shall be destroyed.'		Amended and uploaded. Agenda'd for September meeting for members to note changes. COMPLETE
105.1	<i>To support the re-arranged litter pick by lending the sets of children's litter picking equipment to C. Cllr Dymock</i>		Confirmation sent to Cllr Dymock Risk Assessment received. Collection and return arranged COMPLETE

Councillor	Cllr Sally Raggett	Meeting Date:	13 th September 2021
Issue/Motion for inclusion on agenda	Queen's Platinum Jubilee Celebrations		

BACKGROUND:

In 2022, Her Majesty Queen Elizabeth II will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when she was just 25 years old.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

(In April 2016, Council organized a beacon at Salisbury Farm to celebrate the Queen's 90th birthday inviting the local uniformed organisations to attend with their families)

The Queen's Green Canopy (QGC) is a unique, UK-wide tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, by inviting people to "Plant a Tree for the Jubilee."

(On 14th June 2021 – Min 35.3 - C. Cllr Dymock asked that Council consider participating in the 'Queens Green Canopy' members noted that they had plans in place and underway to landscape and plant trees on the land adjacent to the MUGA courts)

Street parties and Big Lunch will also form part of the celebrations for the Platinum Jubilee.

(Plans for the VE Day celebrations had to be cancelled due to Covid-19 restrictions)

I would like to make several proposals/motions to Council regarding:

1. A budget to celebrate the Queen's Platinum Jubilee
2. A Beacon
3. Planting dedicated Trees
4. Planning street parties and other various celebrations

Cont'd

PROPOSAL/MOTION:

1. That Council consider a budget for the Queen's Platinum Jubilee at its November/December 2021 Budget Meeting and subsequent Finance Meeting
2. That the Council consider holding a beacon for the Queen's Platinum Jubilee similar to that held for her 90th Birthday celebrations, or purchase a gas fired beacon as an alternative, and budget accordingly
3. That the Council agree to purchase and plant two 50 litre pot grown English Oak (Quercus Robur) Trees on Council owned land (a. Common-y-coed Plantation and b. MUGA Wildflower Meadow parkland) at an approximate cost of £420 each plus delivery, planting and staking, and for each tree to be marked accordingly with a suitably engraved plaque.
4. That the Council appoint a working group, to work with local organisations to plan other celebrations such as street and tea parties, concerts and entertainment etc.

DESIRED OUTCOME / BENEFITS OF PROPOSAL/MOTION:

Celebrating the Queen's Platinum Jubilee will create events and a time for residents to look forward to.

Hopefully the Covid-19 events and restrictions of 2020 and 2021 will be behind the community and it can move on to happier times, making new memories, and marking the Queen's remarkable milestone in a suitable manner.