

Magor with Undy Town Council – Ordinary Meeting 14th July 2025

Associated Documentation.

Agenda Item	Description
5.2	RBS Financial Software reconciliation reports for month ending 30th June 2025
8.1 to 8.4	Noticeboards Working Group
9.1	Multi-location Public Meeting Protocol
10.1	OVW - Monmouthshire and Newport Area Committee
12.1	Town Clerk Work Report (For Information)

Date:01/07/2025

Magor with Undy Town Council

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Time: 13:27

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/06/2025		24,156.91
			<u>24,156.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,156.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,156.91
		Balance per Cash Book is :-	24,156.91
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/07/2025

Magor with Undy Town Council

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Time: 13:27

User: BILL

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2025	DD102A	238.25		238.25		R <input type="checkbox"/>	SSE/SWALEC
05/06/2025	DD103	8.50		8.50		R <input type="checkbox"/>	Barclays Bank
05/06/2025	DD104	15.59		15.59		R <input type="checkbox"/>	Zoom Video Communications
09/06/2025	DCD105	10.90		10.90		R <input type="checkbox"/>	COOPERATIVE STORE MAGOR
09/06/2025	DD106	308.00		308.00		R <input type="checkbox"/>	Mon CC
10/06/2025	DD107	53.16		53.16		R <input type="checkbox"/>	BRITISH GAS
12/06/2025	RFD128	-2,586.45		-2,586.45		R <input type="checkbox"/>	SSE/SWALEC
16/06/2025	DD127	63.00		63.00		R <input type="checkbox"/>	Mon CC
17/06/2025	DD126	64.82		64.82		R <input type="checkbox"/>	EE LIMITED
18/06/2025	DD122	89.22		89.22		R <input type="checkbox"/>	Restore Datashred
23/06/2025	DD123	89.84		89.84		R <input type="checkbox"/>	Solutions in Technology
23/06/2025	DD124	50.94		50.94		R <input type="checkbox"/>	Solutions in Technology
26/06/2025	DCD135	5.20		5.20		R <input type="checkbox"/>	COOPERATIVE STORE MAGOR
27/06/2025	BACS108	52.00		52.00		R <input type="checkbox"/>	Cllr P Kirkham
27/06/2025	BACS109	52.00		52.00		R <input type="checkbox"/>	Cllr D James
27/06/2025	BACS110	52.00		52.00		R <input type="checkbox"/>	Cllr Mike James
27/06/2025	BACS111	52.00		52.00		R <input type="checkbox"/>	Cllr N Baicher
27/06/2025	BACS112	2,032.42		2,032.42		R <input type="checkbox"/>	CLEAR COUNCILS
27/06/2025	BACS113	474.00		474.00		R <input type="checkbox"/>	IAC AUDIT/CONSULTANCY
27/06/2025	BACS114	1,455.30		1,455.30		R <input type="checkbox"/>	Merlin Environmental Services
27/06/2025	BACS115	59.50		59.50		R <input type="checkbox"/>	M.U.C.H.
27/06/2025	BACS116	244.00		244.00		R <input type="checkbox"/>	M.U.C.H.
27/06/2025	BACS117	42.00		42.00		R <input type="checkbox"/>	One Voice Wales
27/06/2025	BACS118	6,354.13		6,354.13		R <input type="checkbox"/>	Mon CC
27/06/2025	BACS119	209.64		209.64		R <input type="checkbox"/>	Mon CC
27/06/2025	BACS120	27.48		27.48		R <input type="checkbox"/>	Mon CC
27/06/2025	BACS121	110.00		110.00		R <input type="checkbox"/>	SQUEAKYCLEAN
27/06/2025	BACS125	6,145.72		6,145.72		R <input type="checkbox"/>	EIBE PLAY
27/06/2025	BACS129	7.00		7.00		R <input type="checkbox"/>	A YEARSLEY
27/06/2025	BACS130	4,531.47		4,531.47		R <input type="checkbox"/>	Salaries
27/06/2025	BACS131	1,390.15		1,390.15		R <input type="checkbox"/>	HMRC
27/06/2025	BACS132	1,350.00		1,350.00		R <input type="checkbox"/>	Torfaen CBC
27/06/2025	BACS133	22.00		22.00		R <input type="checkbox"/>	Chepstow Accountancy
27/06/2025	DCD134	23.03		23.03		R <input type="checkbox"/>	Amazon Service Europe
27/06/2025	BACS136	177.00		177.00		R <input type="checkbox"/>	Cllr Paul Cawley
27/06/2025	DCD137	64.00		64.00		R <input type="checkbox"/>	Amazon Service Europe
30/06/2025	DCD138	218.97		218.97		R <input type="checkbox"/>	Amazon Service Europe
30/06/2025	DD 139	15.03		15.03		R <input type="checkbox"/>	BRITISH GAS
30/06/2025	BACS		77.00	77.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>23,571.81</u>	<u>77.00</u>				

Signatory 1:

Name Signed Date

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Bank A/c

Signatory 2:

NameSignedDate

Date:01/07/2025

Magor with Undy Town Council

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Time: 13:30

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - General/Reserve**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	30/06/2025		78,354.29
			<u>78,354.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,354.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,354.29
		Balance per Cash Book is :-	78,354.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/07/2025

Magor with Undy Town Council

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Time: 13:30

User: BILL

Bank Reconciliation up to 30/06/2025 for Cashbook No 2 - General/Reserve

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2025	INT 145		319.63	319.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>319.63</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/07/2025

Magor with Undy Town Council

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Time: 13:33

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 10 - CCLA-PSDF**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA-PSDF	30/06/2025		469,761.58
			<u>469,761.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			469,761.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			469,761.58
		Balance per Cash Book is :-	469,761.58
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/07/2025

Magor with Undy Town Council

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Time: 13:33

User: BILL

Bank Reconciliation up to 30/06/2025 for Cashbook No 10 - CCLA-PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/06/2025	INT145A		1,721.63	1,721.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>1,721.63</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



July 2025

Noticeboard Working Group information for Council



BACKGROUND

In May 2024 the Town Clerk presented a report to Council regarding the difficulties he was having in using all of the 8 Notice Boards due to deterioration in their condition. The Clerks report posed 2 questions;

1. Is there still a requirement for keeping all 8 Notice Boards when balanced with Standing Order 3.1 which states "The Notice must be published electronically and in a conspicuous place in the community. ?

2. Should the Town Council allow Local Groups to advertise in the Notice Boards as this reduces the available space for Council Notices ?

Council agreed the appointment of a 'Working Group' to review the condition and future of the current notice boards. Council made budgetary provision in 2025/2026 £10,000 with an EMR £4,975, total £14,975.

The Working Group consisted of Councillors and the Business Support and Projects Officer was formed and undertook the following activity;

- Re assessment of the current locations of Notice Boards as this may be impacting on Notice Board longevity
- Noted of the conditions of the existing Notice Boards as per the Clerks report
- Explored available suppliers and options of Notice Board available and costings.
- Under took public consultation, which included face to face and Survey Monkey
- Obtained 3 installation quotations

Consultation Outcomes

Notice Board Construction

50% of respondents chose a Traditional Oak Notice Board.

37.5% of respondents chose an Aluminium Notice Board.

Reduction in Notice Boards from 8 to 7

66% of respondents agreed with the removal of the Notice Board in the hedgerow at the bottom of Vinegar Hill. This will reduce the Notice Boards from 8 to 7.

Relocation of the Notice Board outside Undy Police Station to nearer Magor and Undy Community Hub

90.5% of respondents were in support of the relocation.

Replacement of Notice Boards

The consultation provided evidence that residents were supportive of the replacement of the Notice Boards.

The Working Group acknowledged that with the housing development in Undy there may be a need for the Town Council to assess the need for an additional Notice Board in the future.

Quotations

In consideration of the Clerks report and the Public Consultation the Working Group requested quotations for;

Oak

5 lockable dual door Notice Boards. The header board written in both Welsh and English. Oak dual door notice board, 8 x A4, Both doors supplied with a standard locks and keys. Supplied with a sign written header board and posts for setting into the ground.

1 x Notice Board, 8 x A4. The header board written in both Welsh and English. One door supplied with a standard lock and one door converted to keyless operation to allow for public access.

Aluminium

5 x Aluminium dual door Notice Board, 8 x A4. Both doors supplied with standard locks and keys. The header board written in both Welsh and English and posts for setting into the ground. Colour Coated.

1 x Aluminium dual door Notice Board, 8 x A4. One door supplied with a standard lock and key and one door converted to keyless operation for public use.

Please note suppliers B,C & D were unable to provide an Aluminium Notice Board to this specification but could for the Oak construction.

Supplier B could offer 1 side locked and 1 side open eg no door for public use, open to the elements.

PRODUCT PROVIDERS & COSTINGS NET

Supplier	Oak	Aluminium	Delivery Charge
A	£8,901	£5,259	£144
B	£11,338.90	£7,187	£255
C	£11,048.71	£5,587.68	£210
D	£11,048.71	£5,587.68	£210

INSTALLATION QUOTATIONS

All quotations were inclusive of installation materials, labour and disposal of the removed Notice Boards. Companies advise that works could be undertaken during September 2025.

Company	Quote Net
A	£2,870
B	£2,981
C	£5,721.89

ADDITIONAL INFORMATION

Lead Times - The companies that manufacture the notice boards have a 5 -6 week lead time.

Street Furniture License - If Council approve the working Groups recommendations the Projects Officer will apply for Street Furniture Licenses for all the Notice Boards.

Queens Gardens - the current Notice Board is located on a residents land. A new Board Board would

be located on the opposite side of the road which is owned by MCC. MCC have been made aware and are supportive of the relocation. The resident will be communicated with to explain the process of relocation and timings.

Magor and Undy Community Hub - the location of a Notice Board at the Hub would be on the left of the

car park barrier as you drive in. This will be sited near the pedestrian crossing and road facing. The potential location has been discussed with the Hub, MCC highways and Town Clerk.

WORKING GROUP RECOMMENDATION TO COUNCIL

The working Group would make the following recommendations to Council after evaluating the public consultation and collation of the quotations for both provision and installation of the Notice Boards.

Reduction in the number of Notice Boards from 8 to 7.

Replacement of the 7 with new fully functional Notice Boards.

Relocation of Queens Gardens and Undy Police Station Notice Boards.

Notice Board Construction - Traditional Oak as per 50% of respondents.

Company - A as it is the most competitive quotation

Installation - Company A is the more cost effective quotation for like for like service provision.



AF30MC/DA11G - Aluminium 2-Bay A1 Contemporary Noticeboard with optional Bow Pattern header panel. Left bay glazed & locking, Right bay unglazed & fitted with weatherproof self-healing pinboard for public use.

Oak

Middle Duntisbourne & Duntisbourne Rouse



Magor with Undy Town Council

Protocols for Multi-location / Remote Meeting Attendance for Councillors, Staff and Members of the Public

Protocols for Multi-location / Remote Meeting Attendance

1. Introduction

- 1.1 This protocol is designed to support the Council to provide for multi-location/remote attendance at Council meetings in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 and to make suitable provisions that assists the Chair in the management of the meeting.
- 1.2 This means that the Council will hold official meetings virtually, or on a hybrid basis. Examples of this could include:
 - a) All participants are in the same physical location.
 - b) All participants are in the same physical location except one individual who joins from another location.
 - c) Roughly equal number of councillors are present in a physical space and joining through remote means.
 - d) Wholly through remote means where no physical arrangements have been made.
- 1.3 Members of the Council and members of the public can participate from multiple locations via remote conferencing.
- 1.4 This protocol document does not override the Town Council Standing Orders.

2. Remote conferencing

- 2.1 The Town Council will be using Zoom conferencing software which enables people to be heard and seen.
- 2.2 The legislation specifies that meetings may be held by any means which enables persons who are not in the same place to speak to and be heard by each other. However, the Council will as far as reasonably practicable use video feed at the meeting to be seen as well as heard, but in the event of the lack of, or failure of such video feeds, the meeting will not be prevented from proceeding with audio provision only.
- 2.3 The Town Clerk will handle meeting logistics.

3. Behaviours

- 3.1 Good meeting behaviours will be expected. The Council will not accept or tolerate any inappropriate behaviours, comments, postings, or contributions.
- 3.2 Standing Orders still apply to multi-location meetings. However, given the immediate and potentially highly offensive nature of online abuse any suspected infringement will result

in the host muting the feed from the alleged offender and returning them to the waiting room.

- 3.3 At the direction of the meeting Chair, the host will close the connection to the party concerned if possible. If it is not possible to exclude any contribution or contributor, the meeting may be terminated on the direction of the Chair and resumed as soon as practicable
- 3.4 Remote / virtual meetings require some patience and work much more effectively when Councillors demonstrate respect for each other and the Chair.

4. Before the Meeting

- 4.1 The Town Clerk will host the meeting and publish the meeting agenda/summons/notice in accordance with regulations. Included in the notice will be information for members of the public of how they may join the meeting online.
- 4.2 Members of the public who wish to participate online shall be required to email the Council at the dedicated email address mutcmeetings@office.magorundy.org in advance of the relative meeting.
 - a) By 1300 hours on the last working day (Monday to Friday) prior to Ordinary Meetings. (scheduled for 7pm on second Monday of the month).
 - b) By 1300 hours the working day prior to an Extraordinary Meeting or Annual Meeting.
- 4.3 Members of the public who have joined the meeting online will be required to display their full name on their Zoom account, introduce themselves or have their device camera on so that they are visible.
- 4.4 Participants should join the meeting ahead of the scheduled start time so that the meeting can start on time and allow for any technical issues to be resolved. (The Council is not responsible for any technical issues experienced by participants online).
- 4.5 Participants shall ensure that they are in a quiet location so that there is no disruption of proceedings.
- 4.6 Councillors who are unable to connect due to technological or internet failures will be able to tender their apologies, and this would be accepted as a legitimate reason for non-attendance.

5. Start of the Meeting

- 5.1 The Town Clerk will open the remote meeting room at least fifteen minutes before the start of the meeting and will admit participants to the meeting at the scheduled start time.
- 5.2 Councillors attending remotely will ensure their names are displayed, to allow members of the public to recognise who is speaking.
- 5.3 The Chair will welcome all participants at the beginning of the meeting and check that everyone can hear/see the proceeding.
- 5.4 The host will place everyone on mute.

6. During the Meeting

- 6.1 The meeting protocol is the same as it would be in a traditional meeting in the meeting venues used by Magor with Undy Town Council.

Main points:

- a) All contributions must go through the Chair.
- b) Councillors who wish to contribute comment must raise their hand when attending the meeting in person. When attending online, Councillors who wish to contribute shall either

- physically raise a hand or use the remote hand icon and wait to be invited to speak by the Chair. (In the event that Chair fails to notice such, the Clerk or other shall bring it to the attention of the Chair)
- c) Members of the public will be invited by the Chair to present during the Public Open Forum at the commencement of the meeting and that they should respect the Chair and wait in turn to speak.
 - d) Unmute your microphone to speak. Mute your microphone following any contribution.
 - e) Councillors will be invited to vote by clear show of hands and these must remain raised until completion of the count, as instructed by the Chair. If a recorded vote is required, this would be achieved by the Chair calling each name alphabetically with a response of 'for', 'against' or 'abstain' from each Councillor which can be noted by the Town Clerk to ensure accurate representation and recording of decisions.
 - f) If any participant leaves the meeting for whatever reason, this will be recorded in the minutes. If the participant re-joins the meeting, this will also be noted in the minutes.
 - g) If a Councillor, who is attending remotely declares an interest, the Councillor (unless dispensation has been granted to speak) will be removed to the 'waiting room' by the Town Clerk and readmitted once the item has been discussed.
 - h) The Zoom 'chat' facilities will not be allowed during meetings.
 - i) Ensure that you remain quiet in the meeting room to avoid unnecessary noise being picked up by the microphones.

7. Exclusion of Press & Public

- 7.1 If the Council resolves to exclude the press and public in line with the Council's Standing Orders due to a confidential or prejudicial matter, the host shall proceed to remove all members of the public.
- 7.2 Councillors' remote participation in any confidential 'part 2' items must ensure their camera is activated and confirm their sole presence in the room before engaging in deliberations.

In cases where a visual link cannot be facilitated or where a members is present are using Zoom telephone connection only, the member shall declare to the Chair that they are in a secure environment and that there are no third party present.

Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled would be in breach of their Code of Conduct responsibilities.

8. Photographing, recording, broadcasting, or transmitting

- 8.1 Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- 8.2 The Town Council is not liable for the actions of any person making a recording at or of a Town Council meeting which identifies a member of the public or for any publication of that recording.
- 8.3 The Town Council records the meetings to assist with the accuracy of the minutes only. The recordings are not published.
- 8.4 The printed and signed minutes of a Town Council meeting remain the statutory and legally binding formal record of Town Council decisions.

9. Video conferencing tips and best practice

- a) Know how to join the meeting (remember that numbers for landlines, mobiles and video may be different).
- b) Practice in advance to ensure that you are familiar with the software and iron out any technical issues – using this equipment and software will become more familiar and straightforward the more it is used.
- c) Check that you can see/hear the Chair of the meeting. (Know how to adjust your settings such as microphone sensitivity and volume levels).
- d) Check your lighting, is there enough light for people to see you? avoid backlight or sun streaks.
- e) Remember to conduct yourself as you would in any public meeting.
- f) Fully charge your equipment, meetings can use a lot of battery.
- g) Ensure that when you call/connect that you do so in a comfortable environment/position, as the meeting may take some time, have some water handy.
- h) Put electronic devices on silence and ensure there is no other background noise.
- i) Make sure that you are in the centre of the screen by positioning your device or camera appropriately and look into the camera. Aim for a head and shoulders shot similar to a passport photo.
- j) Keep your device still and on a flat surface.
- k) Consider your personal appearance, you will be on show throughout the meeting if joining via video.
- l) Consider the background, aim for a plain backdrop if possible.

Report: Councillor Donna James

Meeting of the Monmouthshire and Newport Area Committee,
3rd July 2025, 7pm Sessions House, Usk

The meeting commenced with the Annual General Meeting. Cllr Tom Kirton was voted in as Chair and Cllr Phil Elwood as Vice Chair for the forthcoming year.

Dates were agreed for meetings 25/26.

The Ordinary Meeting then commenced.

Members from 13 Councils were in attendance.

The minutes of the 3rd April 2025 were adopted.

The committee were updated in respect of guidance/reports that had been sent out to Clerks since the last meeting.

New Audit information was sent out with the annual statements this year.

The Auditor Generals' report was circulated in March 2025.

Discussion took place in respect of the Finance and Governance toolkit.

The Wye Valley National landscapes report was deferred to a future meeting.

Discussion took place in respect of Charters and Devolution of services. The committee were reminded about the OVW Councillor Training Program and the Consultancy Services that OVW offer including HR advice & consultancy.

Practice Guidance notes continue to be developed by OVW.

A co-option development note was sent to Clerks 8th May 2025. Multi-location meeting guidance notes was sent out on 19th June 25.

Possible Guest speakers for future meeting were discussed and suggestions included National Resources Wales, Friends of the Wye and Newport's Democratic and Electoral Services Manager.

An update on the OVW Cost of Living Crisis project will be given at each quarterly meeting of this Committee.

OVW are hoping to produce a members newsletter to complement the website and e-bulletins.

Various projects & events that local Councils were undertaking were discussed such as Best Kept Front Gardens competition. Arrangements for firework displays. Place making plans and medieval festival events.

The date of the next meeting is the 9th October 2025.

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

Report of the Town Clerk – May 2025 (For Information)

Brief details some of the work and tasks undertaken by Town Council Staff, partners and members of the Town Council between 15th May 2025 and 09th July 2025.

- Preparation of Agendas and associated documents for Council Meetings,
- Completion of the minutes of meetings and discharge of resolutions.
- Preparation of a Policy schedule document and associated research for updating policies.
- Working on Council Bio-Diversity Policy (due for review 2025)
- Review of Council Training Policy
- Visit of Internal Auditor (23/05/25) and attending to observations of that audit relating to Assets Register, Land registration, staffing matters and miscellaneous tasks.
- Ongoing preparation of administrative tasks for Full Audit Wales (Year 2024/25)
- Dealing with formal complaint made to Council and via external bodies.
- Research regarding Hybrid Meeting facilities and equipment.
- Daily Management of Mon CC Town Team (Service Level Agreement) identifying jobs.
- Finance matters regarding receipts and payments due and salary payments.
- Arrangement for removal of MUGA portacabin.
- Responding to range of public enquiries and reports received by telephone, email and in person.
- Liaison with Police, OVW, SLCC, PSOW and ICO on matters arising.
- Further site meetings with Eibe Play and Undy AFC re commencement of project.
- Allotment Inspections and enquiries associated with creation of a Community Garden Plots at Sycamore lane allotments.
- Enquiries with suppliers regarding tennis, netball and basketball equipment at the MUGA. New Tennis Court Net acquired to replace long standing damaged net and missing post.
- Liaison with contractor regarding Summer Planting which began early June.
- Meeting and Inspection of venues with an Officer of the Deaf Council for Wales in respect of inclusive meetings. Engagement with Wales Council for Deaf People and arrangement of a drop in session with them at the Council Office on 26th June 2025.
- Virtual Meetings with Town Council appointed Human Resources and H&S body.
- To note that during June Staff Annual Leave resulted in reduced operational hours.
- Arrange Tender Notices to be published in respect of Grazing Rights at Norton Lane.
- Placemaking Steering Group meeting.

- Public consultation regarding Noticeboards.
- “Walk to School” event arrangements.
- Armed Forces Day arrangements