

Agenda Item 3.1

MAGOR WITH UNDY TOWN COUNCIL BANKING & INVESTMENT

Banking

The Council banking are with Barclays Bank but without a designated branch. We hold two accounts with Barclays

1. **Current Account**
2. **Savings Account (General Reserve)**

The Clerk/RFO and Business Support Officer of the Council has access to on-line banking system to facilitate making of BACS payments, release of Bank Transfers, Transfer between accounts and accessing Bank Statements.

Signatories Have access to online banking to facilitate release of BACs payments.

Clerk and Signatories also have the ability for in-branch and Telephone banking.

Signing Mandate is Any Two out of the signatories.

Current signatories:

- Cllr Carole Hopkins
- Cllr Frances Taylor
- Cllr D James
- Cllr Penny Kirkham

Investment

Following Council resolution in April 2024 the Council opened an investment account with the CCLA/Public Sector Deposit Fund.

The Clerk/RFO of the Council has access to transfer monies between the Councils Current Account and the CCLA/Public Sector Deposit Fund subject to two of the appointed signatories as detailed below.

Current signatories:

- Cllr Carole Hopkins
- Cllr Frances Taylor
- Cllr D James
- Cllr Penny Kirkham

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4	<i>The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.</i>			
No.	Audit Test	Response	Observation	Recommendation
2	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<i>The budget recorded in the Councils accounting system does not agree to the budget set by Council</i>	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.

Agenda Item 6.1

		YEAR 2023 - 2024	YEAR 2025 - 2026			
			Agreed	EMR	Carried Forward	
100	Income					
	1076 Precept	336,100	0	0	0	
	1090 Interest Received	0	0	0	0	
	1100 Grants & Donation Received	0	0	0	0	Alltment - ring fence
	1110 Norton Lane	0	0	0	0	
	1120 Wayleaves	0	0	0	0	
	1990 Other Income	336,100	0	0	0	Patient Voice - ring fence
		336,100	0	0	0	
110	Administration					
	4000 Staff Salary	133,828.00	0.00	0.00	0.00	discussion re PT admin/consultant
	4030 PAYE and NI	see above	0.00	0.00	0.00	
	4040 Pension	see above	0.00	0.00	0.00	
	4050 Staff Mileage & Benefits	480.00	0.00	0.00	0.00	
	4070 Staff other Expenses	200.00	0.00	0.00	0.00	research what the spend is
	4075 Staff PPE & Uniforms	400.00	0.00	0.00	0.00	
	4080 Training	3,500.00	0.00	0.00	0.00	
	4090 Councillors Allowances	4,780.00	0.00	0.00	0.00	
	4091 Mayoral Regalia	0.00	0.00	0.00	0.00	
	4100 Bank Charges	500.00	0.00	0.00	0.00	
	4110 Audit Fees	0.00	5,000.00	0.00	0.00	

	4111	Audit Fees (Disputed 18/19)	21,570.00	0.00		0.00	More info to come
	4115	Chepstow Accountancy (Wages)	500.00	0.00		0.00	
	4120	Professional Fees	6,500.00	17,408.00		0.00	Incl Worknest, policy review, Common-y-Coed
	4125	Emergency/Ad Hoc	2,000.00	0.00		0.00	
	4130	Subscriptions & Memberships	1,500.00	0.00		0.00	
	4140	Insurance	2,000.00	0.00		0.00	
	4150	Stationery & Office Equipment	800.00	0.00		0.00	
	4155	Photocopier	1,500.00	0.00		0.00	more public consultations etc
	4160	Postage	60.00	0.00		0.00	
	4170	Telephone & Broadband	1,400.00	0.00		0.00	Agreed amount will require to be increased. Clerk to report at meeting
	4180	Website	10,000.00	0.00		0.00	new website OHJ branding "free", incl hosting & tech support. Talked about Parish Online
	4185	Survey Monkey	420.00	0.00		0.00	
	4190	IT	5,000.00	0.00		0.00	Microshade, PEAR, Rialtus, Zoom, VisionICT
	4210	Grants & Donations Paid	40,000.00	0.00		0.00	
		Youth Provision	20,000.00				Now split out
	4220	Hall Hire	1,000.00	0.00		0.00	
	4225	Hybrid Meetings	10,000.00	0.00		0.00	Incl one off Hardware - screen, sound
	4230	Section 137 Expenditure	250.00	0.00		0.00	
	4250	PWLB Repayment	10,831.00	0.00		0.00	Research outstanding balance
	4260	Elections	0.00	4,366.00		0.00	

	4270	Health & Safety Equipment PPE - DEFBRILIATOR	3,000.00	0.00	0.00	0.00	
	4285	Newsletters	3,000.00	0.00	0.00	0.00	
	4365	Consultation Programme	500.00	0.00	0.00	0.00	
	4475	Confidential Waste Disposal	1,010.00	0.00	0.00	0.00	
	4485	Cemetery Surveys	0.00	4,000.00	0.00	0.00	
			286,529.00	30,774.00	0.00	0.00	
			-286,529.00	-30,774.00		0.00	

115		Council Office					
	4141	Insurance - contents	0	0	0	0	
	4145	Office Accomodation	9,350	0	0	0	Rent
		Rates	3,900				Rates
	4200	Utilities	1,500	0	0	0	Electricity & Water
	4205	Cleaning	1,200	0	0	0	
	4300	Maintenance	300	0	0	0	
	4400	Furniture	500	0	0	0	stand for leaflets
			16,750	0	0	0	
			-16,750	0	0	0	

120		Allotments					
	1200	Allotment Rent	1,000	0	0	0	
			1,000	0	0	0	
	4245	Leases	45	0	0	0	
	4300	Maintenance	1,500	21,500	0	0	includes the £11,500 grant that is not ring fenced for specific project
			1,545	21,500	0	0	
			-545	-21,500	0	0	

130		Civic Service Events							
	4350	Commonwealth Day	500	0	0	0			
	4355	Civic Events Other	3,500	0	0	0	Potential VE/VJ		
	4360	Remembrance Sunday	250	0	0	0			
	4370	Carol Service	500	0	0	0			
			4,750	0	0	0			
			-4,750	0	0	0			
140									
		Common Y Coed							
		Development							
	4300	Maintenance	£4,000	£0	£0	£0	to get remedial work done & twice		
			£4,000	£0	£0	£0	yearly mowing/hedges		
			(£4,000)	£0	£0	£0			
150									
		Outside Spaces							
	4240	Rates	6	0	0	0			
	4245	Leases	3	0	0	0			
	4275	Sycamore Lane	15,000	15,500	0	0	additional work required.		
	4280	Notice Boards	10,000	4,975	0	0			
	4310	H & S Inspections	0	0	0	0			
	4440	Service Level Agreement	65,000	0	0	0			
	4445	Grass Cutting	3,500	5,000	0	0			
	4450	Bin Bags	200	0	0	0			
	4455	Litter Bins & Benches (new)	1,000	3,000	0	0	Bin o/s St Davids Court		
	4460	Bin Emptying	15,000	0	0	0			
	4465	Plants and Planters	8,000	0	0	0	Increased for seasonal planting & £1k to help businesses & welcome to Town Centre		
	4515	Environmental project	0	8,000	0	0	Ask residents re Environmental projects		

	4560	Equipment	250	0	0	0	
	4800	Village Improvements	50,000	29,989	0	0	And Placemaking
			167,959	66,464	0	0	
			-167,959	-66,464	0	0	
160							
		Play Parks					
	4245	Leases	240	0	0	0	
	4300	Maintenance	5,000	2,000	0	0	
	4550	Inspections	2,500	0	0	0	
	4560	Equipment	50,000	100,000	0	0	
			57,740	102,000	0	0	
			-57,740	-102,000	0	0	
170							
		Sycamore Sports Field					
	1300	MUGA Income	750	0	0	0	
			750	0	0	0	
	4200	Utilities	1,000	0	0	0	
	4240	Rates	782	0	0	0	
	4245	Leases	5	0	0	0	
	4300	Maintenance	2,000	0	0	0	
	4550	Inspections	265	0	0	0	
	4560	Equipment	0	0	0	0	
	4600	MUGA Refurbishment	2,000	25,000	0	0	Poratcabin
	4601	MUGA Field Improvements	0	1,000	0	0	Wildflower meadow
			6,052	26,000	0	0	
			-5,302	-26,000	0	0	
175							
		Procurators House					
	4290	Procurators House	0	12,077	0	0	Office to research Cadw inspection/report
			0	12,077	0	0	
			0	-12,077	0	0	

180		Village Booklet											
	4510	Walk & Cycle Path	0	3,500	0	0	Invoice not yet rec'd						
			0	3,500	0	0							
			0	-3,500	0	0							
190		Events											
	4200	Utilities	1,000	0	0	0	Portaloos for May Fayre/Frost Fayre						
		Decoration	1,000				Bunting - Summer & events						
		Coronation - King Charges											
	4357	III	0	0	0	0							
	4375	Village Produce Show	0	0	0	0							
	4700	Christmas	10,000	0	0	0							
			12,000	0	0	0							
			-12,000	0	0	0							
200		Potential Future Projects											
	4810	Allocated Dog Space	3,000	7,000	0	0							
	4815	Community Services	0	0	0	0	Release the EMR - PO now "safe"						
		Citizens Advice Bureau support	6,000										
		Toilet/amenities	75,000										
	4820	Dog Rails - Play Parks	0	0	0	0							
	4825	Finger Post Installation	0	0	0	0							
	4830	MUGA - 2nd Phase	45,000	45,000	0	0	adventure trail, obstacle course, o/s gym						
			129,000	52,000	0	0							
			-129,000	-52,000	0	0							
			337,850	0	0	0							



monmouthshire
sir fynwy

Cyngor Sir Fynwy
Neuadd y Sir, Y Rhadyr, Brynbuga,
Sir Fynwy
NP15 1GA

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Ein Cyf/Our ref:
Eich Cyf/Your ref:
Dyddiad/Date: 19 Rhagfyr 2024

Dear Clerk,

Council Tax Precepts 2025/2026

We write to request that you confirm to us your intended precept for the 2025/2026 financial year. The information supplied will form part of the annual council tax setting exercise and will be used to issue bills to households across the county.

Your precept notification needs to include all expenditure to be incurred directly by your Community Council next year less any costs to be met from reserves and should be sufficient to cover the costs for your Council next year.

I can confirm that the council tax base for your Council area for 2024/2025 has been calculated as £3043.56 and was approved by Individual Cabinet Member Decision on 18 December 2024.

Please submit your precept notification via our [online form](#) by no later than **21 January 2025**. If you are unable to meet this deadline, please let us know as soon as possible.

The Council will shortly be consulting on the payment arrangements for 2025/2026. Confirmation of these arrangements will be sent out to you once this exercise has been completed and the decision ratified, which will be no later than 31st January 2025.

Yours sincerely

R. DONOVAN

Ruth Donovan
Assistant Head of Finance

Agenda Item 9.1

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Supporting the pivotal role that Town and Parish Councils
play in shaping the future of local communities



2025 Year End Schemes
Specialist Services for Local Councils

Dear Customer,

We are pleased to announce our 2025 year-end close down assistance packages, available for booking to all of our customers as another year-end fast approaches.

Whether you're looking to upgrade a current scheme, join us, or re-join us for this service, we have something for everyone.

Please note, to secure your year-end close down for 2025, submission of a completed & signed form is required.

***New for 2025!* Platinum Scheme**

- **5-year contract:** Commencing from 1st of April 2025 – 31st of March 2030 for year-end close downs and annual support and maintenance.
- Preferred dates option: Choose a total of 10 preferred year end dates: 5 in April: 5 in May.
- Exclusive Webinars: Receive a complimentary year end preparation webinar with live Q&A's plus a follow up Webinar after year-end aimed to address common challenges, review key insights with Q&A's.

What's the cost?

Income and Expenditure per set of accounts £912 - £864 (ex VAT)

Receipt and Payments per set of accounts £603 - £571 (ex VAT)

Charity accounts per set of accounts £100 (ex VAT)

5.5% saving on 2025 price!

** Support and Maintenance billed annually on 1st April not included in this cost**

Gold Scheme

- **3-year contract:** commencing from 1st April 2025 – 31st of March 2028 for year-end close downs and annual support and maintenance.
- Preferred dates option: Choose a total of 15 preferred year-end dates: 5 in April, 5 in May, 5 in June.
- Exclusive Webinars: Receive a complimentary year end preparation webinar with live Q&A's plus a follow up Webinar after year-end aimed to address common challenges, review key insights with Q&A's.

What's the cost?

Income and Expenditure per set of accounts ~~£912~~ - £872 (ex VAT)

Receipt and Payments per set of accounts ~~£603~~ - £577 (ex VAT)

Charity accounts per set of accounts £100 (ex VAT)

4.5% saving on 2025 price!

** Support and maintenance billed annually on 1st April not included in this cost**

Silver Scheme

- **2-year contract:** commencing 1st April 2025 – 31st of March 2027 for year-end close downs only.
- Preferred dates option: Choose a total of 30 preferred year-end dates: 10 in April: 10 in May: 10 in June.
- Exclusive Webinars: Receive a complimentary year end preparation webinar with live Q&A's.

What's the cost?

Income and Expenditure per set of accounts £912 - £885 (ex VAT)

Receipt and Payments per set of accounts £603 - £585 (ex VAT)

Charity accounts per set of accounts £100 (ex VAT)

3% saving on 2025 price!

** Support and maintenance billed annually on 1st April not included in this cost**

Bronze Scheme

- **Single year Package:** this package provides a one-time year-end closedown service applicable for the 2025-year end.
- Available dates in April, May and June – allocated after platinum, gold and silver dates.

What's the cost?

Income and Expenditure per set of accounts £912 (ex VAT)

Receipt and Payments per set of accounts £603 (ex VAT)

Charity accounts per set of accounts £100 (ex VAT)

** Support and maintenance billed annually on 1st April not included in this cost**

What Next?

Please review the terms and conditions and submit a completed copy of the form.

Once we have received your completed form, we will issue a booking confirmation based on your scheme.

Please note that we require a completed form in order to secure a year-end closure for 2025. This will ensure that we can plan resources accordingly.

By joining the Platinum, Gold or Silver Scheme, councils who sign up to the loyalty scheme first will be given priority dates.

Once a date has been confirmed from your preferred list, any request to change a date will be from our available dates at that time.

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Email sent by Rialtas Business Solutions Limited at Unit 5 Uffcott Enterprise Park, Uffcott, Swindon, Wiltshire, United Kingdom.

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Kindest regards

OFFICIAL



United Kingdom
Debt Management
Office

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
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MAGOR WITH UNDY COMM C (MONMOUTHSHIRE)

06/01/2025

LOAN REPAYMENT DUE - REPAYMENT DATE 03/02/2025

PW496554	161,573.59	1,780.27	3,635.41	5,415.68	4.500
TOTAL:	161,573.59	1,780.27	3,635.41	5,415.68	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £5,415.68 will be debited from your nominated account on 03/02/2025 quoting reference MAGORCOMM.
You need take no further action.
If you have any queries, please do not hesitate to contact the UK Debt Management Office.