



# **MAGOR WITH UNDY TOWN COUNCIL**

## **ANNUAL REPORT**

**2024-2025**

---



| <b><u>CONTENTS</u></b>  | <b><u>PAGE</u></b> |
|---|--------------------|
| <b>Introduction from The Town Clerk</b>                                 | 3                  |
| <b>Message from Mayor Hopkins</b>                                       | 4-6                |
| <b>Town Council Members</b>   | 7-9                |
| <br><b>About Magor with Undy Town Council</b>                           | 10                 |
| The Chair   | 11                 |
| The Councillor as an individual.  | 11                 |
| Members' Attendance at Meetings.  | 12                 |
| Members' Allowances 2024/2025.  | 13                 |
| Council Staff and Management.   | 14                 |
| The Clerk and Responsible Financial Officer.                            | 15                 |
| The Business Support and Projects Officer                               | 15                 |
| The Council as an Employer.   | 15                 |
| <br><b>Council Finances 2024/2025</b>                                   | 17-21              |
| Financial Summary for the year 2024/2025                                |                    |
| <br><b>Wellbeing of Future Generations (Wales) Act 2025</b>             | 22                 |
| <br><b>Council projects and initiatives undertaken during 2024/2025</b> | 23                 |
| <br><b>Projects for future implementation and consideration</b>         | 23                 |
| <br><b>Council ongoing services and responsibilities</b>                | 24                 |
| Mon CC SLA (Town Team)  | 24-25              |
| Dog Waste Bins  | 25                 |
| Benches   | 25                 |
| Bus Shelters  | 26                 |
| Allotments  | 26                 |
| Planters  | 27                 |
| <br><b>Partnership Working</b>  | 27                 |
| <br><b>Community Support Provisions and actions</b>                     | 28                 |
| Grant Funding   | 28                 |
| <br><b>Civic Services and Community Events</b>                          | 28                 |
| Commonwealth Day Service 2025   | 28                 |
| D Day 80 <sup>th</sup> Anniversary Remembrance Service 2024             | 28                 |
| Remembrance Sunday Service 2024   | 28                 |
| Christmas 2024  | 29                 |
| VE Day – 80 <sup>th</sup> Anniversary 2025                              | 29-30              |

## Introduction from the Town Clerk

Magor with Undy Town Council (formerly Magor with Undy Community Council) was declared the status of 'Town Council' in March of 2022 by virtue of The Monmouthshire (Communities) Order 2022 which altered the electoral boundaries. This order came into force immediately following the Local Government elections of 05<sup>th</sup> May 2022.

This change of status determined that the Town Council should have a member of the Council to hold the office of Mayor and a second member of the Council to hold office of the Deputy Mayor.

At the Annual Statutory Meeting of 12<sup>th</sup> May 2022 Councillor Carole Hopkins was elected to the office of Mayor and Cllr Frances Taylor elected to the office of Deputy Mayor. They were re-elected to those offices at the Annual Statutory Meeting of May 2023 and May 2024.

The Council is required by law to produce an Annual Report in accordance with the Well-being of Future Generations (Wales) Act 2015.

The report sets out to inform the residents of Magor with Undy about the structure, responsibilities and activities undertaken by the Council during the civic year 2024/2025

As Clerk it is my responsibility to advise and support the Council, within the law, independently and objectively whilst recognising that the council as a whole is responsible for its decisions.

This Annual Report was approved by Magor with Undy Town Council at its Annual Meeting held on 12<sup>th</sup> May 2025.

The Council welcomes your feed-back on what could be added, improved, or subtracted to make future annual reports more readable, informative and appealing.

The Town Council meets on the second Monday of each month (except August) and members of the public are always welcome to attend. Town Council meetings are statutorily required to be multi location meetings. This means persons can attend remotely via the internet or in person. However, it should be noted that we do not have our own premises and have to arrange the booking venues having due regard for accessibility and a good internet signal. While every effort is made to attend to such, it sometimes means that meetings will be online via the internet only.

This report covers the period of May 2024 to March 2025

Thank You  
William Stephen Lewis  
Clerk to the Council

Magor with Undy Town Council  
Council Office  
Unit 3 Salisbury House  
Magor Square, Caldicot  
NP26 3EH  
Email: [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)  
Tel: 01633 882842

**Follow Us on Facebook** Magor with Undy Town Council

**Visit Us at** [www.magorundy.org.uk](http://www.magorundy.org.uk)

### **Magor with Undy Town Council's Mission Statement:**

To conserve and improve Magor with Undy as an attractive and sustainable place in which to live, visit and do business

# Town Mayor 2024 -2025



I would like to take this opportunity to thank the members for electing me as Mayor for Magor with Undy Town Council for the year 2024 -2025.

I have experienced some unforeseen health issues this year but have been supported in delivering many positive initiatives within the Town by Council Members and staff for which I am very grateful.

## 80th Anniversary D-Day

On 6<sup>th</sup> June 2024 a service was held in Magor Square to commemorate the 80<sup>th</sup> Anniversary of the D Day Landings. The service was very well attended by many groups, organisations and public.



## Relocation of office and recruitment

In May 2024 a Business Support and Projects Officer was appointed to support the Town Clerk and council to support with delivery of services and projects.

One of the first jobs was to assist with the relocation of the Council Office across the square to 3 Salisbury House. The Office is now more visible and offers a greater level of service for the community.



## Youth Service Provision

On 30<sup>th</sup> July 2024 the Youth Club opened its doors for the young people in our community and has grown in its popularity over the year. This includes supporting those young people transitioning into Secondary School from Primary. The Youth Club is held Tuesday evenings and offers a wide variety of activities and sports. The club runs from the small hall at the Community Hub.



The Mayor is elected by members of the Council at the Annual Meeting and serves for 12 months under section 15 (1) of the Local Government Act 1972.

The Mayor signs the minutes of meetings which are a legal record of decisions made by Magor with Undy Town Council.

The Mayor has the right to exercise the casting vote in an event of a tie.

More information on the role of Town Councils and the Role of Town Councillors can be found at [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)

## Sycamore Fields Picnic Benches

During the summer 2024 the Town Council purchased 6 picnic benches for use on Sycamore Field. A group of volunteers assisted with the construction.



## MUTC Newsletter

Magor with Undy Town Councils first Newsletter was published in April 2025. This was a collaborative work between members, the office staff and the Churchmen. I feel this is a great achievement and a vital way for communicating with those residents that do not access the internet. Thank you to all who contributed their time and effort in bringing this project to fruition.



## Councillor Surgeries

Councillor surgeries recommenced in February 2025. These are held in collaboration with Gwent Police to provide an opportunity for residents to communicate directly with the Council and Police.



## Christmas Window Competition

It was a cold, wet and windy evening for the judges of the Christmas Window competition this year. The winner was Mia's Coffee Co with a very creative display of not only the window but a theme that ran throughout the venue. Many thanks to those who judged Cllr Bisi, Cllr Hammett - Johnson and Lloyd Manship from AB Inbev, Magor Brewery for both judging and providing a prize. I would also like to thank and recognise the brewery for the provision of one of the Towns Christmas Trees.



## Commonwealth Service

Together we thrive was the theme for this years Commonwealth. This was an exceptional service coordinated by Cllrs Cawley and Hammett-Johnson and led by Reverend Sarah Rosser. Active roles were taken by both Magor and Undy Primary Schools who delivered readings and prayers. I would also like to thank Larry Wilkie who captured the event in photographs.



This last year has had its share of challenges for the Town Council and I would like to express my thanks to the communities of Magor and Undy for their support. I would further like to express my thanks to the hard work of Council staff in all aspects of their extensive range of duties and responsibilities. My thanks and gratitude are also extended to members of the Council whose practical endeavours to deliver services in the communities are very evident but that it is acknowledged much of the work of members is largely unseen.

Monmouthshire County Council introduced Public Space Protection Orders throughout the County which had an impact upon Sycamore Playing Field and a Deed of Covenant that existed on that land which allows dog walking. The PSPO on that land placed a lawful requirement that dogs must be kept on a lead of not more than two meters in length. This raised complaint from some residents. MUTC identified an area of land which could be made secure for use by dogwalkers but residents were not content with the proposal due to its size and biodiversity factors.

A working group of Council Members and members of the public were formed and during the year Council have explored many other areas of land in the communities which could meet the desirable requirements. This working group continues.

The Council Office was re-located to Unit 3 Salisbury House, Magor Square providing staff with an environment to attend their administrative duties and responsibilities. It also established greater levels of interaction with the residents and members of the public who have enquiries or wish to report matters that the Council may be able to assist in.

We have, in conjunction with Monmouthshire County Council been heavily involved in the development of a Placemaking Plan. We have completed an extensive community consultation exercise in respect of the plans submitted by the consultants designed to set out how the communities Magor with Undy evolve over the coming years. A steering group comprising of Monmouthshire County Council officers, their appointed consultants and members of the Town Council regularly meet to progress this Placemaking Plan.

Our communities have many diverse groups both formal and informal – young, elderly, disabled, social and sports, special interest and hobby – all with differing needs. The Council encourages any suggestions and ideas from you that can be considered to improve or introduce services and improvements for the communities of Magor and Undy.

I was pleased to have been re-elected to serve as the Town Mayor for 2024/25 but I shall not be seeking re-election for year 2025/2026 for several reasons but hasten to say that it has been a great honour and privilege to serve the communities of Magor with Undy in the office of Mayor since May 2022.

**Carole Hopkins BEM**

## Members of Magor with Undy Town Council



Cllr Carole Hopkins

Magor West Ward - Elected

Mayor

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
Magor Square  
NP26 3HY

01633882842

[cllrcarole.hopkins@magorundy.org.uk](mailto:cllrcarole.hopkins@magorundy.org.uk)



Catherine Baker

Magor East Ward

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllrcatherine.baker@magorundy.org.uk](mailto:cllrcatherine.baker@magorundy.org.uk)



Dr Mario Mark Bisi

Elected 27/10/23

Ward Councillor. Magor East

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllrmariom.bisi@magorundy.org.uk](mailto:cllrmariom.bisi@magorundy.org.uk)





Victoria Hammett-Johnson

Elected 27/10/23

Ward Councillor. Undy

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllr victoria.hammett-johnson@magorundy.org.uk](mailto:cllr victoria.hammett-johnson@magorundy.org.uk)



Cllr Frances Taylor

Magor West Ward - Elected

Deputy Mayor

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllr frances.taylor@magorundy.org.uk](mailto:cllr frances.taylor@magorundy.org.uk)



Cllr Neeta Baicher

Magor West Ward - Elected

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllr neeta.baicher@magorundy.org.uk](mailto:cllr neeta.baicher@magorundy.org.uk)



Cllr Paul Cawley

Magor East - Elected

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllr paul.cawley@magorundy.org.uk](mailto:cllr paul.cawley@magorundy.org.uk)

[Register of interests](#)





**Cllr Donna James**

**Magor East Ward - Elected**

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllrdonna.james@magorundy.org.uk](mailto:cllrdonna.james@magorundy.org.uk)

[Register of interests](#)



**Cllr Mike James**

**Undy Ward - Elected**

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllrmike.james@magorundy.org.uk](mailto:cllrmike.james@magorundy.org.uk)

[Register of interests](#)



**Cllr Penelope Kirkham**

**Undy Ward - Elected**

c/o Magor with Undy Town Council  
Unit 3 Salisbury House  
NP26 3HY

01633882842

[cllrpenelope.kirkham@magorundy.org.uk](mailto:cllrpenelope.kirkham@magorundy.org.uk)



## About Magor with Undy Town Council

The Town Council is made up of 10 elected councillors representing 3 Electoral Wards, Magor West, Magor East and Undy. The current council was elected in May 2022 albeit that there have been some changes of members since that time. The Council is in office for a term of 5 years and its aims and objectives are to strive to improve the quality of life for the people of Magor with Undy. It has responsibility to the local electorate for delivering a wide range of services and for the provision and upkeep of local amenities. It offers a grass roots voice for Local Governance in Wales to a diverse and growing community as well as playing a vital role in representing the interests of that community in influencing other decision makers.

The Town Council owns/leases and manages:

- The Procurators House
- Common-y-coed Plantation
- Three Allotment Sites (Undy, Sycamore & Greenmoor)
- Norton Lane Poor Land
- Undy Half Pipe Skate Park
- Three Children's Play Parks (at Undy Playing Fields, Sycamore Playing Fields, Millfield Park Playing Fields)
- Multi Use Games Area (MUGA)
- War Memorial in Magor Square
- Undy Pound

As well as management of the above the Council is responsible for and/or provides:

- Litter bins
- Dog waste bins
- Benches and floral planters
- Bus shelters
- Noticeboards
- Community grant funding
- Funding for Monmouthshire Citizens Advice Bureau
- Maintenance grants for the two churchyards
- Are Consultees on all planning applications in the community and make representations when required.
- Commonwealth Day Service
- Annual Remembrance Day parade and Service in Magor Square
- Christmas trees and Festive Lighting
- Open Air Carol Service in Magor Square

## **The Mayor (Chair)**

The Chair is elected by the members section under 15 (1) of the Local Government Act 1972 at the Council's Annual Statutory Meeting each May and serves for 12 months.

The Chair is responsible for presiding at meetings ensuring all Councillors contribute to discussions and that effective and lawful decisions are taken with the advice of the Clerk. The Chair summarises debate and by virtue of the Local Government Act 1972 Sch 12 par 39(2) has power to exercise a casting vote in the event of an equality of votes.

Mutual respect between the Chair and the Clerk and all members of the Council is a fundamental requisite and essential to service delivery and good governance.

The Chair is the public face of the Council and must promote the decisions and views of the Council and not their personal view.

The Chair cannot legally make a decision/promise on behalf of the council.

## **Councillors as Individuals**

Councillors are individuals, who are elected on to the Council through the democratic process under Section 16 (2) of the Local Government Act 1972 every 4 or 5 years. A Councillor can also be returned by local by-election or co-option. Either way, before acting as a Councillor, they must sign a declaration of acceptance of office undertaking to observe the Council's Code of Conduct and complete a list of interests in which they need to declare any associations or affiliations with groups, bodies or individuals.

Councillors have a responsibility to attend council meetings when summoned to do so and act on behalf of the whole electorate. Councillors should prepare for meetings by studying the agenda and ensuring that they are properly informed and prepared for the issues being discussed. It is the individual Councillor's duty to declare an interest and leave the meeting if any matter being discussed could be perceived as securing any type of advantage to that Member.

Councillors contribute to the work of the Council by:

- Suggesting ideas
- Engaging in constructive debate
- Interacting with their electors
- Behaving in an ethical way
- Voting – enabling the Council to make decisions
- Councillors cannot make decisions/promises individually, this has to be done by the Council as a corporate body. Councillors actively and constructively contribute to good governance and encourage community participation and residents' involvement in the work of the council.

Details on how to contact a Mayor with Undy Town Councillor can be found on the Council's website [www.magorundy.org.uk/Contact](http://www.magorundy.org.uk/Contact)

**In 2024/25 the Council was represented on the following outside bodies:**

Monmouthshire Citizens Advice Bureau

School Governors (Minor Authority Representative-Magor with Undy Town Council)

Severnside Area Forum (Monmouthshire County Council)

Give Dog Fouling the Red Card Working Group

One Voice Wales

One Voice Wales - Larger Council's Committee

NRW Internal Drainage Board/ Caldicot and Wentlooge Levels

MUCH - Magor and Undy Community Hub

Undy AFC

**Full Council Meetings between 16<sup>th</sup> May 2024 and 14<sup>th</sup> April 2025.**

There were 16 meetings of the Full Council during the above period. Most were 'Multi-location' meetings and a few were 'Virtual only' as a consequence of prevailing circumstances.

| Name                    | Full Council |        | Total number of meetings attended |
|-------------------------|--------------|--------|-----------------------------------|
|                         | In Person    | Online |                                   |
| Cllr C Hopkins Mayor    | 3            | 5      | 8                                 |
| Cllr F Taylor Dep Mayor | 12           | 4      | 16                                |
| Cllr D James            | 6            | 7      | 13                                |
| Cllr M James            | 6            | 7      | 13                                |
| Cllr P Kirkham          | 7            | 9      | 16                                |
| Cllr P Cawley           | 9            | 3      | 12                                |
| Cllr V Hammett-Johnson  | 10           | 6      | 16                                |
| Cllr M Bisi             | 2            | 8      | 10                                |
| Cllr N Baicher          | 4            | 5      | 9                                 |
| Cllr C Baker            | 0            | 10     | 10                                |

Your local Councillor is a channel of communication, ensuring that constituents are informed of services available and dealing with enquiries fairly, without prejudice.

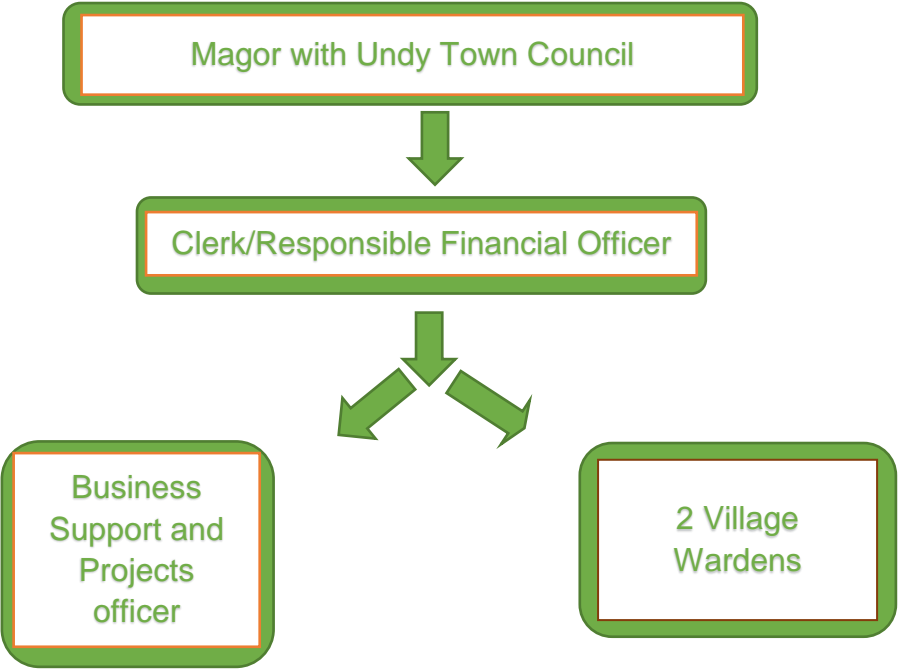
Town Councillors are not paid a salary for their work. They are however, entitled to receive a basic payment allowance of £156 and an allowance for consumables of £52 per year per year mandated by the Independent Remuneration Panel for Wales.

Councillors may if they so wish opt to decline these allowances which are paid quarterly in arrears. The table below records the allowances paid to Councillors in the year 2024/2025

Members’ allowances 2024/2025

| Councillor Name  | Basic Payment allowance<br>£156 a year per member<br><br>To recognise councillors incur costs to do their role. | Reimbursement for consumables allowance<br>£52 a year per member | Chair or Mayor’s Personal Payment.<br>£<br>This excludes any Civic Budget<br>For their extra work. | Deputy Chair or Mayor’s Personal Payment<br>£<br><br>This excludes any Civic Budget<br><br>For their extra work. | Total permitted allowance<br>£ | Total Allowance claimed<br>£ |
|--|---|--|--|--|--------------------------------|------------------------------|
| Cllr Carole Hopkins *  | 156   | 52   | 1000   |  | 1208                           | 302                          |
| Cllr Frances Taylor *  | 156   | 52   |  | 500  | 708                            | 177                          |
| Cllr Neeta Baicher   | 156   | 52   |  |  | 208.00                         | 208.00                       |
| Cllr Paul Cawley   | 156   | 52   |  |  | 208.00                         | 208.00                       |
| Cllr Mike James  | 156   | 52   |  |  | 208.00                         | 208.00                       |
| Cllr Donna James   | 156   | 52   |  |  | 208.00                         | 208.00                       |
| Cllr Penny Kirkham   | 156   | 52   |  |  | 208.00                         | 208.00                       |
| Cllr Victoria Hammett- Johnson**   | 156   | 52   |  |  | 208.00                         | 0                            |
| Cllr Mario Bisi**  | 156   | 52   |  |  | 208.00                         | 0                            |
| Cllr C Baker**   | 156   | 52   |  |  | 208.00                         | 0                            |
| Total  |   |  |  |  |                                |                              |
| *Cllr Hopkins and Cllr Taylor declined further remuneration following June 2024 quarterly payment.<br>**Cllr Hammett-Johnson, Cllr Bisi and Cllr Baker declined to receive remuneration when they each accepted office |   |  |  |  |                                |                              |

**Council Staff and Management**



## **The Clerk and Responsible Financial Officer**

The Clerk is the Council's Chief Officer employed under section 112 (1) of the Local Government Act 1972. As the Proper Officer of the council in law the Clerk is answerable to the Council as a whole. Individual members cannot give instructions to the Clerk.

The Council must also appoint a Responsible Financial Officer (RFO) to manage its finances and at Magor with Undy Town Council the Clerk and RFO is the same person.

The role of the Clerk and RFO, although not exhaustive, includes:

- Advising the Council on legal matters
- Organising the Council's procedures
- Gathering information to help the Council make an informed decision
- Raising the profile of the Council in the local community
- Implementing the Council's decisions
- Providing administrative support
- Personnel management
- Project management
- Health and safety management
- Management of Council's finances

The Clerk can have delegated powers of the Council to act on its behalf under the Local Government Act 1972 Section 101 (Discharge of Functions).

Whilst it is good practice for the Clerk to consult on the content of an agenda with the Chair, the Clerk has the final say as Proper Officer and the legal signatory.

All correspondence for the Council should be addressed to the Clerk.

## **Business Support and Projects Officer**

In May 2024 the Council having undertaken a business case employed a person in the role of Business Support and Projects Officer.

This role was created specifically to attend to delivery of projects and services within the communities and furthermore to offer resilience and assistance to the Town Clerk and RFO.

## **Village Wardens**

The Council employ two persons each contracted to work 10 hours each week.

## **The Council as an Employer**

The Council as a corporate body is the overall employer however it would be impractical for the whole Council to act as a line manager hence in 2024/25 the Mayor and Deputy Mayor of the Council exercised responsibilities line management of the Clerk.

All other staff, although employed by the Council, are under the direct responsibility of the Clerk who is their manager.

The Council has a number of rules, procedures and guidance in place to ensure it safeguards both employees and the Council as a safe and efficient place of work. It also has policies in place to assist and protect its employees and these are reviewed annually to reflect ongoing developments. Current policies can be viewed on the Council's website [www.magorundy.org.uk](http://www.magorundy.org.uk).

## **Democracy and Decision Making**

An Annual meeting is held in May each year where the first order of business on the Agenda is the election of the Mayor and Deputy Mayor for the forthcoming year.

Council Ordinary Meetings are normally held on the second Monday of each month.

Occasionally when there are matters for Council to debate which cannot wait until the next Ordinary Meeting an Extraordinary Meeting at short Notice may be called.

All meetings are required to be Multi-Locational pursuant to The Local Government and Elections (Wales) Act 2021. This has been particularly challenging during the past year, the Council do not own their own venue to purpose meetings and we are restricted to arrange meetings subject to availability at either Magor Baptist Church, Undy Church Hall, The Hub or St Marys Church Hall. To facilitate the requirement for meetings to be held according to statute the Town Council purchased audio/visual equipment which is used at the meetings. However, difficulties with regard to access, acoustic and logistics have been evident and the Council are seeking to find the best possible solutions.

All meetings are open to the public and there is an opportunity for the public to contribute to matters on the agenda at Ordinary Meetings.

As a corporate body the Council sets an annual budget and the strategic direction of the Council. The Council obtains almost all of its funds from its precept - an additional amount which is added to council tax bills based upon the Council's estimated expenditure. For the financial year 2024/25 the Council precept £336,100 which equated to £107.18 Per Band D property.

Income is also generated by way-leaves, bank interest, Investment dividends, booked use of the Multi Use Games Area (MUGA) and Allotment Tenancy rent. Council can also apply for grants from bodies to contribute to projects that the Council are seeking to provide.

Details on how to contact the Council together with notices of meetings, agendas, reports and minutes can be viewed on the Town Council's website [www.magorundy.org.uk](http://www.magorundy.org.uk). Information about the Council's finances, including its annual accounts and governance documents can also be viewed here.

## Financial expenditure

The Council's expenditure is controlled by a budgeting and monitoring process. In setting the budget the Council aims to provide services, manage facilities and meet its priorities as debated and agreed during the budget process commencing with a workshop convened in November of each year. The resulting budget arising from the workshop is then considered and approved at the Annual Finance Meeting, held in the following January.

In order to effectively manage public funds Magor with Undy Town Council:

- Strives to obtain value for money
- Monitors and controls expenditure as per its Standing Orders and Financial Regulations
- Considers budget versus actual comparisons throughout the year
- Annually reviews its hire and tenancy fees
- Provides grant funding, in accordance with policy
- Identifies future projects, as required
- Publishes details of its Finances on its website [www.magorundy.org.uk](http://www.magorundy.org.uk)

In order to finance longer-term projects, Council sets aside funds into an Earmarked Reserves Budget. These Earmarked Reserves (EMRs) are used for specific purposes as opposed to general contingency purposes; these can include community projects or capital purchases and ensures that funds are available when needed eg. Playground equipment replacement.

During the year 2024/25 the following expenditure has been made from the Earmarked Reserves:

- Grants and Donations £40,050
- Village improvements £5,289
- Development of the Placemaking Plan £6,250
- Allotments maintenance £792

The Council's accounts are audited each year in accordance with the Accounts and Audit (Wales) (Amendment) Regulations 2018. End of year accounts for 2024/25 shall be available to view on the Council's website and be available for inspection as soon as reasonably practicable.

The accounts for the year 2023/24 have been duly audited but not yet certified by the external auditor.

By law any interested person has the right to inspect a Council's accounts. If you are entitled and registered to vote in the Town Council elections, then you (or your representative) also have the right to ask the appointed auditor questions about the council's accounts or challenge an item of account contained within them.

Council will be considering the budget for 2026/27 from November 2025.

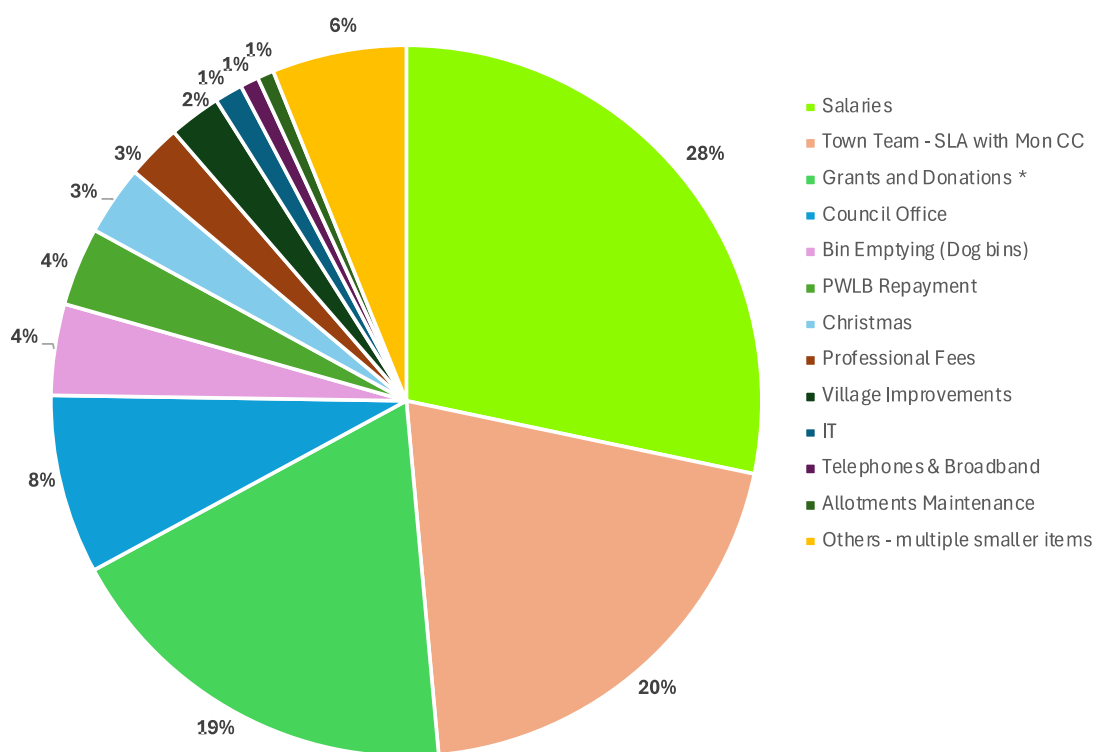
## Financial summary for the year 2024/25

### Largest areas of expenditure 2024/25

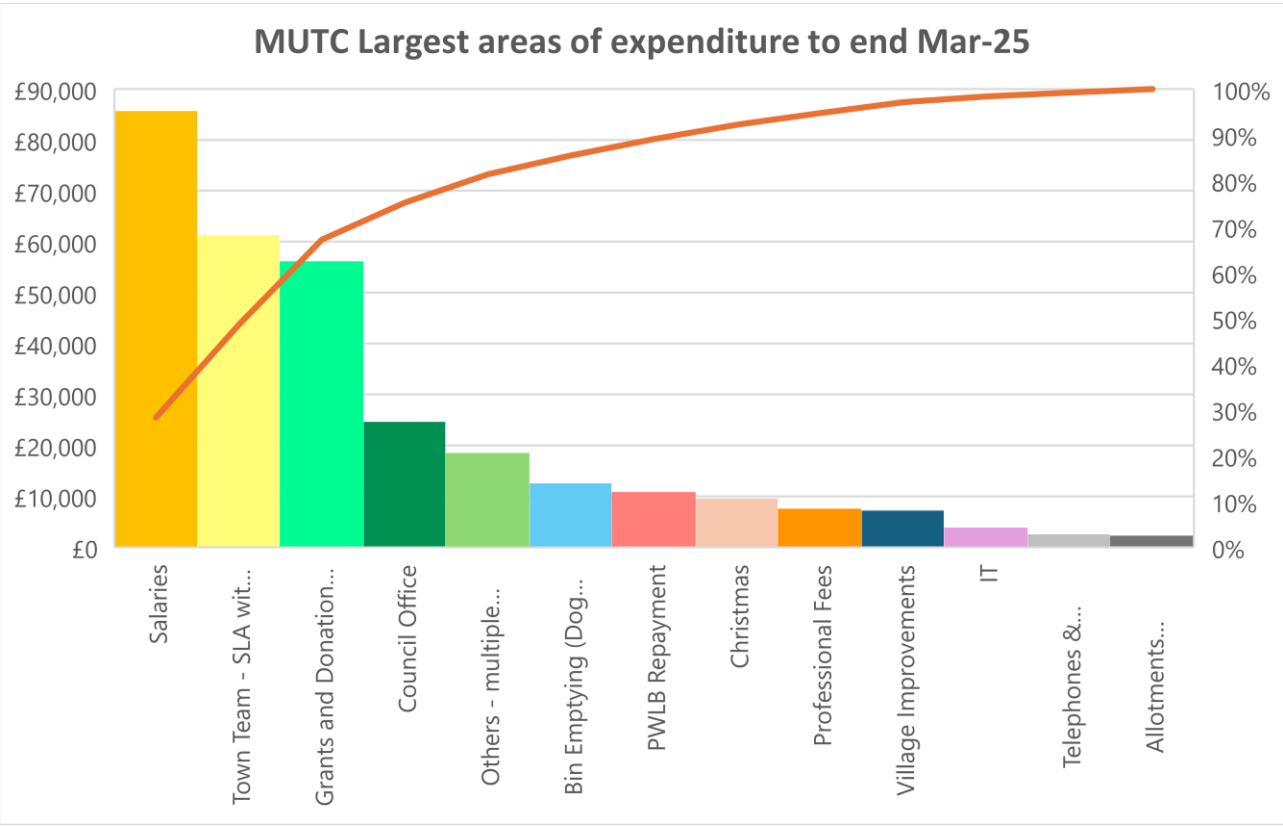
|                                 | Actual  |
|---------------------------------|---------|
| Salaries                        | £85,709 |
| Town Team - SLA with Mon CC     | £61,333 |
| Grants and Donations *          | £56,169 |
| Council Office                  | £24,666 |
| Bin Emptying (Dog bins)         | £12,566 |
| PWLB Repayment                  | £10,831 |
| Christmas                       | £9,598  |
| Professional Fees               | £7,592  |
| Village Improvements            | £7,189  |
| IT                              | £3,862  |
| Telephones & Broadband          | £2,538  |
| Allotments Maintenance          | £2,292  |
| Others - multiple smaller items | £18,523 |

*\*includes Youth Provision in 24/25*

MUTC Largest areas of expenditure to end Mar-25



*\*includes Youth Provision in 24/25*



## **Budget 2025 - 2026**

The following schedules show the 2025-26 Budget(s) approved at the recent Finance Meeting:

### **MAGOR WITH UNDY TOWN COUNCIL - BUDGET 2025 / 2026**

| <b>COST DESCRIPTION</b>             | <b>AMOUNT £</b> | <b>COST DESCRIPTION</b>                     | <b>AMOUNT £</b> |
|-------------------------------------|-----------------|---|-----------------|
| Staff Salaries )                    | £133,828        | Commonwealth Day                            | £500            |
| PAYE and NI )                       |                 | Civic Events Other                          | £2,000          |
| Pension )                           |                 | Remembrance Sunday                          | £250            |
| Staff Mileage & Benefits            | £480            | Carol Service                               | £500            |
| Staff Other Expenses                | £200            | <b>Sub-total: Civic Service Events</b>      | <b>£3,250</b>   |
| Staff PPE & Uniforms                | £400            | Rates                                       | £6              |
| Training                            | £3,500          | Leases                                      | £3              |
| Councillors Allowances              | £4,780          | Sycamore Lane                               | £5,000          |
| Bank Charges                        | £500            | Notice Boards                               | £10,000         |
| Audit Fees                          | £5,000          | Service Level Agreement                     | £65,000         |
| Chepstow Accountancy (Wages)        | £300            | Grass Cutting                               | £3,500          |
| Professional Fees                   | £5,000          | Bin Bags                                    | £200            |
| Subscriptions & Memberships         | £1,500          | Bin Emptying (Dogs)                         | £15,000         |
| Insurance                           | £2,100          | Plants and Planters                         | £8,000          |
| Stationery & Office Equipment       | £800            | Equipment                                   | £250            |
| Photocopier                         | £1,500          | Village Improvements                        | £30,000         |
| Postage                             | £60             | <b>Sub-total: Outside Spaces</b>            | <b>£136,959</b> |
| Telephone & Broadband               | £2,200          | Leases                                      | £240            |
| Website                             | £4,000          | Maintenance                                 | £5,000          |
| Survey Monkey                       | £420            | Inspections                                 | £2,500          |
| IT                                  | £4,000          | Equipment                                   | £36,000         |
| Grants & Donations Paid             | £35,000         | <b>Sub-total: Play Parks</b>                | <b>£43,740</b>  |
| Youth Provision                     | £20,000         | Utilities                                   | £1,000          |
| Hall Hire                           | £1,000          | Rates                                       | £782            |
| Hybrid Meetings                     | £3,000          | Leases                                      | £5              |
| Section 137 Expenditure             | £250            | Maintenance                                 | £2,000          |
| PWLB Repayment                      | £10,831         | Inspections                                 | £265            |
| Health & Safety PPE - Defibrillator | £2,500          | MUGA Refurbishment                          | £2,000          |
| Newsletters                         | £2,500          | <b>Sub-total: Sycamore Sports Field</b>     | <b>£6,052</b>   |
| Consultation Programme              | £500            | Utilities                                   | £1,000          |
| Confidential Waste Disposal         | £1,010          | Decoration (incl Bunting etc)               | £1,000          |
| <b>Sub-total: Administration</b>    | <b>£247,159</b> | Christmas                                   | £10,000         |
| Office Accomodation                 | £9,350          | <b>Sub-total: Events</b>                    | <b>£12,000</b>  |
| Rates                               | £3,900          | Allocated Dog Space                         | £3,000          |
| Utilities                           | £1,500          | Citizens Advice Bureau                      | £3,000          |
| Cleaning                            | £1,200          | Toilet/Amenities                            | £15,000         |
| Maintenance                         | £300            | MUGA - 2nd Phase                            | £10,000         |
| Furniture                           | £500            | <b>Sub-total: Potential Future Projects</b> | <b>£31,000</b>  |
| <b>Sub-total: Council Office</b>    | <b>£16,750</b>  | <b>TOTAL: MUTC Budget 2025/2026</b>         | <b>£496,955</b> |
| Leases                              | £45             |   |                 |
| <b>Sub-total: Allotments</b>        | <b>£45</b>      |   |                 |

## BUDGETED EMR 2025-26

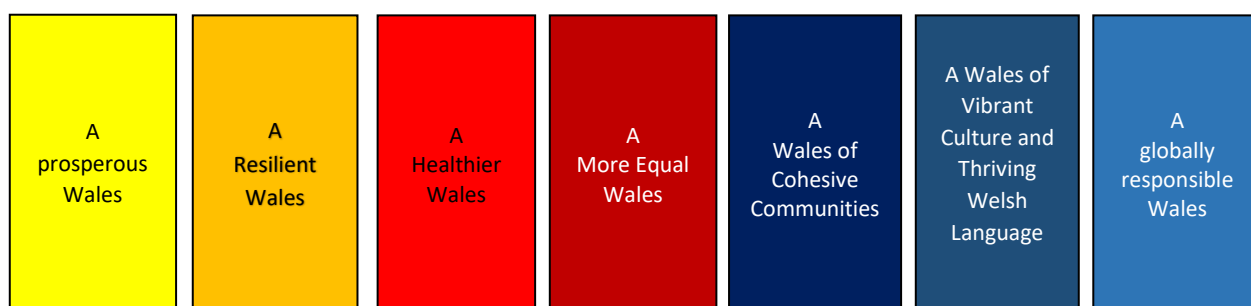
| COST DESCRIPTION                                | AMOUNT £        |
|---|-----------------|
| Professional Fees                               | £12,408         |
| Elections                                       | £4,366          |
| <b>Sub-total: Administration</b>                | <b>£16,774</b>  |
| Maintenance                                     | £4,000          |
| <b>Sub-total: Common-y-Coed</b>                 | <b>£4,000</b>   |
| Maintenance                                     | £16,500         |
| <b>Sub-total: Allotments</b>                    | <b>£16,500</b>  |
| Sycamore Lane                                   | £15,500         |
| Notice Boards                                   | £4,975          |
| Grass Cutting                                   | £5,000          |
| Litter Bins & Benches                           | £3,000          |
| Environmental Project                           | £4,000          |
| Village Improvements                            | £29,989         |
| <b>Sub-total: Outside Spaces</b>                | <b>£62,464</b>  |
| Maintenance                                     | £2,000          |
| Equipment                                       | £100,000        |
| <b>Sub-total: Play Parks</b>                    | <b>£102,000</b> |
| MUGA Refurbishment (Portacabin)                 | £25,000         |
| MUGA Field Improvements (Wildflower meadow)     | £1,000          |
| <b>Sub-total: Sycamore Sports Field</b>         | <b>£26,000</b>  |
| Procurators House                               | £12,077         |
| <b>Sub-total: Procurators House</b>             | <b>£12,077</b>  |
| Walk & Cycle Path Booklet                       | £3,500          |
| <b>Sub-total: Walk &amp; Cycle Path Booklet</b> | <b>£3,500</b>   |
| Allocated Dog Space                             | £7,000          |
| MUGA - 2nd Phase                                | £45,000         |
| <b>Sub-total: Potential Future Projects</b>     | <b>£52,000</b>  |
| <b>TOTAL: MUTC EMR 2025/2026</b>                | <b>£295,315</b> |

### The Seven Wellbeing Goals for Wales

The summary of the Council's activities that follows is based upon the seven well-being goals of the Well-Being of Future Generations (Wales) Act 2015. The Act defines sustainable development as the process of improving the economic, social, environmental, and cultural well-being of Wales by acting in accordance with the sustainable development principle, aimed at achieving the well-being goals.

Magor with Undy Town Council recognises the role that it needs to play in promoting sustainable development and how it goes about meeting its duty under the Act whilst continuing to work for and with its local communities.

The well-being goals are indivisible from each other and explain what is meant by the well-being of Wales. The Town Council embraces these well-being goals and will place them at the heart of its planning and decision-making process to improve the general quality of life (well-being) within its administrative area. The seven goals are as follows in accordance with the Act.



## **Council projects and initiatives undertaken during 2024/2025**

**Placemaking Plan**

**Youth Provision**

**Undy Play Park**

**Council Newsletter**

**Council Noticeboards**

## **Projects for future implementation and consideration**

**Multi Use Games Area (MUGA) Portacabin Replacement**

**Resurfacing of Council Owned Sycamore Lane ( private access road to MUGA)**

**Public Amenities Working Group**

**Council Newsletter – to continue bi-annually.**

## Council ongoing services and responsibilities

### MCC Severnside Town Team

In 2023 Magor with Undy Town Council entered into a Service Level Agreement Contract with Monmouthshire County Council where we pay for the provision of two personnel providing a combined 50 hours of work each week. These 'Town Team' officers undertake a wide variety of maintenance tasks within the communities of Magor and Undy.

Some snap shots of the work of the Town Team.





### **Dog Waste Bins**

The Council provides 33 dog waste bins at various locations in Magor and Undy. The collection of waste from these bins is under contract to a service provider who collects the waste on either Tuesday or Wednesday each week. The cost for this service provision in 2024/25 was £ 12,566.00

Sadly, the use of these bins is abused where dog owners take carrier bags full of waste from their gardens which results in them becoming full too quickly. This practice is regarded as fly-tipping and persons found to be doing this may be prosecuted. The dog waste bins are for use by persons walking dogs to dispose of the dog waste in suitable bags while out walking their dogs.

Furthermore, if the bins are full please dispose of waste in any of the Council Litter bins OR take it home and dispose of with household black bag waste. Do not leave bags on the ground, hanging from the bin or hanging from bushes.

### **Benches**

2024/2025 purchased 4 x 8 seater picnic benches for siting at Sycamore Playing Field.



## Bus Shelters

The Council provides and maintains 7 bus shelters throughout Magor and Undy.

## Allotments

The Council manages 3 allotment sites at Greenmoor Lane, Sycamore Terrace and, Undy. The waiting list expanded to more than 50 during the pandemic and it was identified that the three sites required to be attended to. Over the previous two years there has been an ongoing program of work for improvement of the allotment sites.



**Green Moor Lane:** 9 previously dormant plots (earmarked for M4 relief) at Green Moor Lane were cleared of years of overgrowth of vegetation and are now occupied.

New hardcore resurfacing of the track and parking areas and a new gate were installed.



**Undy:** allotments have been overhauled and plots which had been abandoned or unworked were cleared and split to increase availability. Access to was greatly improved and a new gate installed. A hardcore surface was created for tenants to park their vehicles.



**Sycamore Terrace:** Clearance of unworked plots and upgrade of the access with installation of fences, improvement to the pathway accessing the plots, a new gate and expansion of the footbridge with barrier posts/rails to satisfy health and safety requirements and inclusivity.

The Council were successful in obtaining from Welsh Assembly Government via Monmouthshire County Council a grant of £11,168.50 towards the costs of this project of work.



***If you would like to be added to the waiting list, please contact the Clerk.***

## **Planters**

During late spring and the whole of summer 2024 local volunteers and businesses within Magor Square planted up and watered their own planters in the Square while a contracted service provider planted up the large planters in Magor Square, Queens Gardens, Rockfield Grove and all other planters throughout the villages of Magor and at Undy.



## **Partnership Working**

MUTC regularly work in partnership with Monmouthshire County Council to provide services and amenities for the benefit of the community.

We also worked in partnership with the Churches, The Royal British Legion and Magor Events Group to assist in the arrangement of Civic Services and Community Events.

## **Summer Playscheme**

Play is important to the physical, mental, emotional and social health of our children and through play children learn life skills and develop Well-being. In 2024/25 Council contributed £4,000 towards the operation of a summer play scheme for the children of Magor and Undy.

## Community Support Provisions and actions

### Grant funding

Council has financially supported many community groups to provide services that support the community and encourage community involvement. During the year 2024/2025 the following grants were awarded by the Council:

YUM YUMS UNDY CHURCH HALL £500.00  
MUCH TRUSTEES £25,000.00  
MON CC YOUTH PROVISION & MUCH HALL HIRE £13,137  
GWENT WILDLIFE (GRANT) £4,842.00  
MAGOR CHURCHMEN/EVENTS GROUP £414.00  
UNDY/MAGOR HORTICULTURAL £1,000.00  
UNDY AFC-GRANT 9,032.00  
ST MARYS CHURCH MAGOR £1,000.00  
ST MARYS CHURCH UNDY £1,000.00

## Civic Services and Community Events

### Commonwealth Day Service

An Observance for Commonwealth Day 2025 was held at St Mary's Church, Magor on Monday 10<sup>th</sup> March 2025

Members of the Town Council were joined by Year 6 pupils from Magor CiW and Undy Primary Schools to celebrate this year's theme "Delivering A Common Future: Connecting, Innovating, Transforming"

### D DAY 80<sup>TH</sup> Anniversary Service at The War Memorial, Magor Square.

On Thursday 06<sup>th</sup> June 2024 the Town Council in partnership with St Marys Church, Magor Baptist Church and the Royal British Legion held a service of commemoration to mark the D Day landings of 06<sup>th</sup> June 1944 which led to the liberation of France and Europe and the beginning of the end of WW2.

### Remembrance Day Service

On Sunday 10<sup>th</sup> November 2024 in association with The Royal British Legion and the Churches of Magor and Undy we commemorated Remembrance Day at the War Memorial, Magor Square. The service was attended by many local groups, organisations and importantly members of the community. Once again special recognition and thanks are extended to the community as the total attendance was more than 450 people, which was outstanding and is of credit to all.



## Christmas 2024

Council provides Christmas lighting and Christmas trees at Magor Square and Undy Pound and for Christmas 2024 we contracted with a different Festive lighting contractor that in previous years. We also added the provision of another large Christmas tree at the junction of Main Road and Newport Road, Undy. The changes and additions brought many positive comments.



Council also holds a Best Christmas Shop Window competition which was judged by Council members and guest Lloyd Manship of Magor Brewery December 2024. The winner was by a unanimous vote was Mias Café, The Square.



Sadly, the weather was very unkind and Storm Darragh which brought heavy rain and strong winds meant that the Annual Events of the Open-Air Carol Service (06/12/24) and the Frost Fayre (07/12/24) intended to take place in Magor Square had to be cancelled at short notice.

## VE Day 80<sup>th</sup> Anniversary

Victory in Europe (VE Day) 8<sup>th</sup> May, marked the 80<sup>th</sup> Anniversary of the Allied victory in Europe and is a moment of profound significance for our nation. This news resulted in millions of people at home and abroad joyously celebrating the end of the war and street parties across the UK.

To commemorate this day the Council came together with our churches, local schools, The Royal British Legion, Magor Events Group and neighbouring community council representatives at 11.00am at the War Memorial to pay tribute to the millions of people across the UK and Commonwealth who served in the Second World War and to honour the stories, the courage and the sacrifice of those who fought, the children who were evacuated, and those who stepped into the essential roles on the Home Front. As well as remembering those who gave their lives in the ultimate sacrifice for the freedoms we enjoy today.

Cllr Carole Hopkins BEM at her final appearance as Town Mayor was delighted to be joined by Deputy Lord Lieutenant, Kate Beavan representing His Royal Highness King Charles III. The Deputy Lord Lieutenant congratulated Cllr Hopkins on the award of the British Empire Medal for services to the community of Magor, in The King's New Year honours list 2025

