

Business Banking

Barclays Leicester LE87 2BR

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MRS B I CAWLEY MAGOR WITH UNDY COMMUNITY COUNCIL COUNCIL OFFICE POLICE STATION MAIN ROAD UNDY CALDICOT MON NP263EH

22 October 2021

Our Ref: PPG/20211022081532/638233





Your Annual Price Plan Review

Account number: ****4844 Sort code: 20-60-58

Your Price Plan determines the cost of different types of payments that are made and received through your business account. As promised under our Price Plan Guarantee, we've reviewed your account to ensure you're on the Price Plan that offers the best deal for your business.

Moving to the e-Payments Plan could save you money

Based on your transactions over the last 12 months, we believe that the e-Payments Plan represents better value for your business.

To help save you time and money, we'll automatically move your account to the e-Payments Plan on 13 January 2022, unless you advise us not to. The good news is your average monthly charges will go down if you continue to use your account in the

If you would like to move sooner than the date specified above, or if you feel that the last 12 months of trading are not representative of future business activity and you'd rather stay on your current Price Plan, please let us know. You can see overleaf how the two Price Plans compare.

We will review your account again in 12 months' time.

Easier, faster and more cost effective banking

Did you know, a range of innovative automated payments services are available to help you reduce your average monthly charges? To find out more about easier, faster and more cost effective banking, please go to barclays.co.uk/ways-to-bank

What happens next

The e-Payments Plan will come into effect on 13 January 2022 unless you contact us to request otherwise or you close your account before that date.

You can get this in Braille, large print or audio by contacting any Barclays branch to advise us of your requirements.

*Call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

To find out more about the Price Plans or anything else in this letter, please contact our dedicated Business Banking Team, who'll be happy to help.

Call 0345 605 2345* Click barclays.co.uk/priceplans Visit any branch

Yours sincerely

Your Barclays Business Team

How the Price Plans compare

To make things simple, we offer two Price Plans designed around the way businesses make and receive payments.

- **Mixed Payments Plan** is best suited for businesses that mainly use cash, cheques or a range of ways to make and receive payments.
- **e-Payments Plan** is best suited for businesses that mainly make and receive payments through Online Banking and debit cards.

The table below shows how the Price Plans compare:

Transaction type	Mixed Payments Plan (Charge per item)	e-Payments Plan (Charge per item)
Electronic Payments (in or out)	£0.35	Free
Cash Payments (in or out)	£0.90 (Per £100)	£1.50 (Per £100)
Cheques and Assisted Payments (in or out)	£0.65	£1.50
ATM Cash Out and Electronic Internal Transfer	Free	Free
Monthly fee	£6.00	£6.50

MAGOR WITH UNDY COMMUNITY COUNCIL

FOLLOWING A REQUEST BY CLLR TAYLOR FOR CLARIFICATION OF WHAT A BANK SIGNATORY IS/DOES.

When I took over as clerk in 2009 the signing authority on the Council's Bank Accounts was 'any two out of three signatories'. At that time, the Chair, Vice Chair and one other councillor.

In banking terms, this was/is a recognised general signing authority for most groups, organisations, societies and some businesses.

Payments at that time were only made by cheque, standing order or direct debit. In addition to the above, the clerk was permitted to transfer funds and obtain balances etc between the Council's various bank accounts either in-branch or via telephone banking.

The clerk would write out the cheques and two out of the three signatories would sign cheques before the clerk sent them out by post. Any new standing orders or direct debits mandates being set up would be completed by the Clerk and signed by two out of the three signatories and initialled by the Clerk.

In October 2014 the Council amended its Financial Regulations, which allowed the Council to move to on-line banking following the Repeal of s.150 (5) of the Local Government Act 1972 — which would allow payments via Internet Banking.

Barclays Bank furnished each of the three signatories, and the clerk with a personalized membership number, PIN Number, Card and PIN Sentry authenticator – for use by them only. These enabled each to access the Council's Bank Accounts via the Barclays on-line banking system.

By accessing the on-line banking, each was able to check and view the Council's bank accounts, and archived statements. It allowed the Clerk to transfer funds between accounts without the need to go in-branch or via telephone banking. It also allowed the Clerk to input payments on-line, which then required one of the three signatories to access the on-line banking and release any items for payment. A print out was made of each payment raised by the clerk. (Initially, on-line banking was only used to pay the salaries and statutory payments). The signatory releasing the payment on-line would check and sign the paperwork including the invoice, and sign the printout of the payment before confirming payment. A second signatory would then check the paperwork and invoice and confirm the accuracy of the payment and release and countersign the paperwork.

Access to the on-line banking also means that the three signatories can also transfer monies between accounts, and make payments (in the absence of the clerk), as long as the payments are released and checked by another signatory and countersigned by the third signatory.

Following a recommendation from the internal auditor, the Council moved to making all payments on-line in March/April 2020 – the last to move across was Councillor remuneration payments at end of 2020.

Clerk to the Council

CHRISTMAS FESTIVE LIGHTING 2021/22

Quotations sought from:

- City illuminations
 - o Received
- Blanchere Illuminations
 - Received
 - Cannot install at present
- Lite Illuminations
 - o chased
- The Christmas Decorators
 - No response
- Xmas Direct
 - Don't offer a hire service
 - Only Sell lights and install if in the area.

SPECIFICATION:

Quotation to Hire, Installation and Dismantle of Festive Lighting.

13 no. Column displays in animated twinkle warm white or cool white or single colour (note 1 No is actually a double display)

Animated ice white lights with subtle animation, 24v for safety of the Christmas trees

1 No. Medium tree (12' to 15' high) 1 No Large Christmas tree (18' to 20' high)

Large living tree (lights already attached) to be tested, any defects to be notified and costs confirmed at that stage.

Consultation on Updating Earnings Thresholds for Council Tax Recovery

A copy of the consultation documents and the response form can be found at:

https://gov.wales/income-thresholdsattachment-earnings-orders

Please submit your comments by 31 December 2021.

Ways you can respond

- Complete the online form
- Email: LGFR.Consultations@gov.wales
- Post: Local Government Finance
 Reform Division
 Cathays Park
 Cardiff
 CF10 3NQ

Please forward to any other interested parties.



Monmouthshire County Council Tel/Ffôn: 01633 644582 NP26 9AN

PO Box 106, Caldicot E-Mail/Ebost: willmclean@monmouthshire.gov.uk Web/Gwefan: www.monmouthshire.gov.uk NP26 9AN

Cyngor Sir Fynwy

Blwch SP 106, Cily-Coed

Our Ref/Ein Cyf:
Your Ref:/Eich Cyf:
Date/Dyddiad: 19th October 2021

Dear Consultee.

Proposed Establishment of an all through (3-19) School in Abergavenny

I am writing to update you on the proposed establishment of an all through (3-19) school in Abergavenny.

You will be aware that the consultation report relating to these proposals was published to all consultees on 5th October 2021, in readiness for consideration by the Council's Cabinet at their meeting on 6th October 2021. This report provided feedback on the comments and concerns raised during the consultation period, together with the Council's response.

The Council's Cabinet met on the 6th October 2021 to consider the consultation report and the recommendations made to them. The decision made by Cabinet was to proceed to the next stages of the statutory process to establish an all through (3-19) school in Abergavenny from 1st September 2023, and in doing so cease to maintain King Henry VIII Comprehensive and Deri View Primary Schools with effect from 31st August 2023.

The proposals outlined above must now be published by way of a statutory notice. The statutory notice (attached) will be formally published on Tuesday 19th October 2021.

The statutory notice will be published:

- On the council website at www.monmouthshire.gov.uk/schoolreorganisation
- On or near the main entrance of King Henry VIII Comprehensive and Deri View Primary Schools
- · By distribution to all statutory consultees, including pupils, parents/carers, and staff of all schools within the Abergavenny cluster. The notice may be distributed to consultees by email.

The publication of the statutory notice will open the statutory objection period. therefore, anyone wishing to make a statutory objection against the proposal can do so. To be considered as a statutory objection, objections must be made in writing or by email, and sent to the Council within 28 days of the date on which the notice was published.

Objections should be sent to Matthew Jones, Access Unit Manager, Monmouthshire County Council, County Hall, PO Box 106, Caldicot, NP26 9AN or by email to strategicreview@monmouthshire.gov.uk. For clarity, the closing date for statutory objections is 17th November 2021.

Important: You must respond during the statutory objection period if you wish for your concerns raised during the consultation stage of this process to be treated as statutory objections. Feedback received in the consultation stage of this process will not automatically be considered as statutory objections.

The summary timeline below has been include for easy reference of next steps in this statutory process:

Consultation Stage	Date
Statutory Notices published and the Statutory Objection period opened	19 th October 2021
Statutory Objection Period closes	17th November 2021
Publication of Objection Report	7th December 2021
Cabinet to consider Objection Report and determine whether proposals are to be implemented	15 th December 2021
Proposals Implemented (if agreed)	31st August 2023 / 1st September 2023

I will again write to you after the closure of the statutory objection period with details of how to access the objection report. In the meantime, if you have any queries in relation to the content of this letter or during the statutory objection period, please do not hesitate to contact us via strategicreview@monmouthshire.gov.uk

Yours Sincerely

Will McLean

Chief Officer for Children and Young People

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

Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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

Admin Magor Undy

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>

Sent: 12 October 2021 13:40

To: Tracy Gilmartin

Subject: Monmouthshire County Council – Community Boundary Review

Dear Councillor/Clerk

Monmouthshire County Council - Community Boundary Review

I am aware of the concerns amongst member Councils regarding the arrangements that need to be put in place to address the effects Monmouthshire County Council's Community Boundary Review will have on Councils with effect from May 2022.

As you know, we still await confirmation from Welsh Government that the Review has been finally signed off and made into an Order.

I appreciate that Councils are in the process of budget setting and need guidance to enable them to complete this process and to be able to set the precept by January 2022.

During past weeks I have met with the Chief Executive of Monmouthshire County Council, and I have had two meetings with Welsh Government officials regarding this matter and I have impressed the need for urgency and guidance.

It is my understanding that Welsh Government officials are working on the reorganisation orders and that when issued will, I hope, answer many of the questions Councils may have.

I know the Chief Executive of Monmouthshire County Council has held his own meetings with Welsh Government and both the County Council and Welsh Government are aware of the need for urgency.

Until the legal orders are finalised, and reorganisation orders are issued, it is not possible for One Voice Wales to give advice or guidance.

I can only reiterate my previous advice that given the Review has already been accepted by Welsh Government, unamended as set out in the Local Democracy and Boundary Commission's Final Report, (which can be viewed on the LDBC website https://ldbc.gov.wales/reviews/01-19/monmouthshire-final-recommendations) councils should now consider the effect the Review has on their Council, hold discussions with neighbouring Councils to see if services or assets are to be transferred because of a boundary change, Identify any other issues such as staff redundancies and list the questions that your Council will require answers to.

When the reorganisation orders are published, if they do not answer all your Council questions you will be able to identify where there are gaps. One Voice Wales will then be able to advise or direct you to the appropriate body for advice.

I appreciate that this is not a satisfactory situation and I wish to assure you that One Voice Wales has already and is continuing its best to impress on appropriate parties the need for urgency on this matter.

Yours sincerely Lyn Cadwallader Chief Executive

Mr Lyn Cadwallader BA(Hons), PGDipHsg, DBA, PGDipLOPS, Chartered MCIH One Voice Wales / Un Llais Cymru 24c College Street / Stryd y Coleg EMAIL:-

Date:

Thu 28/10/2021 14:43

From:

Phillips, Matthew Matthew Phillips@monmouthshire.gov.uk

To:

All T&CC within Monmouthshire

Subject:

Boundary Changes

All,

I'm conscious that the boundary change decision has been taken and announced and that the legal order is imminent. I'm conscious too that there have been various questions that have arisen around some of the practicalities of the upcoming changes.

We today met this week with Welsh Government in the latest of a string of such meetings and they in turn have met with One Voice Wales. It is our combined intention to distribute a draft checklist that WG have developed for all Welsh Community Councils and host a forum in which we can pull interested Monmouthshire Town/Community Councils together with WG, MCC and OVW (and other relevant parties).

We hope to send that checklist, and an invitation to that forum, late next week, and then host the forum itself a few weeks thereafter.

Matt Phillips

Chief Officer People and Governance

MODEL INFORMAL LOCAL RESOLUTION POLICY CHANGES

The amendment made to the protocol is that repetitive low level and frivolous complaints should now be considered for informal resolution.

There are no other changes included.



Model Local Resolution Protocol for Community and Town Councils

ONE VOICE WALES

Model Local Resolution Protocol for Community and Town Councils

Background

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. However, to date there has not been a common process for Community and Town Councils to follow in dealing with such matters. To assist the sector, One Voice Wales has drawn up the following as a model protocol which any Community and Town Council can use in dealing with such complaints.

This model protocol is meant as a starting point for Community and Town councils. Individual councils may wish to add or amend this model to suit their particular needs. Councils wishing to use this process should first of all be clear about its purpose and intention, formally adopt it in its current or in a revised form and ensure that all Councillors are provided with a copy for their attention. The Council should then determine the framework through which it is operated which may require the establishment of a Committee or Panel or an extension of the terms of reference of an existing Panel or Committee such as a Complaints Panel or Committee. In the case of establishment of a new Panel it is important that terms of reference are prepared and approved by the Council. In either case it will be important for Councils to document in the terms of reference as to what will happen if there is a lack of cooperation shown by the member concerned or a breakdown occurring during the operation of the process. For example, in such cases the default position might be that the matter is referred to the Public Ombudsman for Wales.

The Local Resolution Process

Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others either verbally or in writing
- · Repetitive low level and frivolous complaints

Issues which should not be considered under this process

Complaints which must be directed to the Public Services Ombudsman for Wales, including:

- Complaints instigated by a member of the public
- Serious complaints breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- · Complaints made by the Clerk/Proper Officer
- · Vexatious, or malicious complaints
- Members' complaints about officers which should be dealt with using the Council's internal complaints process

The Process

The complaint

The complaint would need to be sent to the Clerk/Proper Officer of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk/Proper Officer should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the 'accused' member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

Resolution Process

The involvement of the Chair/Vice Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk/Proper Officer will act as a facilitator for the resolution process below.

If the complaint is between Members other than the Chair of the Council, the Clerk/Proper Officer and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Clerk/Proper Officer and the Vice Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against a Member other than the Chair of Council, the Clerk/Proper Officer and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against the Chair of Council, the Clerk/Proper Officer and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.

If the complaint has been made by the Clerk/Proper Officer, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.

Possible results of the process

If an agreement is reached by Members and/or officers during this Stage, then no further action is required.

If agreement cannot be reached the aggrieved Member/officer would always have the opportunity of referring the matter to the Ombudsman.

Examples of agreements might include issue of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

Important Points to Note in preparing a process for use by the Council

The Clerk/Proper officer, Chair and Vice Chairs of Councils should consider receiving appropriate training in facilitation and mediation to be in a position to maximise the benefit of this process. Councils wishing to pursue this route should contact One Voice Wales for guidance.

Councils might want to include some guidance where complaints which are most appropriately dealt with under this process are referred to the Council by PSOW. The PSOW could actively do this if the Council has an approved process.

It is suggested that any meetings held with a view to discussing the issues of complaints and/or resolving matters are at the very least minuted, if not recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the PSOW. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Councils need to be clear on their powers in respect of code of conduct matters. The Ombudsman has seen examples of councils who have deemed it appropriate to fully investigate a code complaint, decide that there has been a breach and some have even thought it appropriate to consider the issue of a sanction. Investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.

MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

OCTOBER/NOVEMBER 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:

- Christmas lights chased quotes. Only three out of five enquires had responded with only two quotes.
- Rev Jeremy Harris and Minister Harry Place discussed running an Open Air Carol Service. Provisional date of 10th December.
- Liaised with Chair and Vice Chair regarding the WAO Final Report, and gathered further information
- Placed 'public meeting notice' order with local press and put up in Police Station Notice Board
- Answered several requests from the public, Press and BBC for a statement from Council in respect of the WAO Final Report.
- Chased installation of the village signs still waiting for Mon CC operative to be available for installation date. Invoice received – but not paid until installation complete.
- Reminded MUCH that the commemorative bench was ready for installation in the orchard and did they want it delivered or want to collect it.
- Chased delivery of the litter bin for the Community Orchard due for delivery 26/11/21
- o Created new web page for WAO Report with links to report, agenda etc.
- Met with Cllr Raggett to undertake training on releasing payments from on-line banking. And countersigning payments released by Cllr Kirkham
- o Prepared and sent off VAT claim for Quarters 1 & 2 2021/2022
- Undertook some research of old maps in respect of Footpath and Green Lane at Undy for Clirs Dymock and Crook.
- Sent out receipts for Allotment Rents.
- Spoke with Agronomist in respect of number and timing of grass cuts required for Wildflower Meadow and grass-cutting specification amended accordingly.
- Visited Sycamore Allotments to look at overhanging tree with view to getting tree surgeons to quote to take it down. Scouts/leaders had already cut back the majority of branches, leaving just the main trunk. This still need to be removed/taken down to ground level.
- Contacted Monmouthshire County Council with a view to them moving the large planters in the Square for the Remembrance Service. They referred us to Magor Churchmen who were arranging removal for Frost Fayre. Magor Churchmen advised Mon CC were removing them for Frost Fayre, so have gone back to Mon CC highways for a second time requesting they be moved.
- Complaints were received over a few weeks, from both Greenmoor and Undy Allotment tenants about hedges adjacent to trackways causing damage to cars. Two local contractors were committed to other hedge contract work until late in hedge

cutting season (Sept to March), one could do it week commencing 1/11/21 or probably not until Feb. As complaints had been received, work commissioned under Fin. Regs. 4.1 - Undy last done in 2014 & 2018. Greenmoor last done in 2016 & 2020. **TO BE NOTED BY COUNCIL AND RATIFIED**.

- Sent out invoice for Poor Land rent.
- Started to look at a draft budget for the financial year 2021-2022 in readiness for the budget workshops in November.
- O Undertook some more work on the Annual Report for 2020/2021