

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Annual Meeting of Magor with Undy Community Council held
remotely on Monday 19th October 2020 at 7pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook,
Cllr D James, Cllr C Hopkins, Cllr P Kirkham, Cllr K Plow,
Cllr S Raggett, Cllr F Taylor Cllr J Wilson, A Zagoda

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford

APOLOGIES: Cllr J Crook

Min
2020/21

For Info Only

01 CHAIR'S ANNOUNCEMENTS

The Chair welcomed Cllr Penny Kirkham to Council

ALREADY
APPROVED/ADOPTED.

1.1 To receive apologies for absence from Councillors – See above

02 ELECTION OF CHAIRPERSON

2.1 To elect a Chairperson for the year 2020/2021

Cllr S Bailey requested nominations for Chairperson for the year 2020/2021

Cllr F Taylor nominated Cllr Geoff Cook, seconded by Cllr C Hopkins

Cllr S Raggett nominated Cllr Sally Bailey, seconded by Cllr N Baicher.

A vote ensued and Cllr Bailey was duly elected to the office of Chair for the year 2020/2021.

2.2 Chairperson to sign Declaration of Acceptance of Office

- a. In accordance with Standing Order 5.j.i Council to resolve for this to be done at a later date due to the fact that the meeting is being held remotely.

RESOLVED: That Cllr Bailey sign the Declaration of Acceptance of Office in the presence of the Clerk in due course.

03 ELECTION OF VICE-CHAIRPERSON

03.1 To elect a Vice Chairperson for the year 2020/2021

Cllr S Bailey requested nominations for the office of Vice Chair for 2020/2021.

Cllr K Plow nominated Cllr Geoff Cook to the office of Vice Chair. Cllr S Raggett seconded the nomination and Cllr Cook was duly elected to the office of Vice Chair for the year 2020/2021.

04 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – FORMS TO BE COMPLETED

None

05 OUTGOING CHAIR'S REPORT

05.1 To receive and note the Outgoing Chair's Report for 2019/2020

Council noted the outgoing Chair's Report for 2018/19 – see Appendix A below

06 MINUTES OF THE LAST ANNUAL MEETING

06.1 To note that the minutes of the last Annual Meeting held 20th May 2019 were adopted at the Ordinary Meeting held on 16/6/19 Min No 16.2

Noted

07 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

07.1 Human Resources Committee

a. To agree the terms of reference for the Human Resources Committee

RESOLVED: *To approve the terms of reference for the Human Resources (HR) Committee*

b. To appoint members

RESOLVED: *To appoint Cllrs S Bailey, M Bisi, C Hopkins, D James, S Raggett, F Taylor and J Wilson to the Human Resources (HR) Committee*

c. To appoint a Chairperson

RESOLVED: *To appoint Cllr S Raggett as chair to the Human Resources (HR) Committee*

d. To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions'

RESOLVED: *To note this item has been placed on the agenda in error*

RESOLVED: *To set the date for the next two meetings: 7th December 2020 and 1st March 2021*

07.2 Planning Committee

a. To agree the terms of reference for the Planning Committee

RESOLVED: *To approve the terms of reference for the Planning Committee*

b. To appoint members

It was noted that Planning Committee consisted of Full Council

c. To appoint a Chairperson

RESOLVED: *To appoint Cllr G Cook as chair to the Planning Committee*

d. To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'

RESOLVED: *To Discharge Functions to the Planning Committee: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications'*

07.3 Emergency Planning Committee (plenary)

a. To agree the terms of reference for the Emergency Planning Committee

RESOLVED: *To approve the terms of reference for the Planning Committee*

b. To Discharge Functions to the Chair or Vice Chair and three Councillors: 'That this

Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Chair or Vice Chair and three Councillors to respond/ make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'

A Member requested an amendment to the Discharge of Functions to read 'must include the Chair or Vice Chair'

RESOLVED: *To Discharge Functions to the Chair or Vice Chair and three Councillors: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'*

07.4 Emergency Committee (Plenary)

a. To agree the terms of reference for the Emergency Committee

A discussion ensued on the Terms of Reference and arrangements for calling the Emergency Committee. The Clerk advised the Committee had been set up at the Extraordinary Meeting held in March 2020 to put in place emergency arrangements during the Coronavirus outbreak. As Council was now meeting remotely it was highly unlikely that this Committee would need to meet in the future.

RESOLVED: *To retain the Emergency Committee and approve the Terms of Reference subject to the following amendments:*

- *substitute '3 Councillors (to include Chair and/or Vice Chair)' for '3 Councillors (one of which must be the Chair or Vice Chair)'*
- *make reference to the calling of the Committee via email or telephone depending on the urgency of the meeting*

b. To Discharge Functions to the Chair/Vice Chair and two Councillors: "That this Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (wherever possible the Chair/Vice Chair + 1)

RESOLVED: *To Discharge Functions to three Councillors (one of which must be the Chair of Vice Chair): "That this Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair of Vice Chair)*

07.5 To consider the need for any additional Committees, Sub Committees or Working Groups and agree if necessary the Terms of Reference and any discharge of functions and appointment of members and Chairperson.

Council considered the setting up of additional Working Groups to monitor some of its functions to which members of the public could be invited to participate, if necessary. The Working Groups would have no delegated authority other than reporting back any recommendations to Full Council.

It was confirmed that the existing Signage Working Group would continue with the existing members – Cllrs S Bailey, N Baicher, M Bisi, C Hopkins, K Plow and S Raggett

- **MUGA Working Group**

RESOLVED: To appoint Cllrs G Cook, P Kirkham, S Raggett and A Zagozda to a MUGA Working Group

- **Allotments Working Group**

RESOLVED: To appoint Cllrs S Bailey and K Plow to an Allotments Working Group

- **Five Year Development Plan Working Group**

RESOLVED: To appoint Cllrs S Bailey, D James, P Kirkham, K Plow and S Raggett to a Five Year Development Plan Working Group

- **Speeding & Highways Working Group**

RESOLVED: To arrange a Zoom meeting with interested members of the public to clarify the objectives for a Speeding & Highways Working Group to which Cllrs N Baicher, M Bisi and K Plow shall attend on behalf of Council.

08 EXTERNAL BODIES AND ORGANISATIONS

08.1 To elect representatives to external bodies and arrangements for reporting back

- | | |
|--|---|
| • Monmouthshire County CAB (for term of Council) | (1) Cllr S Bailey |
| • School Governors (Minor Authority representatives) | |
| o Undy Primary School | (1) Cllr N Baicher |
| o Magor Church in Wales Primary School | (1) Cllr M Bisi |
| • Emergency Contacts (Mon CC) | (1) Cllr S Bailey + Clerk |
| • Severnside Area Committee (Mon CC) | (1) Cllr Raggett + Clerk |
| • Caldicot and surrounding area Cluster Group (Mon CC) | (2) Cllrs K Plow, S Bailey + Clerk |
| • Give Dog Fouling the Red Card Working Group (Mon CC) | (1) Cllr K Plow + Clerk |
| • One Voice Wales | (2) Cllrs K Plow, P Kirkham |
| • One Voice Wales - Larger Council's Committee | (2) Cllrs K Plow, P Kirkham |
| • NRW Internal Drainage Board/ Caldicot and Wentlooge Levels IDB Advisory Water Level Management Forum/ Gwent Levels Flood Defence Alliance/Severn Estuary Partnership | (1) Cllr J Crook |
| • MAGOR - Magor Action Group on Rail | (1) Cllr G Cook |
| • Magor Brewery | (4) Cllrs S Bailey, M Bisi, G Cook, C Hopkins + Clerk |
| • MUCH - Magor and Undy Community Hub | (1) Cllr G Cook |
| • Undy AFC | (1) Cllr S Raggett |
| • Patient's Voice – Gray Hill Surgery | (1) Cllr N Baicher |

To agree arrangements for reporting back to Full Council.

RESOLVED: For members on external bodies to submit a brief written report to Council, if

possible

09 POLICIES : http://www.magorundy.org.uk/Policies_19341.aspx

09.1 To adopt Standing Orders and agree a review date

RESOLVED: To adopt Standing Orders and schedule a full review of the policy for 18th and 21st January 2021

09.2 To adopt Financial Regulations and agree a review date

RESOLVED: To adopt Financial Regulations and schedule a full review of the policy 18th and 21st January 2021

09.3 To review and adopt Council's policies:

- Audio Recording of Meetings

RESOLVED: To remove the Audio Recording of Meetings policy from the Website due to its current suspension

- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equal Opportunities
- Freedom of Information
- General Privacy Notice
- Grant Funding
- Information & Data Protection Policy
- Local Resolution
- Overtime
- Press, Media & Publicity
- Safeguarding
- Social Media
- Unacceptable Actions by Individuals

RESOLVED: To adopt the above policies and schedule a full review at a Workshop in January/February 2021

A provisional date of 25th & 28th January 2021 was made to review the policies

09.4 To note that a new policy 'Lone Working & Working from Home' is in draft stage and will be presented to Council shortly for approval and publication.

Noted

09.5 To adopt risk policy statements and consequential risk management arrangements

RESOLVED: To adopt the risk policy statements and consequential risk management arrangements and schedule a full review at a Workshop in January/February 2021.

A provisional review date of 25th & 28th January 2021 was set.

10 FINANCE

10.1 To note the review of End of Year Accounts for 2019-2020, together with the review of

Section 137 expenditure took place at the Ordinary Meeting held 8/6/2020 - Min No 199.1

Noted

- 10.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Barclays Bank plc**

RESOLVED: *To confirm cheque signatories as Cllr S Bailey, Cllr K Plow, Mrs B Cawley and Mrs A Sandiford*

- 10.3 To nominate a Councillor independent (of cheque signing process) to review monthly bank reconciliations periodically**

RESOLVED: *To appoint Cllr G Cook as the independent member to review Council's bank reconciliations periodically*

- 10.4 To note that the Annual Investment Strategy for the year 2020/2021 was adopted at the Ordinary Meeting held 13/7/2020 – Min No 215.3**

Noted

- 10.5 To note that the Independent Remuneration Panel For Wales Annual Report was adopted at the Ordinary Meeting held 8/6/2020 – Min No 200**

Noted

- 10.6 To review the inventory of land and other assets**

Council considered the inventory of land and other assets circulated with the agenda. The Clerk clarified her request for Council to consider writing off the BT fax/answer machine, the noticeboard at Common-y-coed and the interpretation board at Mill Common and responded to Members' queries about the lawn mower and gardening tools which had been in storage for many years.

RESOLVED: *To write off the BT fax/answer machine, the noticeboard at Common-y-coed and the interpretation board at Mill Common and make enquires about the condition of the lawn mower and gardening tools.*

- 10.7 To note the review of Insurance cover arrangements in respect of all insured risks took place at the Emergency Committee Meeting 28/5/20 Min No 189.1 (ratified at OM 8/6/20 Min No. 195.5)**

RESOLVED: *To note the renewal of insurance cover for 2020/21 and check when the existing term is due to expire.*

- 10.8 To review Council's and/or staff subscriptions to other bodies**

RESOLVED: *To approve subscriptions/memberships to the following bodies as agreed at Finance Meeting 2019:*

- *One Voice Wales - £856*
- *Gwent Wildlife Trust - £36*
- *SLCC - approximately £299*
- *Clerks & Councils Direct – first copy free - £12 each per additional copy*

11 ANNUAL REPORT

- 11.1 To receive and adopt Annual Report 2019/2020**

RESOLVED: *To receive and adopt Annual Report 2019/2020*

The Clerk advised that the Annual Report will be published on the Council's website and Facebook page and hard copies will be made available around the Village as soon as the council office re-opens.

12 MEETINGS

12.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.

RESOLVED: *That Ordinary Meetings of the Council will be held at 7pm on the 2nd Monday of each month – Zoom links/venue to be confirmed*

The Clerk updated Members in relation to Undy Church & Community Hall.

12.2 To confirm the date of the Next Ordinary Meeting

- Monday 9th November 2020 – Ordinary Meeting, 7pm via Zoom

The meeting closed at 9.05pm

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Chair/Vice Chair

Magor with Undy Community Council

Committee Terms of Reference

Human Resources (HR) Committee Membership: 7 members/Quorum 4 Meeting: Quarterly, or as directed by Council	• No Discharge of Functions To make recommendations to Council • To meet to consider staffing, personnel and HR issues (as directed by Council) • To meet as an interview panel making recommendations to Council in respect of permanent or casual positions (as directed by Council)
Planning Committee Membership: Full Council/Quorum 5 Meeting: 2nd & 4th Monday monthly	• Specific Discharge of Functions (Decision making) Resolved: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to the Planning Committee to respond/make recommendations to Monmouthshire County Council in respect of planning applications' • To meet on second and fourth Monday of month (2nd Monday to form part of Ordinary meeting) • To make recommendations to Monmouthshire County Council in respect of planning applications
Emergency Planning Committee (Plenary) <i>[during a holiday or Council recess period]</i> 4 Councillors (must include Chair or Vice Chair)	• Specific Discharge of Functions (Decision making) Resolved: 'That this Council, under "S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period' • Decisions made to be reported back to Full Council at next meeting.

Emergency Committee (Plenary) 3 Councillors (<i>one of which must be the Chair or Vice Chair</i>)	• Specific Discharge of Functions (Decision making) <i>This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'</i> • Meetings <i>to be called via email or telephone, depending on the urgency of the meeting by the Clerk (or Admin Assistant in the Clerk's absence) or the Chair when a decision is required that has either financial, health and safety or operational implications for Council.</i> • Committee's Powers (Plenary) <i>are to make agreed decisions on behalf of the Council under the prevailing circumstances</i> • Decisions made to be reported back to Full Council at next meeting. <i>decisions must be ratified by Full Council at the next available meeting.</i>
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LIST OF COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2020-2021

GROUP NAME	INTERNAL/ EXTERNAL	USUAL NO REPS	1	2	3	4	5	6	7
			NAME	NAME	NAME	NAME	NAME	NAME	NAME
Members Advice Bureau	External	1	Cllr Sally BAILEY						
Windsor Area Committee (Mon CC)	External	1 - clerk	Cllr Sally RAGGETT	CLERK					
Windsor and surrounding area T&CC Cluster Group (Mon CC)	External	Chair + 1 - clerk	Cllr Sally BAILEY	Cllr Keith PLOW	CLERK				
Dog Fouling the Red Card Working Group (Mon CC)	External	1 - clerk	Cllr Keith PLOW	CLERK					
Windsor - Major Action Group on Rail	External	1	Cllr Geoff COOK						
Windsor Brewery	External	4	Cllr Sally BAILEY	Cllr Mario BISI	Cllr Carole HOPKINS	Cllr Geoff COOK			
Windsor & Undy Community Hub Group (MUCH)	External	1	Cllr Geoff COOK						
Windsorshire County Council - Emergency Contact	External	Chair + Clerk	Cllr Sally BAILEY	CLERK					
Internal Drainage Board/ Caldicot and Wentlooge Levels IDB Advisory Water Level Management	External	1 - clerk	Cllr John CROOK	CLERK					
Windsor Against Speeding	External	3	Cllr Neeta BAICHER	Cllr Mario BISI	Cllr Keith PLOW				
Windsor Voice Wales (Charter working group)	External	2 (one vote)	Cllr Keith PLOW	Cllr Penelope KIRKHAM					
Windsor Voice Wales - Larger Council's Committee	External	2 (one vote)	Cllr Keith PLOW	Cllr Penelope KIRKHAM					
Windsor's Voice - Grayhill Surgery (formerly PPC)	External	1	Cllr Neeta BAICHER						
Windsor of Governors (Minor Authority representatives)	External	n/a	Cllr Dr Mario BISI (M - Magor)	Cllr Neeta BAICHER (M - Undy)					
Windsor APC	External	1	Cllr Sally RAGGETT						
Windsor AM RESOURCES COMMITTEE *	Internal	7	Cllr Sally RAGGETT (Chair)	Cllr Sally BAILEY	Cllr Mario BISI	Cllr Donna JAMES	Cllr Carole HOPKINS	Cllr Frances TAYLOR	Cllr Julie WILSON
Windsor NING COMMITTEE	Internal	13	Cllr Geoff COOK (Chair)						
Windsor AGENCY PLANNING DECISIONS COMMITTEE (Plenary)	Internal	4	Chair/Vice Chair and ANY 3						
Windsor AGENCY COMMITTEE (Plenary)	Internal	3	Chair/Vice Chair and ANY 2						
Windsor AGE WORKING GROUP *	Internal	6	Cllr Sally BAILEY	Cllr Neeta BAICHER	Cllr Mario BISI	Cllr Carole HOPKINS	Cllr Sally RAGGETT	Cllr Keith PLOW	
Windsor A WORKING GROUP *	Internal	4	Cllr Geoff COOK	Cllr Penelope KIRKHAM	Cllr Sally RAGGETT	Cllr Andrew ZAGOZDA			
Windsor YEAR DEVELOPMENT PLAN	Internal	5	Cllr Sally BAILEY	Cllr Donna JAMES	Cllr Penny KIRKHAM	Cllr Keith PLOW	Cllr Sally RAGGETT		
Windsor MEMBERS WORKING GROUP *	Internal	2	Cllr Sally BAILEY	Cllr Keith PLOW					

Committee and Working Groups are able to Co-opt additional Councillors, or Members of the Public and/or Professional Bodies as and when deemed necessary.

MAGOR WITH UNDY COMMUNITY COUNCIL

1. GENERAL RISK ASSESSMENT

Assessment Criteria

Rating:	Potential Consequence Score: 1-5	Classification:	1-5 Low
	Likelihood of Happening Score: 1-5		6-10 Medium
	Severity Level Score – Potential Consequence x Likelihood		11-15 High
			16-25 Very High

	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Loss of Money	Not Submitted	5	1	5	Low	• Full Budget process in place. • Clerk/RFO to prepare budget annually in November. • Council to consider budget annually in December • Council to determine precept annually in December • Clerk/RFO to notify County Council in January as defined by County Council
	Not paid by County Council	5	1	5	Low	• Clerk/RFO to monitor and report to Council • Paid directly to bank account by BACS
	Inadequacy of Precept	5	1	5	Low	• Clerk/RFO to present reconciled accounts, all monthly Income and Expenditure to monthly Council meeting • Quarterly review/comparison of budget to actual
	In Transit	5	1	5	Low	• Insured for £5,000
Loss of Money	In Premises	5	1	5	Low	• Insured for £5,000 (held in cash box in locked cabinet)
	Private Residence of Member or Employee	5	1	5	Low	• Insured for £250
	Through theft or dishonesty of Staff or Members	5	1	5	Low	• Fidelity guarantee of £250,000 as at 01/06/20 • Review annually in May

	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classi'tion	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Expenditure	Postage	5	1	5	Low	Minimal values held - periodic review (kept in cash box in locked cabinet)
	Adequacy of finances to repay loan	5	1	5	Low	- Provision made in Annual Budget - Policy part of Investment Strategy
	Inappropriate investment	3	1	3	Low	- Policy in place - Review Annually in May
	Ensure Adequacy	5	1	5	Low	- Consider at Budget Setting in December - Consider at Quarterly Budget v Actual Review
	Ensure Adequacy	5	1	5	Low	- Consider at Budget Setting - Consider at Quarterly Budget Review - Listed on Annual Investment Strategy
	Unidentified /Recording	5	1	5	Low	- Identified at Budget Setting and Recorded in Final Accounts - Listed on Annual Investment Strategy
	Loss of income / failure to pay rent	5	2	10	Medium	- Clerk to monitor - Rental reminders sent to all tenants in July - Clerk to issue final demand on non-payment of rent
	EXPENDITURE					
Powers	Illegal Payment or Activity	5	2	10	Medium	- All decisions to undertake works and make payments are recorded in the minutes - Statutory powers are recorded in the minutes - Ensure compliance with Standing Orders and Financial Regs. - Annual Review of Standing Orders and Financial Regulations
Wages	Wrong Salary Paid	5	2	10	Medium	- Salary payments presented to Council monthly - Bank signatories to scrutinise details of claim
	Wrong Rate Applied	5	2	10	Medium	Salary administration outsourced to Chepstow Accountancy in line with adopted National Joint Council rates and National Living Wage prevailing at the time
	False/fictitious Employee	5	1	5	Low	Council signatories to undertake examination of PAYE wages records and bank payments
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	Salary calculations outsourced to Chepstow Accountancy
	Inaccurate recording of hours	5	2	10	Medium	- Ad hoc visual check of work undertaken by Village Wardens - Manual time records kept by Clerk and Admin Assistant
	Submission of PAYE	5	1	5	Low	- Records submitted to Council monthly as part of Payments. - Salary administration outsourced to Chepstow Accountancy - Monthly RTI and Annual Return completed electronically to HMRC

Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Loss of data on PC due to system fault	3	2	6	Medium	Microshade cloud storage
Improper recording of input/output VAT	5	1	5	Low	RBS software in place
Inability to meet quarterly/half yearly or Annual submissions to H.M customs	5	1	5	Low	- Interim review in December will identify the need to submit claim if not already done so - Quarterly via RBS software
Failure to make repayment instalments	5	1	5	Low	- Direct Debit mandate in place with PWLB - See also separate RA for PWLB
Invoices	4	2	8	Medium	- Council's Financial Regs set out the requirements for banking arrangements and authorisation of payments - All expenditure presented to Council monthly for approval - Two signatories required per debit transaction - Internet banking as recommended by Internal Audit
Reconciliation	4	2	8	Medium	- Bank reconciliation completed at month end and presented to Council at monthly meeting for adoption. - Nominated Councillor to undertake periodic checks
Legal Power to contribute	5	2	10	Medium	Compliance with section 137 and other legislation
Compliance with Council Policy	3	1	3	Low	Educate/Remind members of grant/financial assistance Policy
Overspend	5	2	10	Medium	Clerk/RFO to monitor budget v actuals and amount of grant monies awarded.
Over/Under payments to Members including IRPW	5	1	5	Low	- IRPW remuneration paid quarterly to Members - Members to complete and verify standard attendance/mileage claim form with relevant receipts - Mileage substantiated by AA Mileage Calculator - or similar - Clerk/RFO to check amount to be paid against IRPW report
Proper deduction of tax	5	1	5	Low	- IRPW mileage rates are non-tax deductible - Awaiting clarification regarding remuneration payments - Councillors advised to submit their own declarations to HMRC
Maintain proper records	3	1	3	Low	Expenses and mileage claim forms in place.
Wrong IRPW allowance made					- Clerk/RFO to check amount to be paid against IRPW report - Council to review annually how/when/frequency of payments
Failure to reclaim, get repaid overpayment or wrong amount or monies Councillor no longer entitled to eg. Due to disbandment of role.	3	1	3	Low	From 2019 to be paid quarterly in arrears

Risk Category	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Knowledge/Training Councillors in Financial Matters	Lack of knowledge in General matters relating to Council Finance	4	2	8	Medium	Councillors to be encouraged to undertake One Voice Wales Training Module 6 – Local Government Finance and participate in the review of Financial Regulations.
	Lack of knowledge in General matters relating to Council Finance	5	2	10	Medium	- Clerk undertaken OVW Training Module 6 – Local Government Finance - Admin Assistant to undertake Training Module 6 - Clerk and Admin Assistant completed Working with Your Council modules - Clerk and Admin Assistant to undertake CiLCA
HER						
Losses	Loss/Damage thereof	4	3	12	High	- Regular inspection of Notice Boards - Monthly inspection of play equipment by Mon CC - Independent annual inspection of play equipment - Quarterly inspection of bus shelters, wayside seats etc by the Clerk - Maintain Asset Register - Insure against all risks and review annually in May £10,000,000 Indemnity of Public Liability in place. - Review annually in May
	Risk or damage to third party property or individuals	5	2	10	Medium	
	Security of Equipment	5	1	5	Low	Office Equipment maintained in locked building and insured
	Asset Register	4	2	8	Medium	Update Asset Register Ad Hoc & review annually in May
	Maintenance	4	3	12	High	Undertake repair and maintenance – Ad Hoc/On-going
Expenditure	Increase in net expenditure	3	2	6	Medium	- Review rents annually at Finance Meeting - Review annual maintenance budget at Finance Meeting
	Constant annual increase in expenditure allied with an increase in unused plots	2	2	4	Low	- Consider offering additional plot to existing holders - Consider offering vacant plots to residents of neighbouring villages
	Increase in lease	2	1	3	Low	- Peppercorn rent fixed - Review rents - Tenant offered annual lease rolling over 5-year period at a fixed annual fee
Land – Norton	Insufficient to deliver litter picking service	5	2	10	Medium	Periodic review of our areas worked
	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	5	2	10	Medium	- Review staff structures, hours, duties and responsibilities - Council to consider contingency Plan /Staffing Policy for business continuity - Admin Assistant in post

Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Inadequate or No Insurance Cover	5	1	5	Low	- Council to review renewal insurance documents annually in May including Fidelity/Public & Employers Liability limits - Asset list maintained and kept up to date - New assets added to Insurance upon purchase
Public Liability (statutory)	5	2	10	Medium	Cover £10m
Employers Liability (statutory)	5	2	10	Medium	Cover £10m
Money	5	1	5	Low	Cover £250k
Fidelity Guarantee	5	1	5	Low	Cover £250k
Property	3	3	9	Medium	- Play Equipment covered - War Memorial covered - Office Equipment/contents covered - Safety Surfaces covered - Street furniture covered where practicable - Tennis Courts covered - Procurator House covered
Loss of Revenue	5	2	10	Medium	Not covered
Officials Indemnity	4	2	8	Medium	Cover £250k
Libel & Slander	3	2	6	Medium	Cover £250k
Personal Accident	5	2	10	Medium	Covered £500k Capital benefits £200 pw Temporary Total Disablement
Value for money and continuity of work	4	2	8	Medium	- Where practicable seek three quotations for work under £3K - Quotations for small works to be reported to next Council meeting - For works over £25K, issue specification and tender documents to at least three contractors and advertise on Government Contract Finder - For large works, tenders to be opened by Clerk/RFO plus at least one Member and reported to next Council meeting.
Meetings of deadlines for responses	3	4	12	High	- Planning Committee meets twice a month to consider planning applications - Emergency Planning Committee (Plenary) established for planning applications received during a holiday or Council recess period
Agency Advice	3	1	3	Low	- Continue with membership of One Voice Wales - Continue with membership of SLCC - Clerk to maintain networking with other clerks/Councils etc. - Council to purchase any necessary reference books

Risk Category	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Information Security	Appropriateness of existing facilities	5	2	10	Medium	- All documents kept on secure premises - Microshade cloud storage for computer records - Deposit historical records with County archives. - RBS software in place from 01/04/20
Financial Records	Inadequate Records	5	1	5	Low	
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns	4	2	8	Medium	- BDO (External Auditors) forward instructions April - Internal Auditors approached following end of Year. - Review of Finances at Annual Meeting in May
	Non-compliance with Internal Audit Requirements	4	2	8	Medium	- Internal Auditor appointed at Finance Meeting – December - Internal audit reports presented to Council for consideration - Review of Finances at Annual Meeting in May
Internal Controls	Accuracy and Legality	4	1	4	Low	Adopted and signed at following meeting.
Health and Safety Risk Assessment	Failure to identify	5	2	10	Medium	- Health & Safety Policy Statement & Responsibilities in place - Relevant Risk Assessments in place - Additional Risk Assessments produced as necessary
Equality and Diversity Issues	Failure to identify and implement adaptations	4	2	8	Medium	- DDA compliance considered at all times - Meeting venues used DDA compliant - Meeting venues used have Hearing Loop system in place - Advice taken when necessary - Equal Opportunities policy in place and advertised on web site
Interests of Members, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	4	2	8	Medium	- Register of Interests file held by Clerk and implemented. - Declaration of Interest at meetings file updated following each meeting and held by clerk - Declaration of Office signed by all members and copies held by Clerk - Declaration of Acceptance of Office signed by Chair at Annual Meeting and held by Clerk
Code of Conduct	Adoption of Code of Conduct	5	2	10	Medium	- Code of Conduct adopted by Council and implemented. - All Councillors sign to accept Code of Conduct - Councillor given details of all Code of Conduct training events and are encouraged to attend within 6 months where possible
Communication Policy	Preparation of and Implementation of Policy	4	2	8	Medium	- Policy in place and accepted by Information Commissioners Office - FOI Policy and Model Publication Scheme advertised on web site
Complaints Procedure	Preparation of and Implementation of Policy	4	2	8	Medium	Policy in place and advertised on web site

Risk	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
Acceptable Actions Individuals Policy	Preparation of and Implementation of Policy	4	2	8	Medium	Policy in place and advertised on web site
Protection Act and General Data Protection Regulations	Preparation of Implementation and adoption of Act	4	2	8	Medium	- Data Controller registered with Information Commissioners Office - Copy of Registration Entry kept on file - Re-registration March Annually with payment collected by Direct Debit - Policy in place and advertised on web site

Potential Consequence	5	4	3	2	1
Very High	5	4	3	2	1
High	10	8	6	4	2
Medium	15	12	9	6	3
Low	20	16	12	8	4
Very Low	25	20	15	10	5
	1	2	3	4	5
	Very Low	Low	Medium	High	Very High
LIKELIHOOD					

Classification Risk	Low	Medium	High	Very High
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MAGOR WITH UNDY COMMUNITY COUNCIL

2. RISK ASSESSMENT SCHEDULE

	Frequency of Review/ Inspection	Last Reviewed	Due for Review	Comments
pt	Annually	December 2019	December 2020	
ment Strategy	Annually	May 2019	May 2020	Deferred due to Coronavirus
ncy – Rents	Annually	December 2019	December 2020	
ents – Poor Land)				
es	Annually	April 2019	March 2021	Reviewed August 2020
Register	Annually	May 2019	May 2020	Additional assets to be added as and when necessary
ing arrangements	Annually	Dec 2019	May 2020	Deferred due to Coronavirus
wing/Lending	Annually	December 2019	December 2020	
ellors Allowances	Annually	May 2019	Due	Deferred to June 2020 due to Coronavirus
nnce	Annually	May 2019	Due	Deferred to emergency meeting May 2020 due to Coronavirus
cial regulations	Annually	May 2019	May 2020	Deferred due to Coronavirus
ing orders	Annually	May 2019	May 2020	Deferred due to Coronavirus
il Policy Reviews	Annually	Oct/Nov 2019	May 2020	Deferred due to Coronavirus
ing levels	Annually	February 2020	December 2020	Ongoing
nnance reviews	Annually	December 2019	December 2020	
of Conduct	Annually	October 2019	May 2020	Deferred due to Coronavirus
Assessments	Annually	May 2019	May 2020	Deferred due to Coronavirus
and – Norton Lane	Annually	August 2019	August 2020	Tenant under 5 year tenancy
cial Assistance	Half yearly	February 2020	July 2020	Deferred due to Coronavirus
ves – General	Quarterly	December 2019	Due end June, Sept, Dec, Mar	
ves – Earmarked	Quarterly	December 2019	Due end June, Sept, Dec, Mar	
Return Completed	Quarterly	October 2019	Due end June, Sept, Dec, Mar	
at monitored and reported (et v Actuals)	Quarterly	December 2019	Due end June, Sept, Dec, Mar	
risation of payments	Monthly	Ongoing		
Reconciliation	Monthly	Ongoing		
es	Monthly	Ongoing		

grounds	Monthly	Ongoing			RoSPA inspection carried out April 2019 New play equipment at Sycamore Terrace to be commissioned
as Courts	Monthly	Currently under refurbishment	May 2021		Hire Fees to be reviewed following completion of works
	Frequency of Review/ Inspection	Last Reviewed	Due for Review	Comments	
cial Records (Receipts & Payments)	Ongoing				RBS software in place from 01/04/20
boards	Ongoing				Refurbishments scheduled for Spring 2020
ide seats	Ongoing				New benches installed September 2019
elters	Ongoing				
218	Ongoing				New planters installed February 2020
ter of Members Interest	Ongoing				
rations of Interest at meetings					
and Hospitality					
n and Safety Risk Management	Ongoing				Any identified risks assessed by the Clerk
ments	Ongoing	February 2020			Health & Safety issues being addressed
rators House	Ongoing				Quinquennial report undertaken March 2020— quotations being obtained
ack up	Daily				

new Date: October 2020

Magor with Undy Community Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Current A/c	12,442.44
31/03/2021	General Reserve Fund	218,746.96

231,189.40

Receipts not on Bank Statement

0.00

Closing Balance

231,189.40

All Cash & Bank Accounts

1	Current Bank A/c	12,442.44
2	General/Reserve	218,746.96
3	Earmarked Fund CLOSED	0.00
4	Election Fund CLOSED	0.00
5	Cemetery Fund CLOSED	0.00
6	Tennis Court Fund CLOSED	0.00
7	Allotments Fund CLOSED	0.00
8	Procurators House Fund CLOSED	0.00
9	War Memorial Fund CLOSED	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	231,189.40

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	277,400	277,400	0			100.0%	
1090 Interest Received	313	220	(93)			142.4%	
1100 Grants & Donation Received	0	700	700			0.0%	
1110 Norton Lane	325	325	0			100.0%	
1120 Wayleaves	27	25	(2)			109.9%	
1990 Other Income	18	0	(18)			0.0%	
Income :- Receipts	278,083	278,670	587			99.8%	0
Net Receipts	278,083	278,670	587				
110 Administration							
4000 Staff Salary	60,006	73,762	13,756		13,756	81.4%	
4030 PAYE and NI	18,667	19,348	681		681	96.5%	
4040 Pension	21,780	19,054	(2,726)		(2,726)	114.3%	
4050 Staff Mileage & Benefits	5	200	195		195	2.5%	
4070 Staff other Expenses	10	0	(10)		(10)	0.0%	
4075 Staff PPE & Uniforms	0	500	500		500	0.0%	
4080 Training	60	1,500	1,440		1,440	4.0%	
4090 Councillors Expenses	4,488	4,250	(238)		(238)	105.6%	
4100 Bank Charges	221	360	139		139	61.3%	
4110 Audit Fees	560	1,500	940		940	37.3%	
4115 Chepstow Accountancy (Wages)	405	360	(45)		(45)	112.5%	
4125 Emergency/Ad Hoc	0	5,000	5,000		5,000	0.0%	
4130 Subscriptions & Memberships	1,244	1,248	4		4	99.7%	
4140 Insurance	2,112	3,000	888		888	70.4%	
4150 Stationery	512	900	388		388	56.8%	
4155 Photocopier	1,029	1,025	(4)		(4)	100.4%	
4160 Postage	32	100	68		68	32.2%	
4170 Telephone & Broadband	1,772	2,115	343		343	83.8%	
4180 Website	240	480	240		240	50.0%	
4185 Survey Monkey	0	385	385		385	0.0%	
4190 IT	2,019	1,809	(210)		(210)	111.6%	
4210 Grants & Donations Paid	14,000	38,000	24,000		24,000	36.8%	
4220 Hall Hire	0	500	500		500	0.0%	
4230 Section 137 Expenditure	240	240	0		0	100.0%	
4250 PWLB Repayment	10,831	10,832	1		1	100.0%	
4260 Elections	0	4,366	4,366		4,366	0.0%	
4270 Health & Safety Equipment PPE	0	150	150		150	0.0%	
4280 Notice Boards	0	4,818	4,818		4,818	0.0%	
4285 Newsletters	0	400	400		400	0.0%	

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4295 Premises	0	25,000	25,000		25,000	0.0%	
4475 Confidential Waste Disposal	113	700	587		587	16.2%	
4485 Cemetery Surveys	0	8,110	8,110		8,110	0.0%	
Administration :- Indirect Payments	140,345	230,012	89,667	0	89,667	61.0%	0
Net Payments	(140,345)	(230,012)	(89,667)				
<u>120 Allotments</u>							
1200 Allotment Rent	532	500	(32)			106.4%	
Allotments :- Receipts	532	500	(32)			106.4%	0
4245 Leases	45	45	0		0	100.0%	
4300 Maintenance	80	6,510	6,430		6,430	1.2%	
Allotments :- Indirect Payments	125	6,555	6,430	0	6,430	1.9%	0
Net Receipts over Payments	407	(6,055)	(6,462)				
<u>130 Civic Service Events</u>							
4350 Commonwealth Day	0	20	20		20	0.0%	
4355 Civic Events Other	259	3,010	2,751		2,751	8.6%	
4360 Remembrance Sunday	0	70	70		70	0.0%	
4370 Carol Service	0	121	121		121	0.0%	
Civic Service Events :- Indirect Payments	259	3,221	2,962	0	2,962	8.0%	0
Net Payments	(259)	(3,221)	(2,962)				
<u>140 Common Y Coed Development</u>							
4300 Maintenance	0	3,750	3,750		3,750	0.0%	
Common Y Coed Development :- Indirect Payments	0	3,750	3,750	0	3,750	0.0%	0
Net Payments	0	(3,750)	(3,750)				
<u>150 Outside Spaces</u>							
4240 Rates	5	0	(5)		(5)	0.0%	
4245 Leases	198	198	1		1	99.7%	
4300 Maintenance	2,299	3,800	1,501		1,501	60.5%	
4310 H & S Inspections	502	0	(502)		(502)	0.0%	
4445 Grass Cutting	2,609	3,500	891		891	74.5%	
4450 Bin Bags	321	320	(1)		(1)	100.2%	
4455 Litter Bins (new)	1,500	3,750	2,250		2,250	40.0%	
4460 Bin Emptying	6,422	7,475	1,053		1,053	85.9%	

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4465 Plants and Planters	835	800	(35)		(35)	104.4%	
4480 War Memorial	0	700	700		700	0.0%	
4490 Car Park - Maintenance	0	6,700	6,700		6,700	0.0%	
4555 Trees	0	1,000	1,000		1,000	0.0%	
4800 Village Improvements	170	20,958	20,788		20,788	0.8%	
Outside Spaces :- Indirect Payments	14,859	49,201	34,342	0	34,342	30.2%	0
Net Payments	(14,859)	(49,201)	(34,342)				
<u>160 Play Equipment</u>							
4300 Maintenance	116	500	384		384	23.2%	
4550 Inspections	0	1,800	1,800		1,800	0.0%	
4560 Equipment	44,856	77,900	33,044		33,044	57.6%	
Play Equipment :- Indirect Payments	44,972	80,200	35,228	0	35,228	56.1%	0
Net Payments	(44,972)	(80,200)	(35,228)				
<u>170 Sycamore Sports Field</u>							
1300 Tennis Court Income	1,682	800	(882)			210.2%	
Sycamore Sports Field :- Receipts	1,682	800	(882)			210.2%	0
4200 Utilities	472	858	386		386	55.0%	
4240 Rates	642	642	0		0	100.0%	
4245 Leases	5	5	0		0	100.0%	
4300 Maintenance	179	0	(179)		(179)	0.0%	
4600 Tennis Courts Refurbishment	19,526	21,720	2,194		2,194	89.9%	10,675
4605 MUGA Covid-19 income loss	113	0	(113)		(113)	0.0%	
Sycamore Sports Field :- Indirect Payments	20,936	23,225	2,289	0	2,289	90.1%	10,675
Net Receipts over Payments	(19,255)	(22,425)	(3,170)				
6000 plus Transfer from EMR	10,675						
Movement to/(from) Gen Reserve	(8,580)						
<u>175 Procurators House</u>							
4290 Procurators House	1,980	29,915	27,935		27,935	6.6%	1,980
Procurators House :- Indirect Payments	1,980	29,915	27,935	0	27,935	6.6%	1,980
Net Payments	(1,980)	(29,915)	(27,935)				
6000 plus Transfer from EMR	1,980						
Movement to/(from) Gen Reserve	0						

11:37

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Village Booklet</u>							
4510 Walk & Cycle Path	0	3,500	3,500		3,500	0.0%	
Village Booklet :- Indirect Payments	0	3,500	3,500	0	3,500	0.0%	0
Net Payments	0	(3,500)	(3,500)				
<u>190 Events</u>							
4700 Christmas	5,000	5,000	0		0	100.0%	
Events :- Indirect Payments	5,000	5,000	0	0	0	100.0%	0
Net Payments	(5,000)	(5,000)	0				
<u>999 VAT Data</u>							
115 VAT on Receipts	45,734	35,953	(9,781)			127.2%	
VAT Data :- Receipts	45,734	35,953	(9,781)			127.2%	0
515 VAT on Payments	16,205	0	(16,205)		(16,205)	0.0%	
VAT Data :- Indirect Payments	16,205	0	(16,205)	0	(16,205)		0
Net Receipts over Payments	29,529	35,953	6,424				
Grand Totals:- Receipts	326,030	315,923	(10,107)			103.2%	
Payments	244,681	434,579	189,898	0	189,898	56.3%	
Net Receipts over Payments	81,349	(118,656)	(200,005)				
plus Transfer from EMR	12,655						
Movement to/(from) Gen Reserve	94,004						

Magor with Undy Community Council

ANNUAL INVESTMENT STRATEGY 2021/2022

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly. (This strategy is produced in addition to any Treasury Management Policy Statement that the Council may produce)

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as part of the Council's treasurer management activities. This Annual Investment strategy will concentrate on the Council's temporary surplus resources (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting the Annual Investment Strategy the Council has made the appropriate arrangement for:

- Identification, management and control of risk in the investments/ treasury management activities it undertakes.
- Budgeting, accounting and audit arrangements.
- It's cash and cash flow management requirements
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities
- Corporate guidance
- Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

Monies Earmarked for Expenditure from General Fund Account:

Allotment Fund	£ 6,429.70
Car Park Enhancements	£ 6,700.00
Cemetery Fund	£ 8,110.00
Commemorative Bench	£ 2,000.00
Common y Coed Plantation Development	£ 3,750.00
Election Fund	£ 4,366.00
Grant – M.A.G.O.R.	£10,000.00
Grant – M.U.C.H	£ 5,000.00
Notice Boards	£ 4,818.00
Play Equipment – new	£34,344.00
Procurator's House Fund	£27,934.60
Sycamore Sports Field MUGA & Tennis Courts	£ 2,175.09
Village Welcome Booklet & Walk Leaflets	£ 3,500.00
Village Improvements	£19,953.00
Uniforms	£ 500.00
War Memorial	£ 700.00
TOTAL	£140,280.39

Note: The value of monies earmarked above, and held in the General Account, need to be considered when calculating monies available for investment.

Cllr
Chairperson

Beverly Cawley
**Clerk to Council &
Responsible Financial Officer**

Date:

MAGOR WITH UNDY COMMUNITY COUNCIL

ASSET REGISTER

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	Individual insured item	COMMENT
Adventure Trail, Slide,, Wickstead Little Bo Peep	Sycamore Play Park	Apr-02		£10,378.10	y	removed 2017
Football Post	Franklin Open Space (rear of rectory)			£1,091.90	y	
Benches x 3	B4245 - Round-a-bout by Vicarage (with back)				y	
	Millfield Park Play Area			£954.60	y	
	Footpath at rear of Magor Motors (traditional type)				y	
Benches x2	Quarry Rise, Undy (slab type)	Feb-02		£210.00	No	
	Magor Vicarage (slab type)					
	Rear of Rod Morgans Garage on B4245				y	
	Common-y-coed plantation				y	
	Bottom of Dancing Hill				y	
	Rear of Rod Morgans Garage on B4245				y	
	B4245 Eastbound - adj to footpath to Mill Common				y	
	B4245 Eastbound - adj to bus stop at Rockfield				y	
	Green at junction of Dancing Hill with Grange Road	Aug-17	16/17 148.1	£3,288.00	y	
	Sycamore Play Park				y	

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
	Sycamore Play Park				Y	
	Millfield Play Park				Y	
	Queens Gardens, Magor				Y	
	Rear of Manor Farm, adj to Rod Morgans and footpath to Wheatsheaf				Y	
Picnic Table (adult)	Sycamore Play Park	Sep-17	17/A&P/24.2	£392.00	Y	
Picnic Table (junior)	Sycamore Play Park	Sep-17	17/A&P/24.2	£306.00	Y	
Self Watering Window Box with brackets x4	Undy Pound, Church Road, Undy	Sep-17	17/A&P/24.3	£624.00	Y	
Bike Stands	Sycamore Sports Field			£160.00	Y	
Brushcutter	Lower Grange Farm, Magor			£260.10	Y	
Bus Shelter x6	The Stile, Magor (B4245 eastbound)		n/a	£15,825.07	Y	
	Between Queens Gardens & Blenheim Close (B4245 westbound)					
	Millbrook Court (B4245 westbound)					
	Vinegar Hill (B4245 eastbound)					
	Tudor Court (B4245 westbound)					
	Rockfield Grove (B4245 eastbound)					
Bus Shelter	Elm Avenue (B4245 Westbound) Bus stop	01/03/2012		£1,804.00	Y	insured June 2012
Commander Climber AB frame	Millfield Park, Undy			£574.35	Y	
Commando Climber	Magor Play Area (Sycamore Tce)			£801.77	Y	
Common-y-Coed Plantation	Common-y-coed, Magor	pre 1996	n/a	£1.00	No	
Computer x2Dell Vostro 3470 SFF desktop	CC Office	Feb-19		£718.00	Y	

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
Computer samsung monitor	CC Office	Feb-19		£94.00	y	
Computer screen Iiyama Pro Lite 27 monitor	CC Office	Feb-19		£156.00	y	
Computer Netgear prosafe GS108 8 port gigabit switch 8 way box	CC Office	Feb-19		£30.00	y	
Dell Optiplex 980 Computer & Associated software	CC Office	2011		£1,245.97	y	
Dog Proof Fencing	Play Areas	01/02/1999		£10,668.41	No	not insurable
Dog Waste Bin x5	Junction Dinch Hill / Dancing Hill Undy	2009		£850.00	y	insured June 2009
	Millfield Park/Mill Stream, Undy					insured June 2009
	Tudor Court, Undy					insured June 2009
	Undy Athletic Club, Causeway, Undy					insured June 2009
	Pennyfarthing Lane, Undy					insured June 2009
Dog Waste Bin x3	Kensington Park / Greenmoor Lane	2010		£564.95	y	insured June 2011
	Rockfield View / Old Stone Road					insured June 2011
	Undy Pound, Church Road, Undy					insured June 2011
Dog Waste Bin x 8	Procurators House	2011/2012		£1,504.95	y	insured May 2013
	Sycamore Terrace Car Park					insured May 2013
	Grange Road					insured May 2013
	Broadlands Court					insured May 2013
	Birch Close (rear)					insured May 2013
	Community Centre Car Park					insured May 2013
	Tump Lane					insured May 2013

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
	Rockfield Way/Manor Chase footpath					insured May 2013
Dog Waste Bin x4	Elms Road, Rockfield	Apr-13		£760.95	y	insured May 2013
	Blenheim Park entrance to Redwick Road					insured May 2013
	Undy Playing Fields, Causeway, Undy					insured May 2013
	Sycamore Terrace entrance to Playing Field					insured May 2013
	Blenheim Gardens (footpath from Greenmoor Lane fields)					insured April 2015
Dog Waste Bin x10	St Brides Road	Mar-15	2013/101	£1,838.00	y	insured April 2015
	Cowleaze					insured April 2015
	St Mellons Close Play Park - Bottom END					insured April 2015
	Meadow Rise, between The Limes & Oak Close Undy					insured April 2015
	Top of Badgers Walk					insured April 2015
	St Mellons Close Play Park - TOP END					insured April 2015
	Footpath at Old Vicarage Undy					insured April 2015
	B4245 at Rockfield Grove					insured April 2015
	The Elms/Church Road Undy					insured April 2015
	Lower Grange Farm, Magor				y	
pson Multimedia Projector B-X02	CC Office			£274.00	y	insured May 2013
external Hard drive	CC Office	2011		£78.24	y	
Gardening Tools	Lower Grange Farm, Magor			£224.54	y	
BC H 320 Laminator	CC Office	2010		£119.99	No	

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
Greenmoor Allotments	Greenmoor Lane, Magor	pre 1996	n/a	£1.00	No	
BM Computer & HP Printer	CC Office	Sep-00		£1,070.00	No	removed from Ins 05/2011
Industrial Strimmer	Lower Grange Farm, Magor			£236.90	Y	
Junior Commando Climber Junior Bridge	Millfield Park, Undy			£378.00	Y	
Lawn Mower	Lower Grange Farm, Magor			£600.00	Y	
litter Bin x2	Undy Play Area	2010		£500.00	No	
	Magor Play Area (Sycamore Tce)	2006		£420.00	No	
litter Bin x6	Magor Square adj notice board					
	B4245 eastbound opposite mayfair stores					
	B4245 westbound outside mayfair stores					
	Magor Square adj Golden Lion/ Magor House		n/a	£687.75	Y	
	Magor Square adj Chinese Restaurant					
	St Davids Court Magor opposite withy close car park					
litter Bin x2	Community Centre Car Park	Nov-11	2011/305-g	£599.98	Y	insured June 2012
	Elm Avenue (B4245 Eastbound) Bus stop				Y	insured June 2012
litter Bin x 4	Blenheim Play Park				Y	added to policy Apr 2017
	Undy Pound, Church Road, Undy	Jul-16			Y	added to policy Apr 2017
	Tennis Courts			£1,454.35	Y	added to policy Apr 2017
	St Brides Road				Y	added to policy Apr 2017
lini Globe	Magor Play Area (Sycamore Tce)			£767.55	Y	

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
Notice Board x3	Quarry Rise, Undy	Feb-02	n/a	£2,586.00	y	
	Llandeenny					
	Magor Square, Magor					
Notice Board	Undy Allotments, Main Road, Undy		n/a	£1,000.00	y	used by Undy Allotment Assoc
Notice Board	Undy Pound, Church Road, Undy	Mar-20		£1,863.00	y	added to Ins 04/20
Notice Board	Vinegar Hill, (B4245 eastbound) Undy	Mar-07	n/a	£420.00	y	
Notice Board x 3	Magor Police Station, (B4245 Eastbound) Main Road, Undy	Feb-12	2011/305.h	£2,869.00	y	insured June 2012
	Queens Gardens, Magor				y	insured June 2012
	Rockfield Grove, (B4245 Eastbound) Undy				y	insured June 2012
Notice Information Board (footpaths) x4	Quarry Rise, Undy		n/a	£1,004.63	y	
	Undy Pound, Church Road, Undy		n/a			
	Vinegar Hill, Undy		n/a			
	Magor Square, Magor		n/a			
Interpretation Boards x2 (vista)	Common-y-coed Plantation, Undy	May-15	n/a	£1,500.00	y	added to policy May 2016
laque	Undy Pound, Church Road, Undy	11/10/2001		£245.58	No	
lanter's x7	x3 PO, x1 Magor Sq exit x2 Redwick Road x1 Rockfield	01/03/2020		£2,100.00	yes	added 2020
oor Land	Norton Lane, Off Causeway, Undy	pre 1996	n/a	£1.00	No	leased from R & MG Herbert
ocurators House (land & ruin)	Redwick Road, Magor	pre 1996	n/a	£1.00	No	
safety Surface Play Area	Magor, Undy & Millfield Park areas	09/01/1999		£17,023.50	No	
safety Surface Play Area	Magor Play Area (Sycamore Tce)	21/02/2001		£5,519.88	No	

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
Safety Surfacing (ABC Frame)	Undy Playing Fields, Causeway, Undy	Apr-02		£1,620.00	No	
Alcatel Tesco Mobile Phone x 2	Clerk & Admin Assistant	Mar-20		£90.00	Y	added to Ins 04/20
Lenovo Laptop	Clerk/office	Mar-20		£502.49	Y	added to Ins 04/20
Commemorative Bench	Magor Square	Oct-19		£850.00	Y	added to Ins 04/20
Safety Surfacing (for Wickstead R-a-B, little Bo peep, Slide)	Magor Play Area (Sycamore Tce)	Apr-02		£5,130.00	No	
Samsung Galaxy Tab A (2019) 10.1" 32GB WIFI	CC Office	Nov-19		£228.25	Y	added to Ins 04/20
See Saw	Magor Play Area (Sycamore Tce)			£563.65	Y	
Senior igloo	Magor Play Area (Sycamore Tce)			£958.65	Y	
Skate Half Pipe	Undy Playing Fields, Causeway, Undy	Sep-03		£12,550.00	Y	
Slide	Millfield Park, Undy			£1,283.10	Y	
Springer - Kompan Crazy Scrambler with safety surfacing)	Undy Play Area	May-13		£1,825.00	Y	insured May 2013
Upa Nova Kompan Roundabout with Safety Surfacing)	Undy Play Area	May-13		£6,900.00	Y	insured May 2013
Wings	Millfield Park, Undy	2007		£1,850.00	Y	added to policy 2008/2009
Sycamore Lane	End Sycamore Terrace, Magor	pre 1996	n/a	£1.00	No	
Sycamore Terrace Allotments	Sycamore Terrace, Magor	pre 1996	n/a	£1.00	No	leased from Mon CC
Swing Unit (comprising Nest Swing, bumper seat and inclusive Boat	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£3,786.00	Y	insured Jan 2021
rubber Mulch Safety Surfacing 200mm depth	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£7,153.00	Y	insured Jan 2021
rubber Mulch Safety Surfacing 250mm depth	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£6,584.00	Y	insured Jan 2021
Birds Nest Tree Climbing Frame	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£9,602.00	Y	insured Jan 2021
Inclusive Round-a-bout with scooter and seat	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£4,965.00	Y	insured Jan 2021

DESCRIPTION	LOCATION	PURCHASE DATE	MINUTE NUMBER	PURCHASE VALUE (Book value)	individual insured item	COMMENT
Whirlybob Spinner	sycamore Terrace Play Park	Dec-20	2019-20/243.2.c	£1,986.00	y	insured Jan 2021
MUGA / Tennis Courts / Floodlighting	Sycamore Terrace, Magor		2019-20/47.1	£114,094.38	y	amended/added 2020
Trampoline x2	Sycamore Terrace, Magor	Oct-16		£16,176.00	y	added to policy Apr 2017
	Undy Play Area				y	added to policy Apr 2017
Commando Climber AB Frame, Slide, A Swing	Undy Playing Fields, Causeway, Undy			£3,052.25	y	
	Undy Playing Fields, Causeway, Undy				y	
	Undy Playing Fields, Causeway, Undy				y	
	Undy Playing Fields, Causeway, Undy				y	
Tythe Map	County Archives	pre 1996	n/a	£1.00	No	
Undy Allotments	Main Road, Undy	pre 1996	n/a	£1.00	No	
Undy Pound (village green)	Church Road, Undy	pre 1996	n/a	£1.00	No	
War Memorial	Magor Square, Magor	pre 1996	n/a	£1.00	y	
Wheelbarrow	5 Chestnut Close, Magor	2010		£26.80	No	
Yardman Rotary Mower	Lower Grange Farm, Magor	06/06/2001		£509.15	y	
HAGS-SMP 2 bay swing with 2x cradle seats and 2x flat seats & Dura impact carpet system £8337.35 + VAT.	Undy Play Area	Apr-16		£8,338.00	y	added to policy May 2016
Outside vases for war memorial	office	Mar-21		£72.96		added 4/2021
spotlights x4	office	Mar-21		£163.28		added 4/2021

£309,747.78

To Review Council's and/or staff subscriptions to other bodies

Subscriptions/Memberships as agreed at Finance Meeting December 2020:-

- One Voice Wales – Council Membership
(budget - £900) (Actual £885)
- Gwent Wildlife Trust – Council Membership
(budget - £40) (Actual £36)
- SLCC – Clerk Membership
(budget - £320)
- Clerks & Councils Direct - Subscription
(free - for first copy or £12 per year per additional copy)

Subscriptions/Memberships No longer Paid by Council:-

- ALCC – Clerk Membership (£10)
- Severn Estuary Group (£50)

MEETING DATES FOR 2021-2022

Second Monday Monthly for Ordinary Meetings

Fourth Monday Monthly for Planning Meetings

Ad hoc for Finance Meeting and Annual Meeting

Monday	10 th	May	2021	7pm	Ordinary
Monday	24 th	May	2021	7pm	Planning
Monday	14 th	June	2021	7pm	Ordinary
Monday	28 th	June	2021	7pm	Planning
Monday	12 th	July	2021	7pm	Ordinary
Monday	26 th	July	2021	7pm	Planning
Monday	9 th	August	2021	7pm	Ordinary
Monday	23 rd	August	2021	7pm	Planning
Monday	13 th	September	2021	7pm	Ordinary
Monday	27 th	September	2021	7pm	Planning
Monday	11 th	October	2021	7pm	Ordinary
Monday	25 th	October	2021	7pm	Planning
Monday	8 th	November	2021	7pm	Ordinary
Monday	22 nd	November	2021	7pm	Planning
Monday	13 th	December	2021	7pm	Ordinary
Monday	16 th	December	2021	7pm	Finance
Monday	10 th	January	2022	7pm	Ordinary
Monday	24 th	January	2022	7pm	Planning
Monday	14 th	February	2022	7pm	Ordinary
Monday	28 th	February	2022	7pm	Planning
Monday	14 th	March	2022	7pm	Ordinary
Monday	28 th	March	2022	7pm	Planning
Monday	11 th	April	2022	7pm	Ordinary
Monday	25 th	April	2022	7pm	Planning
Monday	9 th	May	2022	7pm	Ordinary
Thursday	12 th	May	2022	7pm	Annual
Monday	23 rd	May	2022	7pm	Planning

Notes: August meetings provisional – dependant on business to be transacted.