

# MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)

web: [www.magorundy.org.uk](http://www.magorundy.org.uk)

---

**Annual Meeting of 18:00 hrs Monday 12<sup>th</sup> May 2025**

**Minutes of above meeting of Magor with Undy Town Council  
At Magor Baptist Church and remotely via Zoom Meetings**

**Adopted 09/06/25 under resolution 27.2**

<b>Magor with Undy Town Council</b>	<b>In attendance / Apologies-Absent</b>
Mayor, Carole Hopkins	Online
Deputy Mayor, Cllr Frances Taylor (Chair)	Online
Cllr Penny Kirkham	In Person
Cllr Victoria Hammett-Johnson	In Person
Cllr Paul Cawley	In Person
Cllr Dr Mario Bisi	In Person
Cllr M James	In Person
Cllr D James	In Person
Cllr Neeta Baicher	Online
Cllr Catherine Baker	Online
<b>Officers</b>	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	Online
<b>County Councillors</b>	
John Crook	
Angela Sandles	In Person
<b>Public attendance</b>	
In Person	5
Remotely via ZOOM	7

**To note that commencement of the meeting was delayed by 15 minutes due to technical issues with the audio settings of Mayor Hopkins online participation.**

**Public Open Forum**

In accordance with the Councils Standing Orders 3.3 a period of not more than 15 minutes for Members of the Public is provided to ask questions and make representations about business on this agenda. However, they will not take part in any debate. Persons who wish to make comment shall not speak for more 5 minutes.

**Council heard representations and observations in respect of:**

- When terms of reference of the additional dog exercise group would go to Council.
- The election of a New Mayor and Deputy Mayor.
- The Council Annual Report.
- The Chairs Report

**There was no further representation from Members of the Public.**

**AGENDA**

**1 Chairs Announcements**

- 1.1** To receive any apologies for absence.  
No apologies received (full attendance recorded).
- 1.2** To receive any declarations of interest.  
No 'declarations of interest' were received.

**2 ELECTION OF MAYOR for Term of Office 2025/2026**

- 2.1** To elect a member of the Council for the office of Mayor of Magor with Undy Town Council.  
Chair requested nominations for the Election of Mayor  
Cllr P Kirkham nominated Cllr F Taylor for the office of Mayor 2025/2026.  
The Chair requested a seconder for this nomination and a second was received from Cllr V Hammett-Johnson.  
Cllr N Baicher expressed her opinion that Cllr F Taylor was overworked.  
Mayor, Cllr Hopkins requested that Cllr Baicher be mindful that it was not for Councillors to make personal remarks about other members.  
Cllr Baicher referred to the fact that the Mayor was receiving assistance from a member of the public.  
Mayor Hopkins asked Cllr Baicher to moderate her tone.  
Cllr Taylor made a point of order requesting that Cllr Baicher refrain from making personal remarks and that she withdrew her comments.  
Mayor Hopkins asked if there were further nominations.  
Cllr Baicher nominated Cllr Donna James and this nomination was seconded by Cllr Baker.  
Cllr James called for a recorded vote

<b>Nominees for office of Mayor of MUTC 2025-2026 – Recorded Vote</b>			
<b>Councillor Frances Taylor</b>		<b>Councillor Donna James</b>	
<b>Votes for</b>	<b>Votes against</b>	<b>Votes for</b>	<b>Votes against</b>
Cllr Kirkham	Cllr Baicher	Cllr Baicher	Cllr Kirkham
Cllr Hammett-Johnson	Cllr Baker	Cllr Baker	Cllr Hammett-Johnson
Cllr Cawley	Cllr M James	Cllr M James	Cllr Cawley
Cllr Hopkins	Cllr D James	Cllr Bisi	Cllr Hopkins
Cllr F Taylor	Cllr Bisi	Cllr D James	Cllr F Taylor

**The equality in votes for and against (no abstentions) the Nominees was settled under Standing Order 8(a) whereby the Chair Cllr Hopkins exercised a casting Vote in favour of Cllr Frances Taylor.**

**Cllr Taylor was duly elected as Mayor of Magor with Undy Town Council.**

- 2.2** The Declaration of Acceptance of Office in accordance with Standing Order 5.j.i. shall be signed by the elected officer.

**Resolution:**

**Cllr Frances Taylor (not present in person at this meeting) having been duly elected to the office of Mayor for 2025 /2026 shall sign the Declaration of Acceptance of Office as witnessed by the Clerk as soon as is reasonably practicable.**

**3 ELECTION OF DEPUTY MAYOR for Term of Office 2025/2026**

- 3.1** To elect a member of the Council for the office of Deputy Mayor for the year 2025/2026

Cllr P Cawley was nominated for Deputy Mayor for year 2025/26 by Cllr V Hammett-Johnson, this nomination was seconded by Cllr P Kirkham.

Cllr M Bisi was nominated for Deputy Mayor by Cllr C Baker for year 2025/26, this nomination was seconded by Cllr N Baicher.

Cllr Bisi proposal for the recording of the vote in continuity of the process for election of the Mayor was seconded by Cllr D James

<b>Nominees for office of Deputy Mayor of MUTC 2025-2026</b>			
<b>Councillor Paul Cawley</b>		<b>Councillor Dr Mario Bisi</b>	
<b>Votes for</b>	<b>Votes against</b>	<b>Votes for</b>	<b>Votes against</b>
Cllr Hammett-Johnson	Cllr Baicher	Cllr Baker	Cllr Kirkham
Cllr Kirkham	Cllr Baker	Cllr Baicher	Cllr Hammett-Johnson
Cllr Hopkins	Cllr M James	Cllr M James	Cllr Cawley
Cllr F Taylor	Cllr D James	Cllr D James	Cllr Hopkins
Cllr Cawley	Cllr Bisi	Cllr Bisi	Cllr F Taylor

**The equality in votes for and against (no abstentions) the Nominees was settled under Standing Order 8(a) whereby the Chair Cllr Frances Taylor exercised a casting Vote in favour of Cllr Paul Cawley.**

**Resolution:**

**Cllr P Cawley was duly elected for the office of Deputy Mayor for the year 2025 /2026.**

- 3.2** The Declaration of Acceptance of Office in accordance with **Standing Order 5.j.i.** shall be signed by the elected officer.

**Resolution:**

**Cllr P Cawley having been duly elected to the office of Deputy Mayor for 2025 /2026 signed the Declaration of Acceptance of office was signed by Cllr P Cawley and witnessed by the Clerk.**

#### 4 ANNUAL REPORT

- 4.1 To note that the Town Council Annual Report/Mayors Report is in the process of completion and shall be brought to next Ordinary Meeting of the Town Council.

**Noted as presented**

#### 5 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 5.1 To consider the Council's existing provisions and consider any actions necessary.

##### 5.2 Emergency Planning Committee (plenary)

- a. To consider the need for an Emergency Planning Committee
- b. To agree any terms of reference for the Emergency Planning Committee (**See Appendix A**)
- c. To discharge Functions to the Emergency Planning Committee: *'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'*

Cllr M Bisi proposed that the Emergency Planning Committee continue in its current format. The proposal was seconded by Cllr V Hammett Johnson.

**Resolution:**

**Emergency planning Committee shall be retained in its current format.**

##### 5.3 Emergency Committee (Plenary)

- a. To consider the need for an Emergency Committee
- b. To agree any terms of reference for the Emergency Committee (**See Appendix A**)
- c. To discharge Functions to the Emergency Committee: *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 or Vice Chair)'*

Cllr M Bisi asked for clarification on Powers of Spending – Clerk, W Lewis confirmed that Business Support & Projects Officer, Rachel Jones is on the banking authorisation to provide some resilience for Council.

Cllr Baker suggested that the wording be altered to be clearer.

Cllr F Taylor agreed and suggested 'matters that cause significant risk to Council' and confirmed will need cross checking with standing orders.

**Resolution:**

**Emergency Committee shall be retained in its current format but that additional wording may be recorded to the second point of the Terms of Reference subject to consideration of Financial Regulations 2025.**

##### 5.4 Additional Committees

- a. To consider the need for the forming of any additional Committees and agree any actions necessary.

Cllr Bisi proposed a Staffing Committee and a Co-ordination Committee.

The Chair detailed the change in demand on the Office/Clerks capacity if Council were to move to the forming of Committees. This included the need to consider Structure; Formal Powers and the Clerk would need to attend the meetings.

**Resolution:**

**That this be addressed again and that more detailed proposals should be tabled for a future meeting for discussion and scrutiny.**

**6 WORKING/STEERING GROUPS, TERMS OF REFERENCE**

**6.1** To consider the implementation of Working Groups as required and as soon as practicable the composition of terms of reference to outline the group's purpose, objectives, scope, membership, and responsibilities. **(Appendix B)**

**Resolution:**

**It was noted that working groups are informal and may be created or dissolved as circumstances dictate.**

**Terms of Reference for a Working Group/Party shall be written detailing the scope and plan particular to each and every working group created.**

**7 POLICIES**

**7.1** To note that Council Policies where necessary, shall be reviewed pursuant to legislation and local requirements. To agree actions necessary.

**Resolution:**

**A Policy review schedule shall be created detailing policies to be reviewed at Council Workshops and to identify policies which are suitable for review at meetings of the Town Council throughout the coming year.**

**8 FINANCE**

**8.1** To review of End of Year Accounts for 2024-2025, together with the review of Section 137 expenditure.

Cllr Kirkham stated that in view of the Rialtas support with the year-end process with the Clerk and the fact that Council review the accounts, not just quarterly, but monthly, proposed that Council accept the accounts is presented, thus allowing filing of the annual return.

Proposal was seconded by Cllr Hammett-Johnson and agreed by show of hands.

Cllr Kirkham added that while it falls within the role of the RFO it was a lot of work and thanked the Clerk/RFO for the information provided to Council throughout the past year which has been timely, helpful and it means that we've got these accounts for today.

**Resolution:**

**End of year accounts 2024/2025 and Section 37 expenditure was received and agreed.**

**8.2** To review the inventory of land and other assets.

Councillor D James, Cllr Bisi and Cllr M James raised points within the asset register where circumstances in respect of title/location etc were erroneous or had been changed since the register began. The Clerk also referred to items on the register that were no longer in use because they were unserviceable. Council noted that a review of and changes to the asset register was needed.

**Resolution:**

**The Clerk shall liaise with Cllr D James and insert adjustments/amendments where required and re-circulate the amended document for the information of Councillors at a later date.**

**9 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.**

**9.1** To review current appointment of members and agree actions as necessary. **(Appendix C)**

Members considered the current list of members to external bodies and discussed amendments and enquiries to be conducted.

**Resolution:**

- **National Resource Wales to be contacted to establish whether Drainage Board Meetings or similar are being conducted.**
- **Delete Caldicot Cluster Group as this is no longer an operational organisation.**
- **Severnside Area Committee title has changed to Severnside Area Forum.**
- **Cllr Bisi shall be representative of MUTC with Magor Action Group on Rail (M.A.G.O.R.)**
- **Monmouthshire Citizens Advice Bureau to be contacted to establish if they retain this Consultation Group and if so, then Cllr Baker shall be representative of MUTC.**

**10 MEETINGS**

**10.1** To determine the scheduling of Ordinary Meetings for the forthcoming year up to and including the next annual meeting of the Council.

**Resolution:**

**Ordinary Meetings of the Town Council shall be convened on the second Monday of each month commencing on Monday 09<sup>th</sup> June 2025 (except for August 2025 when there will be no Ordinary Meeting) commencing at 1900 hours and in accordance with Standing Order 3.3(w) shall not exceed a period of 2 hours. Venues for Ordinary Meetings shall be arranged subject to availability and suitability.**

**It was further agreed that the Annual Meeting of the Council in 2026 shall commence at 1900 hours.**

**Meeting Concluded 19.29**