

APPENDIX A

Annual Return for the Year Ended 31 March 2024.

Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: **Magor with Undy Town Council**

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	292,086	429,744	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	298,574	320,193	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	7,274	13,529	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	68,218	56,604	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	10,831	10,831	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	89,141	190,711	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	429,744	505,319	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	10,888	10,392	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	420,306	518,633	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	1,450	23,706	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	429,744	505,319	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	326,275	327,161	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	166,683	163,315	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	Yes		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	Yes		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	Yes		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		N/A		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000 Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector. In 2023-24, the Council made payments totalling £250.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.
3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
	Chair signature:
Name: William S Lewis	Name:
Date:	Date:

Annual internal audit report to:

Name of body:

Magor With Undy Town Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	Yes				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Yes				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			N/A		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	Yes				
8. Asset and investment registers were complete, accurate, and properly maintained.	Yes				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	Yes				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Yes				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			N/A		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

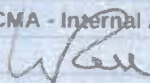
[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 26th May 2024.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Kevin Rose ACMA - Internal Audit and Compliance Ltd

Signature of person who carried out the internal audit:



Date: 26th May 2024

BANK RECONCILIATION – CURRENT A/C

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£4,585.42
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque) Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end	(£10.00)
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as $A-B+C+D=E$ and agrees with Box 9 on the Annual Return)	<u>£4,575.42</u>

BANK RECONCILIATION – DEPOSIT A/C

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£514,057.24
	Outstanding items	
B	<p>Less unpresented cheques (List each outstanding cheque)</p> <p>Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end</p>	£NIL
C	Plus uncleared payments into bank (to agree with attached list)	
D	<p>Petty cash</p> <p>Plus any petty cash balance held at 31 March</p>	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as $A-B+C+D=E$ and agrees with Box 9 on the Annual Return)	<u>£514,057.24</u>

BANK RECONCILIATION – SUMMARY (CURRENT + DEPOSIT)

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£518,642.66
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque) Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end	(£10.00)
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return)	<u>£518,632.66</u>

Magor and Undy Town Council contact details and other core information

	Current details
Clerk's name	William Stephen Lewis
Clerk's address	Magor with Undy Town Council 3 Salisbury House Magor Square Caldicot Monmouthshire NP26 3HY
Clerk's contact telephone	01633 882842
Clerk's email address	admin@office.magorundy.org.uk
Council website	http://www.magorundy.org.uk/

Accounting records

Please indicate the format in which the Council keeps its accounting records

	Yes / No
Manuscript cashbook / receipts and payments book	NO
Spreadsheet	YES
Accounts software packages:	
• Rialtas	YES
• Sage	NO
• Scribe	NO
• Xero	NO
• Other (Please specify)	NO

Audit 2022/2023 – Additional Information

Explanation of variances

Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	7,274	13,529	6,255	86.0%	YES
Line 4 Staff costs	68,218	56,604	(11,614)	(17.0%)	YES
Line 5 Loan interest/ capital repayments	10,831	10,831	-	-	NO
Line 6 Total other payments	89,141	190,711	101,570	113.9%	YES
Line 8 Debtors and stock balances	10,888	10,392	496	4.6%	NO
Line 10 Creditors	1,450	23,706	22,256	115.3%	YES
Line 12 Total fixed assets and long-term assets	326,275	327,161	886	-	NO
Line 13 Total borrowing	166,683	163,315	3,368	2.0%	NO

Variances requiring explanation

One sheet to be prepared for **each variance** that requires explanation.

Line 3 Other Receipts	£
Figure in This Year column	13,529
Figure in Last Year column	7,274
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	6,255

Reasons (as many as are applicable)	Amount £
Bank interest received on higher deposits (and higher interest rates) . Council policy to maximise use of savings a/c.	5,516
Multi Use Games Area (MUGA) Income – pick up in income which had dropped in the previous year following departure of a tennis coach	894
Other – drop in grants received £4,356 to £4,000; offset by £150 received due to complaint to Barclays and other smaller movements	(155)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified. An explanation that 'expenditure increased because the Council spent more' will not be accepted.

Line 4 Staff Cost	£
Figure in This Year column	56,604
Figure in Last Year column	68,218
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(11,614)

Reasons (as many as are applicable)	Amount £
Staff salary incl PAYE/NIC & Pension	
- Loss of litter picker/warden – not replaced until 24/25 Financial Year	(11,614)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 6 Other payments	£
Figure in This Year column	190,711
Figure in Last Year column	89,141
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	101,570

Reasons (as many as are applicable)	Amount £
Service Level Agreement with Mon CC – creation of MUTC Town Team. 2 p/t operatives & equipment	39,574
Audit Fee 2018/19 – creation of provision for disputed Audit Wales charge	21,570
Grants & Donations – increase mainly due to large £22k grant to Magor and Undy Community Hub which began opened in Sept 2023 towards initial running costs.	22,547
Allotments – projects to bring disused plots back into use to meet waiting list demand.	13,871
Hybrid meetings – equipment + hall hire	1,008
Office accommodation –	2,025
Events – King Charles III Coronation event	1,131
Other – consisting of smaller budget headings, in total < 15% of Last Year Figure	(156)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 8 Debtors and stock balances	£
Figure in This Year column	10,392
Figure in Last Year column	10,888
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(496)

Reasons (as many as are applicable)	Amount £
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 10 Creditors	£
Figure in This Year column	23,706
Figure in Last Year column	1,450
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	22,256

Reasons (as many as are applicable)	Amount £
Accruals – Invoices had not been received for the following confirmed costs by the end of the year:	
Audit Wales – disputed 18/19 fee	21,570
Solicitors fees re new lease	1,148
Other – consisting of smaller budget headings, in total < 15% of Last Year Figure	(462)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

APPENDIX B

**Minutes of the Extraordinary Meeting of Magor with Undy Town Council held
at Magor and Undy Community Hub and remotely on Zoom Conference
Calling at 1900hours on Wednesday 29th May 2024**

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

Extraordinary Meeting

Minutes of the Extraordinary Meeting of Magor with Undy Town Council held at Magor and Undy Community Hub and remotely on Zoom Conference Calling. at 1900hours on Wednesday 29th May 2024

COUNCILLORS IN ATTENDANCE

Chair: Mayor - Cllr Carole Hopkins <i>In person</i>	Deputy Mayor Cllr Frances Taylor <i>In person</i>	Cllr Mike James <i>In person</i>	Cllr Donna James <i>In person</i>	Cllr Paul Cawley <i>In person</i>
Cllr Penny Kirkham <i>In person</i>	Cllr Victoria Hammett-Johnson <i>In person</i>	Cllr Mario Bisi <i>In person</i>	Cllr Catherine Baker <i>Remotely.</i>	

IN ATTENDANCE: William Lewis – Clerk to Council
County Councillor Angela Sandles and County Councillor John Crook

MEMBERS OF PUBLIC: S Teale, J Teale, D Bristow, N Bristow, Dr K. Christie, A Graham, K Cox, C. Bond, D Cadden, S James, R Harris, A Boyland, L Bennett.

APOLOGIES:

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14 Clerks announcement

14.1 At the direction of the 'Chair' Mayor Carole Hopkins, the Clerk announced to Council and members of the public in attendance that this extraordinary meeting had been convened with the primary purpose of responding to matters raised in regard to Monmouthshire County Council impending Public Space Protection Order and its impact upon Sycamore Playing Field and to consider if a report prepared by the Clerk should be agreed and published. The clerk outlined that the business to be considered at this meeting is to receive, discuss and agree a response to the request made by the members of the public for Magor with Undy Town Council to commence proceedings to have the decision of Monmouthshire County Council to implement a PSPO, judicially reviewed.

The clerk also confirmed that the agenda made no provision for a public open forum as the Chair considered that council has afforded members of the public reasonable opportunity at the meeting of 13th May 2024 where Councillor Taylor (Chair of that meeting) allowed important contributions from members of the public, and the public open forum ran to over 40 minutes. Furthermore, Council later received written correspondence from members of the public relative to the same. Notably, it is not the general practice of this Council to include public open forum preceding extraordinary meetings. (During ordinary meetings, the time for public open forum ought not to exceed 15 minutes).

15 Chair's Announcements

15.1 To receive any apologies for absence from Councillors

No apologies aside from Cllr Baker advising of delay to enable joining remotely.

The Mayor welcomed everyone to the meeting and asked Councillors to introduce themselves.

Cllr D James addressed the chair for clarification that there was to be no public forum and further commented upon the poor sound quality produced by the hybrid meeting equipment at the meeting of 13th May 2024 requesting that members of the public be able to address the council. The chair declined Cllr D James request.

(Interruptions and comments ensued from public attendees)

16 Correspondence

16.1 To note that any correspondence relative to this Meeting Agenda has been received by Council Members.

Acknowledged and agreed by members

17 Public Space Protection Order (PSPO) / Sycamore Playing Fields

17.1 To receive a report consequent to concerns raised at ordinary meeting of 13th May 2024 in respect of the use of Sycamore Field in relation to use by members of the public and their dogs and agree upon any actions necessary.

Cllr James proposed that the clerk take members through the report line by line. This proposal was seconded by Cllr Bisi. The proposal was clearly carried by show of hands.

The clerk proceeded to take council through the response.

During the clerks detailing of the response Councillors made a number of observations and contributions.

These can be summarised as follows:

Councillors acknowledged the matters of concern raised by residents at the meeting of the 13th May, regarding the proposed introduction of a Public Space Protection Order on Sycamore Field.

- Councillors acknowledge that Councillors who were online at that meeting may have missed some of the discussion due to poor sound quality but heard a summary of the key points and follow up emails from residents.*
- Council appreciates that most dog owners are in the main responsible and clean up after their dog but that dog excrement can contain a variety of harmful bacteria which could have public health implications.*
- That Council now has one full time member of staff and has recently employed a part time Business and Project Support Officer. Additionally, Council employs two part time Village Wardens.*
- That some members of the public had found the signs on Sycamore Playing field regarding the requirement to keep dogs on a lead confusing and more consistency was required.*
- That Magor School confirm that the caretaker removes dog excrement from the fenced area of Sycamore playing field, each morning which is not recognised as fox excrement.*
- Councillors discussed the County Council's legal opinion regarding the Deed of covenant and the Public Space Protection order.*
- Councillors discussed the work already underway to develop an alternative area for walking and exercising their dogs.*

During the clerk's address there were interruptions from Councillors querying details, and responses from other Council members. Furthermore, despite the announcement that no public participation had been announced some members of the public in attendance continued to interrupt the proceedings by speaking over the clerk and Councillors.

A member of the Council who was addressing the meeting with reference to the Neospora parasite in canines met with an interruption from a male member of the public, clearly angered, who stood and loudly remonstrated with the Councillor. The Chair advised one member of the public that they should stop shouting or leave the meeting. The chair requested a return to civility. As the chair could not be heard, the clerk further requested that everyone should heed the chair's request to return to order or leave the meeting. The conduct of this person deeply concerned the Chair who found the behaviour intimidating.

It was resolved.

- ***Not to proceed with the request from residents to seek to judicially review the decision of Monmouthshire County Council's decision to implement a Public Space Protection Order on Sycamore Playing Field from 1st June and to expedite the development of a dog walking/dog exercise area.***
- ***To clarify with Monmouthshire County Council when the signs on Sycamore Playing Field in respect of dogs being required to be kept on a lead were introduced.***
- ***To request that upon the introduction of the PSPO, all new signage introduced by Monmouthshire County Council should be clear and consistent.***
- ***To seek an independent legal opinion to confirm that the Public Space Protection Order is consistent with the deed.***

18 Youth Provision for Magor with Undy

18.1 To receive details of proposed youth provision and activities by Monmouthshire CC Youth Services and agree upon actions necessary.

Members discussed the proposals and costs supplied by Monmouthshire CC Youth Services in provided facilities for youth activities between the hours of 6pm and 9pm on each Tuesday commencing on 30th July 2024

It was resolved.

To agree that Council will enter into an agreement with Monmouthshire CC Youth Services for provision of two youth workers for 3 hours each Tuesday commencing on 30th July 2024 for remainder of financial year at a cost of £11,732 which shall be sourced from Grants and Donations Budget.

Power to spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976

19 Wales Audit – Fee for additional work 2018 /2019

19.1 To receive update in respect of fee for additional work (disputed) by Audit Wales relating to Council Audit 2018/19 and direction from RBS Rialtas to make provision for fee within end of year accounting 2023/24 and to agree any actions necessary.

It was resolved:

To agree that the additional fee (disputed) in respect of Wales Audit 2018/19 is recorded in Council Financial Records.

APPENDIX C

**Minutes of the Ordinary Meeting of Magor with Undy Town Council held
At Magor Baptist Church and remotely via Zoom Conference at 1900 hours
Monday 10th June 2024**

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

Tel: 01633 882 842

e-mail admin@magorundy.org.uk

web: www.magorundy.org.uk

Ordinary Meeting

**Minutes of the Ordinary Meeting of Magor with Undy Town Council held
At Magor Baptist Church and remotely via Zoom Conference
at 1900 hours Monday 10th June 2024**

COUNCILLORS IN ATTENDANCE

Mayor: Cllr Carole Hopkins	Cllr Paul Cawley In Person	Cllr Donna James <i>In Person</i>	Cllr Mike James <i>In Person</i>	Cllr Victoria Hammett-Johnson <i>In Person</i>
Cllr Penny Kirkham In person	Cllr Frances Taylor In person	Cllr Catherine Baker <i>Remotely</i>	Cllr Dr Mario Bisi <i>Remotely</i>	

APOLOGIES:

Cllr Neeta Baicher <i>Experienced remote access difficulties</i>				
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IN ATTENDANCE: William Lewis – Clerk to Council
Rachel Jones – Business and Project Support Officer

COUNTY COUNCILLOR: John Crook

MEMBERS OF PUBLIC: *In person:* Rachel Harris, Amanda Graham. Andrea Boyland, others and Mike Burke
Remote Access (six persons first names provided on screen. No camera. Unverified)

20 Public Open Forum

20.1 Public Open Forum (15 minutes at discretion of The Chair).

The 'Chair' Mayor Cllr Carole Hopkins opened the meeting by welcoming attendees and allowed 15 minutes Public Open Forum.

Mrs Boyland read from a prepared list of observations and questions, these are summarised as follows:

- *Why is the EXOM of 29th May 2024 not on this evening's agenda?*
- *Technical issues were highlighted by a Councillor on line but this was not addressed. Mrs Boyland expressed that she felt a contingency plan should be in place for such events*

and as such an action plan should be created and circulated this would also be a plan to cover the contingency for agenda item 10 on tonight's agenda for IT issues.

Mrs Boyland requested the following information in relation to the Town Councils IT issues

- *What was the issue?*
- *When was it resolved?*
- *What is the SLA with Microshade?*
- *What is the contingency?*

Mrs Boyland went on to express that she felt the council has not covered itself in glory which is less than we should expect and that she believes there is a public loss of confidence in the council due to its decision not to launch a judicial review against Monmouthshire County Council (MCC) decision to require dogs on leads on Sycamore Field.

The chair Cllr Carole Hopkins requested that Mrs Boyland provide Magor with Undy Town Council (MUTC) a copy of her written list be provided. Mrs Boyland agreed.

Rachel Harris asked about matters arising from Sycamore Field and how information and progress would be communicated to the public?

The Chair, Cllr Carole Hopkins reassured that there is much ongoing work to move the proposal forward and updates would be provided as soon as practicable.

Amanda Graham asked the Chair why dog walking facilities was not on tonight's meeting agenda?

Cllr Carole Hopkins reassured that this is a matter of priority for MUTC and clarified that MUTC are in discussion with both MCC and HUB to try and secure use of the field for such purposes. MUTC is currently awaiting a response from the Trustees. Monmouthshire planning have also been consulted and the matter has been expedited.

Mr Mike Burke from Hub was in attendance and explained that the Trustees would be considering use of the field to come across to MUTC for dog exercising purposes.

A public attendee questioned the statement of Mrs Boyland regarding the public loss of confidence expressed that this was a 'very loose comment' immeasurable and asked "How many people is it and what percentage of the Magor and Undy population does this include?"

21 Chairs announcements

21.1 To receive apologies for absence from Councillors.

There were no apologies

21.2 To receive any update and feedback from the Mayor in respect of meetings, functions, events or matters arising.

Cllr Carole Hopkins recognised Cllr Paul Cawley for the hard work that was put into the D Day Remembrance Service held in Magor Village. The service was well attended and ran well. An additional 5 councils attended so pay their respects which was lovely to see and for all to come together for. Cllr Cawley thanked Cllr Hopkins and acknowledged it was team approach that brought the event to fruition.

22 Declarations of Interest

22.1 To receive any declarations of interest in items on the agenda.

***Cllr Victoria Hammett Johnson – item 14 Undy & Magor Horticultural Society
Cllr Mario Bisi – Item 11 Town Warden Contract***

23 Correspondence

- 24.1** To note and agree that correspondence relative to agenda items has been sent and received by Council Members.

Some members expressed that as correspondence had not been received until this day that they could not make informed decisions regarding items on the Agenda. Furthermore, the printed meeting packs were missing documents.

Town Clerk, William Lewis acknowledged some items had inadvertently been omitted from the printed packs. This was due to the tighter than normal timeframes to produce the packs due to the impact of the IT issues and that several days of administrative time were lost over the past week and into this.

However, all information relevant to the agenda items had been sent electronically and was available for members to view prior to the meeting.

Cllr Donna James felt that that as the physical packs were missing pages that the Grant application should be deferred to the next meeting.

Cllr Mike James supported this and said that it was an Excel spreadsheet re finances that was missing.

24 Minutes of Previous Meetings

- 24.1** To adopt the draft minutes of Ordinary Meeting of 13th May 2024

Resolved:

Deferred to next Council meeting: Although previously communicated by email to Council and published on website the minutes of 13/05/24 had not been included in the printed Bundle.

25 Finances

- 25.1** To receive Microsoft Excel Reconciliation report of bank accounting for month ending 31st May 2024 (Appendix A).

Resolved.

Received and Agreed

- 25.2** To receive RBS Financial Software reports for month ending 31st May 2024 (Corresponded separately)

Town Clerk, William Lewis and Cllr Penny Kirkham explained that this has not been able to be completed and requested that it be deferred to the next meeting.

Resolved:

Deferred to next Council meeting.

19.36 hrs – Mmes Boyland, Harris and Graham left the meeting.

26 End of year internal audit 23/24

- 26.1** To receive the observations/recommendations of IAC Audit and Consultancy in respect of the annual Internal Audit Report of 25/05/2024 and agree any actions necessary.

William Lewis presented the internal auditors' observations in respect of:

1. **Debit Card Limit**
2. **Fidelity Insurance**
3. **Council Assets Register**

Resolved:

1. *The current transactional limit is to be increased to £1000*
2. *Insurers are to be informed that the current budget is temporary and that current projects in the pipeline will soon utilise the current funds.*
3. *To review and update the Assets register in accord with IAC observation and introduce regular review.*

27 Rialtas Allotments Management Software

27.1 To receive report from Town Clerk, the quotation provided and agree any actions.

The Town Clerk, William Lewis explained to Council the benefits of an improved allotment administration system would make and that it would considerably reduce man hours spent processing the business associated with the management of the allotments and collection of annual rent.

The initial cost of the licence for this software being £1006 and £249 per year thereafter.

Current number of allotments plots:

Undy 32

Sycamore Terrace 6

Green Moor Lane 19

William Lewis reminded Council of an application for a grant for allotment improvements from Mon CC had been awarded and that £11,168 was due to be paid.

Cllr Taylor added that Council had agreed to a significant investment for the improvements needed to the allotments and felt that the current systems and processes for managing the allotments is insufficient and time consuming.

Resolved:

That the Rialtas Allotments Management Software be purchased at an initial cost of £1006 and £249 annually thereafter funded from Allotment Maintenance budget.

Power to spend: Section 23 Small Holdings and Allotments Act 1908.

28 Grant Applications

28.1 To receive and discuss a grant application for £25,000 from the Magor and Undy Community Hub (MUCH) and agree and agree any actions necessary.

Mayor Hopkins stated that in her opinion the Council should assist in any way they could to ensure that the HUB is able to succeed. That this development had been 30 years in the making and it should not be allowed to fail.

Cllr D James stated that she took exception to the Mayors comment. Cllr D James felt that the Mayor was leading the council. Mayor Hopkins apologised stating that she was simply giving a personal opinion.

Mr Mike Burke Chairman of MUCH trustees was invited to address Council and he referred positive impact of Magor Hub and its growing number of users. Councillors and public were encouraged to come and visit the Hub to see and experience what is going on there.

Mr Burke outlined that there was currently a £52,000 deficit in budget which the Trustees and Manager are working hard to reduce. The vision for the Hub is for its continuous growth and the need for ongoing financial assistance to cease.

Cllr Penny Kirkham is MUTC representative at the Hub and she explained that in Hub Business plan that it was documented that the venture would not break even until its 3rd year in business.

There was a debate amongst the Councillors around current wording within MUTC policy for Grants and also areas of the application form submitted and whether it should be deferred to the next meeting once changes were made?

Cllr Penny Kirkham expressed that she felt fully informed of all required information to support the grant application from HUB. She also stated that grants have previously been given using the existing MUTC Grant Policy and felt stronger that this should not be an obstacle this time around.

Cllr Frances Taylor addressed Council by explaining that she has reread the Grant Policy and that the wording in the policy does not preclude the use of grant funds for salary and revenue.

“These grants are normally offered to support a particular project, event activity or the purchase of equipment by established organisations” (MUTC, Grant Funding Policy & Guidance adopted June 2023, p. 1) It was confirmed that the policy does not preclude this is not the case and therefore the minutes will reflect that the grant can be used for salary and revenue costs.

Cllr Donna James requested on three separate occasions that it be documented in the minutes that the application is not in line with MUTC policy and that she felt it should be deferred until this is addressed and once addressed she would be supportive.

Cllr Mario Bisi requested that it was noted that Cllr Catherine Baker who had accessed the meeting online, had had her hand up for 10 minutes whilst the debate about policy was going on but had left the meeting as she had not been given opportunity to contribute to the discussion. The Clerk confirmed that Cllr Baker desire to speak and had been noted.

Resolved:

Proposed, seconded and agreed by majority show of hands to award the Grant Application from MUCH.

- 1. MUCH would provide quarterly reports.**
- 2. Attendance at some MUTC meetings from HUB trustee(s)**
- 3. Council will seek the Internal Auditors opinion on MUTC Grant Policy 2023.**
- 4. Payment will be made in two tranches subject to successful monitoring.**
- 5. It was agreed that council should review the Grant Policy in order to create a more simplified and streamlined process.**

20:24 hours Mr Mike Burke left the meeting.

29
29.1

Council I.T. issues and requirements for new equipment.

To receive a report from the clerk regarding recent significant IT issues experienced by the council office, the remedial work undertaken by Microshade VSM and its impact on workload.

Cllr Carole Hopkins provided council with the background to the issues being faced by the MUTC Office due to IT issues.

Further information was provided by Town Clerk and he summarised the issues, remedial actions taken and the number of hours expended attempting resolution and the impact this had had on staff capacity to discharge business and usual.

The Clerk expressed how exasperating the issue was and his disappointment that this was unrecognised by some of the council members. The Clerk also confirmed that the issues had obviously resulted in delayed responses to emails from members of the public.

- 29.2** To acknowledge that consequent to the IT issues and to ensure resilience and agree the purchase of a laptop device in line with quotes provided.

Cllr Victoria Hammett Johnson addressed the council explaining that they had a Duty of Care to staff within the MUTC and that the undertone of some emails and Whatsapp messages bordered on Bullying and Harassment rather than offering help, support and solutions. Staff should not be put under undue stress from other Council members. We all have a collective goal and should have ongoing respect for one another.

Resolved:

It was Resolved that a new laptop could be purchased for the office.

Power to spend: Section 111 Local Government Act 1972 – S111 – Power to do anything that will facilitate, be conducive to or incidental to the discharge of the Council's powers and functions.

30 Town Warden Contract

- 30.1** To note that the person employed of 01st February 2024 under a six-month temporary contract has completed the 13-week probationary period satisfactorily and to consider either extending the probation period to the end of the contract (discretionally) OR to agree to making the contract permanent at the end of the temporary contract period on 31st July 2024.

Resolved:

It was resolved that the contract should be made permanent.

31 Monmouthshire CC Planning Consultations – Please access the portal link to view the following applications

<http://www.monmouthshire.gov.uk/planning>

- 31.1 DM/2024/00657 - Lydstep House, Dancing Hill, Undy, Monmouthshire, NP26 3BY**

Cllr Paul Cawley reported his views following a visit.

Resolved:

Council have no objections or representations subject to neighbours.

32 Town Council Notice Boards

- 32.1** To receive observations about the Notice Board requirements based upon a report by the clerk shared with the working group on 28th May 2024 relating to condition and management of Notice Boards and to agree actions.

Resolved:

To defer this item to next meeting as the working group have not completed their evaluation.

33 Undy & Magor Horticultural Society

33.1 From Cllr Kirkham - To note that the society are planning to hold a village show on 22 August 2024 and to agree any actions necessary.

Item noted and Council will offer support if requested

34 Next Meeting

34.1 Ordinary Meeting – 1900 hrs Monday 08th July 2024 – Venue TBA

APPENDIX A

EXPENDITURE

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	α	SALARIES	ESTABLISHMENT	S. 137	BANK CHARGES	VAT	TOTAL
B/fwd						9,818.13	9,863.75	0.00	8.50	1,757.98	21,448.36
07/05/2024	DO 0035	4190-110	ZOOM	CONFERENCE CALLING	R		12.99			2.60	15.59
07/05/2024	DO 0036	4100-110	BARCLAYS	BANK CHARGES	R				8.50		8.50
17/05/2024	DO 0037	4170	EE MOBILE	MOBILE CONTRACT	R		35.46			7.09	42.55
23/05/2024	DO 0038	4170	SOLUTIONS IN TECHNOLOGY	BROADBAND TELEPHONY	R		75.72			15.14	90.86
15/05/2024	BACS 0039	4200-115	NJ RIORDAN WHILD	HAYLOFT electricity	R		987.90			49.40	1,037.30
01/05/2024	DCD 0040	4465-150	CSTOW G'DEN CTRE793767956	PLANTS FOR MAGOR SQUARE	R		43.30			8.66	51.96
10/05/2024	DCD 0041	4145	FIT MY FLOOR (259921761)	LAMINATE FLOORING	R		583.33			116.67	700.00
15/05/2024	BACS 0042	4140	CLEAR COUNCILS	ANNUAL COUNCIL INSURANCE	R		1,778.31				1,778.31
15/05/2024	BACS 0043	4155	KONICA MINOLTA	PRINTER LEASE	R		143.31			28.66	171.97
15/05/2024	BACS 0044	4155	KONICA MINOLTA	PRINTING COSTS	R		27.43			5.49	32.92
15/05/2024	BACS 0045	4355-130	STANDARD SIGNS	MAGNETIC NUMBERS	R		21.00			4.20	25.20
15/05/2024	BACS 0046	4220	EBENEZER BAPTIST	HALL HIRE	R		30.00				30.00
15/05/2024	BACS 0047	4120	WORKNEST	INSURANCE PREMIUM	R		125.25				125.25
15/05/2024	BACS 0048	4120	WORKNEST	HR AND H & S CONTRACT	R		3,200.51			640.10	3,840.61
29/05/2024	BACS 0049	4440	MON CC	SLA - MAY	R		5,111.11			1,022.22	6,133.33
29/05/2024	BACS 0050	4550	MON CC	MUGA INSPECTIONS	R		22.01			4.40	26.41
29/05/2024	BACS 0051	4550	MON CC	ROSPA INSPECTIONS	R		168.63			33.73	202.36
31/05/2024	DO 0054	4475	RESTORE DATASHRED	CONFIDENTIAL WASTE	R		66.68			13.33	80.01
20/05/2024	SO 0055	66.2022/23	NJ RIORDAN WHILD - 4146	HAYLOFT 4 WK RENT	R		675.00				675.00
29/05/2024	BACS 0056	4240-150	NRW	DRAINAGE	R		5.99				5.99
29/05/2024	BACS 0057	4460-150	MERLIN	DOG BINS WASTE	R		960.40			190.08	1,140.48
29/05/2024	BACS 0058	4190	MICROSHADE	SOFTWARE AND SECURITY	R		104.58			20.92	125.50
29/05/2024	BACS 0059	4190	PEAR TECHNOLOGY	MAPPING SOFTWARE	R		240.00			48.00	288.00
15/05/2024	DO 0061	4120	RIALTAS	EOY ACCOUNTS	R		868.00			173.60	1,041.60
15/05/2024	DO 0062	4200-115	BRITISH GAS	ELECTRIC - SALISBURY HSE	R		18.12			0.90	19.02
15/05/2024	BACS 0063	4115-110	CHEPSTOW ACCOUNTANCY	PORTACABIN RATES - PCM	R	30.00	62.00				92.00
29/05/2024	BACS 0064	4000-110	STAFF SALARIES	APRIL SALARY ADMIN	R		3,511.09				3,511.09
29/05/2024	BACS 0065	4030-110	HMRG	STAT DEDUCTIONS	R		1,051.99				1,051.99
29/05/2024	BACS 0066	4040-110	TORFAEN CBC	PENSION CONTRIBUTIONS	R		1,062.92				1,062.92
20/05/2024	BACS 0068	213.2 of 23/24	PHILLIP JEFFRIES (Part Payment)	GRANT APPLICATION APPROVED	R		500.00				500.00
22/05/2024	DO 0069	4200-170	SSE (THIS IS INCORRECT BILL)	FLOODLIGHTING MUGA	R		2,083.33			416.67	2,500.00
23/05/2024	DCD 0070	4465-150	P W HALSE AND SONS	PLANTS	R		1,698.56			337.42	2,035.98
29/05/2024	BACS 0071	4070-110	WILLIAM LEWIS	EXPENSES (USBC-USB ADAPTOR	R		29.17			5.83	35.00
29/05/2024	BACS 0072	4050-110	WILLIAM LEWIS	MILEAGE CLAIM - MAY	R		10.00			2.00	12.00
29/05/2024	DCD 0073	4200-170	SSE - CORRECTED (CARD PMNT)	FLOODLIGHTING MUGA	R		69.25			3.46	72.71
30/05/2024	RFND 0074	4200-170	SSE	ACCOUNT REFUNDED (DD 0068)	R		-1,636.06			-327.21	-1,963.27
30/05/2024	DCD 0075	4145	FIT MY FLOOR (259921761)	LAMINATE FLOORING - ADDITION	R		41.67			8.33	50.00
	DO 0054	4475	RESTORE DATASHRED	CONFIDENTIAL WASTE	R		168.63			33.73	202.36
	DO 0054	4476	RESTORE DATASHRED (RFND)	CONFIDENTIAL WASTE	R		-168.63			-33.73	-202.36
						15,474.13	28,035.60	0.00	17.00	4,589.67	48,116.40

Income

[illegible]