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Magor with Undy Community Council

Cyngor Cymuned Magwr A Gwyndy

Internal Audit Report: 2018-19

Stuart J Pollard

Director
Auditing Solutions Ltd

Background

All town, parish & community councils are required by statute to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to provide this service effective from 2018-19.

This report sets out the work undertaken in relation to that financial year, both in advance of and during our visit on 16h April 2019, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in other key areas.

Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained generally adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are able to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Council continue to operate generally effective control procedures in each relevant area: we also wish to commend the Clerk and her Assistant for the clear and professional manner in which the accounts and other documentation was presented for our examination.

We note that the 2017-18 has still to be signed off by the external auditors and have identified one inconsistency in the financial information contained therein when compared with information reported in previous years' Returns. The Clerk is pursuing the position with the eternal auditors and, once clarification of the position has been confirmed, will finalise the data for inclusion in the 2018-19 Return, following which we will sign off the IA Certificate in the year's Return.

This report has been prepared for the sole use of Magor with Undy Community Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and no anomalous entries appear in the financial ledgers. The Clerk has maintained the records for 2018-19 in spreadsheet format, although we note that the RBS Rialtas Alpha software has been acquired and will be implemented for 2019-20. We consider this a positive step as the software will afford ease of data entry and the production of cashbooks, bank reconciliations, budget reports and year-end data for inclusion in the AGAR at the press of a few keys.

We note that the Council has 9 bank accounts in place with Barclays with the Current account the only one in day-to-day use: we understand that the others were established to retain funds set aside for specific projects. Whilst not a cause for any concern, we do not consider that any real benefit is achieved by such a diversification of the accounts and could in fact have the effect of reducing the level of interest that the Council may receive were the funds held in a single "investment / deposit" account. The RBS software will allow the establishment / identification of specific individual reserves without the need for the funds to be held in separate accounts/

As this is the first year of our appointment and in order to ensure the appropriateness of financial data recording and validate the values to be reported in the 2018-19 AGAR, we have: -

- Noted that the External Auditor has yet to sign off the 2017-18 AGAR;
- Verified the accuracy of the opening trial balances for 2018-19 with detail recorded in the 2017-18 combined year-end bank reconciliation noting the oversight of interest earned in 2017-18 on one of the earmarked reserve fund accounts: the clerk was already aware of this and has made an appropriate adjustment in the accounting records;
- Verified the accounting transactions recorded in the spreadsheet cashbook by reference to supporting bank statements for the full financial year;
- Verified the accuracy of the combined year-end bank reconciliation on all accounts, noting that the clerk completes similar reconciliations at the close of each month with detail reported regularly to members: we have seen no indication that a nominated member has undertaken and / or evidenced examination of these detailed bank reconciliations as required by the Council's Financial Regulations (Para 2.2 refers);
- Ensured that an appropriate analysis of receipts and payments is maintained by the clerk to facilitate monitoring of performance against the approved budget; and
- Noted that the Council has appropriate software back-up arrangements in place through Microshade and the Cloud.

Conclusions and recommendations

Whilst no significant concerns arise in this area, we have identified one or two areas where controls and management arrangements could and should be improved, as detailed in the following recommendations.

R1. The Council should nominate an independent (of the cheques signing process) member to review bank reconciliations periodically (Para 2.2 of the adopted Financial Regulations refers), that review being evidenced with the reviewer's initials / signature and date of review.

R2. Consideration should be given to rationalising the number of bank accounts in operation, thereby potentially generating a greater rate of interest return: the RBS software to be implemented in 2019-20 will give more than adequate scope for identification of sums set aside in specific earmarked reserves.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to reasonably ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council has adopted Standing Orders (SOs) and Financial Regulations (FRs) in April 2014 and February 2017 respectively, with both subjected to further review, amendment and re-adoption in November 2017. We have examined the content of the documents noting that both make reference to the revised EU Regulations relating to contracts promulgated in 2014 / 2015: however, both documents imply that formal contracts should be acquired only when the cost exceeds £60,000.

The EU / Public Contracts legislation requires all tenders in excess of £25,000 to be advertised formally on the Government's Contract Finder website and we consider that, for a Council the size of Magor with Undy, that value should also be applied to all contracts and be identified accordingly in the SOs and FRs.

In examining a sample of payments processed during the year (see next section of this report) we noted that at least one contract had been "signed" by the Chairman: Para 10.4 of the FRs specifically excludes members from involvement in the placement of orders or arranging contracts and **must** be observed in all circumstances.

We have reviewed the Council and Committee minutes for the financial year noting that operation of some committees ceased part way through the year. We also note that a group of members have been holding "Personnel" meetings for which no formal minutes have been taken or "published". Whilst we appreciate the potentially confidential nature of such discussions, they must be undertaken in accordance with formally constituted Terms of Reference with appropriate formal minutes prepared and marked as "Confidential" if appropriate.

In reviewing minutes, we noted that the Council has approved the payment of various grants and donations to local bodies during the year: however, the minutes do not identify the powers relied on for approval of such grants. We also noted the payment of a £3,000 grant to a local primary school for provision of IT equipment. The Council is not a statutory education authority and consequently does not have powers to provide educational equipment: we are doubtful whether Section 137 or the Power of Well Being could be applied appropriately in this scenario.

Conclusions and recommendations

We have, as indicated above, identified a few issues where members appear to have acted unilaterally and outside the Council's adopted governance framework as set out in Standing Orders and Financial Regulations. Appropriate action should be taken to ensure compliance with the Council's approved regulatory framework, as detailed in the following recommendations.

R3. All contracts and official orders must only be instigated and signed by officers of the Council as stipulated in Section 10 of the Council's formally adopted Financial Regulations.

R4. All Council and Committee meetings of the Council should be conducted in accordance with the Council's governance arrangements and approved Terms of Reference for committees, with formal minutes prepared recording the discussions and resolutions arrived at.

R5. The level at which formal tender action is required should be reviewed and reduced to £25,000 in line with the requirements of the Public Contracts Regulations.

R6. The Council should give formal consideration to the powers being relied on when approving grants and donations, only using the Section 137 or Power of Well Being when no other specific power exists. The Council should also note that it does not have powers to provide educational facilities.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Invoices are scrutinised and appropriately "signed-off" by members signing cheques or authorising payments by other means;
- The correct expenditure analysis has been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We note that the majority of payments continue to be processed by cheque signed by two authorised members, together with a few regular direct debits and monthly salaries paid by on-line transfer.

We have reviewed a sample of payments processed during the year examining all those paid in June, September and December 2018 and March 2019 and ensuring compliance with the above criteria.

We are pleased to note that cheque signatories, at least one of the two, generally initial the invoices paid by cheque, although those paid by Direct Debit or on-line are not routinely being initialled. In order to further strengthen control in this respect and to provide more formal assurance that members are meeting their fiduciary responsibilities, we suggest that consideration be given to the acquisition of a suitably designed rubber certification stamp to be affixed to every invoice and / or payment docket containing the following information: -

- Initials of Clerk confirming arithmetic accuracy of invoice and appropriate receipt of goods / services as invoiced
- Cheque / other payment reference number (ideally, direct debits, standing orders, etc should be allocated a unique consecutive reference number)
- Official order number, where applicable

- Date of payment
- Initials of both members authorising release of the payment and / or signing cheques

We note that, due to the clerk's sickness absence at the start of the financial year, no VAT reclaim was prepared and submitted to HMRC for 2017-18, also noting that a reclaim has now been prepared for that year and will be submitted for repayment shortly, together with a reclaim covering 2018-19. The implementation of the RBS Alpha software will simplify the process and help ensure compliance with HMRC on-line submission requirements, which become effective from October 2019: claims should ideally be submitted at regular quarterly intervals to ensure further maximisation of the Council's interest earning opportunities.

Conclusions and recommendation

We are pleased to report that no significant concerns have been identified in this review area with only one recommendation arising aimed at further strengthening the existing operative controls.

R7. Consideration should be given to the acquisition of a suitably designed (as indicated in the body of the report) rubber certification stamp to be place on each and every invoice / supporting payment docket duly initialled by the Clerk and two members to evidence effective discharge of their fiduciary responsibilities.

R8. Consideration should be given to the quarterly preparation and submission of VAT reclaims.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Noted that the Council has used the services of One Voice Wales to assist in the risk management process during 2018-19;
- Noted the existence of a comprehensive assessment of the potential financial and political risks facing the Council, although we have seen no indication in the minutes for the 2018-19 financial year that the document has been presented to and been adopted formally by the Council;
- Noted that regular monthly inspections of the Council's play areas are undertaken by the parent Council together with an annual RoSPA based review: the resultant reports are duly filed and acted on appropriately; and
- Examined the Council's extant insurance policy to ensure that appropriate cover is in place, noting that Employer's and Public Liability cover are in place at £10 million and £12 million respectively, together with Fidelity Guarantee cover at £250,000, all of which we consider appropriate for the Council's current requirements.

Conclusions and recommendation

No issues arise in this area currently warranting formal comment or recommendation. We have, however, drawn the clerk's attention to the availability of software specifically designed for this tier of local government (Local Council Risk System – LCRS) by a company based in Scotland

(DMH Solutions). The software identifies some 500 potential individual risks that may or may not apply to a council and for them to be scored (between 0 and 3 – Not applicable to severe) for both likelihood of coming to fruition and financial / political risk, the resultant product of those two values generating an Action Plan. The software includes all or any references to legislation pertaining to the individual risks and also generates a detailed risk register of assessed risks, together with Insurance and Health / safety checklists.

We also remind the clerk that the Governance and Accountability Manual – The Practitioner's Guide requires risk assessments to be the subject of annual review and formal re-adoption.

R9. Risk registers should be subject to annual review, update (where appropriate) and formal re-adoption by the Council at least once annually.

Budgetary Control and Reserves

In this area of review, we are seeking to confirm that the Council has determined its annual budget based on sound assumptions of intended spending, that sufficient funds are available to meet future spending plans and that members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund and note that: -.

- The draft 2019-20 budget and precept were approved by full Council at a meeting in January 2019 with the latter set at £200,540;
- The Council continues to receive regular management reports updating them on the financial position throughout the year;
- As indicated earlier in this report, specific funds are set aside in specific earmarked reserves, each with its own bank account; and
- The Council's total funds at the financial year-end stand at £194,700, with funds earmarked to specific projects in place totalling £100,400. The residual General Reserve balance of £94,300 equates to approximately six half months' revenue spending, which is in line with generally recognised CiPFA guidelines of between three and six months such spending.

Conclusion

We are pleased to record that no significant issues arise in this area currently.

Review of Income

Our objective here is to ensure that appropriate records are maintained to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. In addition to the Precept the Council receives supplementary income from very limited areas, including allotment rents, wayleaves and occasional hire of the tennis courts, together with bank interest and recoverable VAT.

We understand that no formal review of rents, fees, etc has taken place in recent years, contrary to the requirements of the adopted Financial Regulations, paragraph 9.3 which requires that an annual review is undertaken.

We note that allotment rents fall due on 1st August annually and that, due to the clerk's sickness absence, the issue of invoices was delayed, also noting that of the 29 available plots, 5 currently remain available for letting.

We note that the tennis courts are generally available for free use by the public, although use of floodlights requires the purchase of tokens to switch them on. We have advised the clerk that such casual usage should strictly be considered a vatable service and have suggested that, in view of the minimal income arising, HMRC may waive the VAT requirement and suggested that she should seek **formal** agreement from HMRC that no VAT is required to be charged in view of the level of income.

Conclusions

No significant issues arise in this area warranting formal comment or recommendation, although, as indicated above, we suggest that formal agreement be obtained from HMRC that, in view of the low volume of income received, VAT charges may be waived.

Petty Cash Account

The Council does not operate a petty cash account, any casual expenses incurred by officers being reimbursed periodically through the usual invoicing process on production of supporting invoices, etc.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as most recently further revised effective from 1st April 2017.

To meet the above objectives, we have: -

- Acquired detail of the staff in post during 2018-19 and ensured that the gross salaries payable in March 2019 were in accord with those details;
- Noted that the payroll was undertaken in house during 2018-19, but has been outsourced for the new financial year;
- Noted that the Assistant Clerk appointed part way through 2018-19 has, as yet, not been provided with a formal employment contract;
- Verified the accurate calculation and deduction of income tax, NI deductions and contributions, together with pension deductions and contributions for this staff contributing to the LG pension scheme; and
- Verified the accurate payment over of staff salary costs routinely throughout the year to HMRC and the pension fund administrators.

Conclusions and recommendation

No significant issues arise in this area currently other than reminding the Council that all employees should be provided with a formal employment contract.

R10. The Assistant Clerk should be provided with a formal contract of employment as soon as is practicable.

Fixed Asset Register / Inventory

The Governance and Accountability Manual requires all Councils to prepare and maintain registers of their stock of land, buildings, vehicles, furniture and equipment. We are pleased to note that the Council continues to meet this requirement with a detailed register in place.

We have reviewed the content noting the addition of new acquisitions in the year to the register, together with the removal of a few disposals, with the asset value recorded in the AGAR duly and correctly amended.

We have also discussed with the clerk the advisability of establishing an inventory record.

Conclusions and recommendation

No significant issues arise in this area, although we have suggested that consideration be given to the establishment of a photographic register of street furniture and the like, which may ease the progression of any insurance reclaim in the event of damage or theft of such items. We have also suggested that an inventory of office equipment should be developed.

R11. Consideration should be given to the establishment of a photographic register of street furniture and the like, together with an inventory of office equipment.

Investments and Loans

We aim here to ensure that the Council has appropriate investment and borrowing strategies in place and that the most advantageous interest rates are being obtained.

We are pleased to note the existence and re-adoption of an Investment Strategy during 2018-19 in line with the guidance issued by the National Assembly for Wales. No formal investments are held, surplus funds being held, as identified earlier in this report, in a raft of deposit accounts with Barclays.

Loans are in existence with the PWLB, repayable half-yearly: we have verified the two repayments made in 2018-19 by reference to the PWLB loan repayment requests and have also verified the value of the outstanding loan liability as at 31st March 2019 to be disclosed in the AGAR.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Statement of Accounts and AGAR

The Accounts and Audit Regulations, as amended periodically, require all councils to prepare annually a Statement of Accounts now in the form of the AGAR, which is, together with the Annual Governance Statement, subject to independent external audit examination and

certification. We have noted earlier in this report that the 2017-18 AGAR remains uncertified by the external auditors at the present time and will review the outturn at our interim visit to the Council for 2019-20.

The Council's annual turnover only requires the AGAR financial detail to be prepared and submitted in Receipts and Payments format, which has been the case up to and including the 2016-17 Return. Due to the clerk's sickness absence at the start of the 2018-19 financial year, the 2017-18 Return detail was compiled by an external contractor with the year's VAT reclaim of £5,000 recorded in the Return as a debtor.

As the 2017-18 Return has still to be signed off by the external auditors the clerk has suggested that she contact them with a view to amending the 2017-18 detail to exclude the VAT debtor and have that year's Return, together with the 2018-19 Return completed again on a Receipts and Payments basis.

The clerk has also agreed to advise us of the outcome of that conversation, once held, and will then submit the 2018-19 Return to us by post for verification of the values to be recorded and sign-off of the Internal Audit Certificate.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment and we will, as indicated above, sign-off the Internal Audit Certificate in the 2018-19 Return on receipt from the clerk assigning appropriate assurances and references to this report, here applicable.

Rec. No.	Recommendations	Response
Review of Accounting Arrangements and Bank Reconciliations.		
R1	The Council should nominate an independent (of the cheques signing process) member to review bank reconciliations periodically (Para 2.2 of the adopted Financial Regulations refers), that review being evidenced with the reviewer's initials / signature and date of review.	
R2	Consideration should be given to rationalising the number of bank accounts in operation, thereby potentially generating a greater rate of interest return: the RBS software to be implemented in 2019-20 will give more than adequate scope for identification of sums set aside in specific earmarked reserves.	
Review of Corporate Governance		
R3	All contracts and official orders must only be instigated and signed by officers of the Council as stipulated in Section 10 of the Council's formally adopted Financial Regulations.	
R4	All Council and Committee meetings of the Council should be conducted in accordance with the Council's governance arrangements and approved Terms of Reference for committees, with formal minutes prepared recording the discussions and resolutions arrived at.	
R5	The level at which formal tender action is required should be reviewed and reduced to £25,000 in line with the requirements of the Public Contracts Regulations.	
R6	The Council should give formal consideration to the powers being relied on when approving grants and donations, only using the Section 137 or Power of Well Being when no other specific power exists. The Council should also note that it does not have powers to provide educational facilities.	
Review of Expenditure & VAT		
R7	Consideration should be given to the acquisition of a suitably designed (as indicated in the body of the report) rubber certification stamp to be place on each and every invoice / supporting payment docket duly initialled by the Clerk and two members to evidence effective discharge of their fiduciary responsibilities.	
R8	Consideration should be given to the quarterly preparation and submission of VAT reclaims.	

Rec. No.	Recommendations	Response
Assessment and Management of Risk		
R9	Risk registers should be subject to annual review, update (where appropriate) and formal re-adoption by the Council at least once annually.	
Review of Staff Salaries		
R10	The Assistant Clerk should be provided with a formal contract of employment as soon as is practicable.	
Asset Registers		
R11	Consideration should be given to the establishment of a photographic register of street furniture and the like, together with an inventory of office equipment.	

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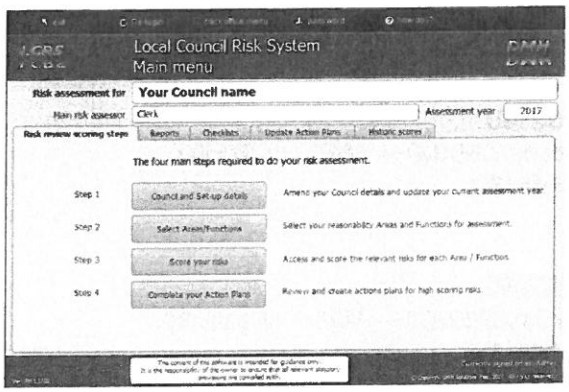
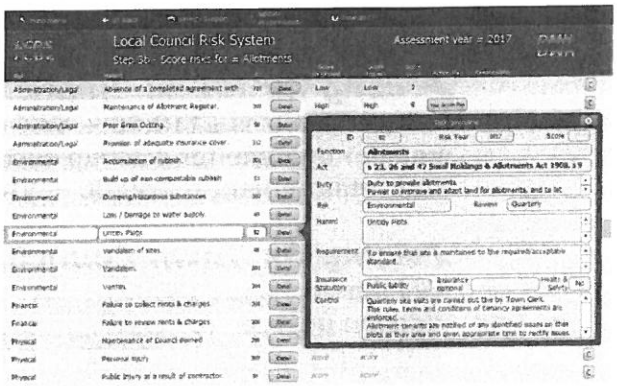
DMH Solutions Ltd.

Local Council Risk System (LCRS) Software

DMH has developed the Local Council Risk System (LCRS) to enable Town or Parish Clerks to quickly identify and review their local risks. The system has been designed by internal auditors with the aid of several Town and Parish Clerks.

Designed by practising professionals specifically to meet the needs of Local Councils and assist in the general administrative process, the system combines ease of use with effective solution. More than 390 general risks and 1,100 controls, identified in service areas, that can readily be amended or supplemented to account for unique local risks, are built into the programme. A straightforward scoring and reporting system leads to an action plan that pinpoints both timescale and responsibility.





LCRS Win10 Screen shots

Some examples of the areas covered:

- Allotments
- Bus Services
- Bus Shelters
- Bye Laws
- Car Parks
- CCTV
- Clocks
- Community centres
- Computer Equipment

See our online video at www.dmhsolutions.com/lcrs

The system takes you through a simple 5 step scoring process.

LCRS Process:

Step 1 - Enter your Council details.
Step 2 - Select the relevant areas that relate to your Council.
Step 3 - Score your risks, add any additional local risks.
Step 4 - Create your action plans for any risk areas.
Step 5 - Run your risk reports.

The scoring system is a five step process starting with entering your Council details followed by selecting and scoring your risks. LCRS allows you to add new risks and amend current risks to your local situation. Action plans can also be added and printed out.

Phone: 01549 402718 *Web: www.dmhsolutions.com* *Email: lcrs@dmhsolutions.com*

The reports show that the risk assessment has been completed and any poorly controlled risks have been highlighted for action and can be allocated to individuals. Reports are automatically produced for auditors and councillors.

Benefits:

- Simple five step process.
- Most risks already listed.
- Your legal requirements listed.
- Add your own local council specific risks
- Customised reports automatically produced.
- Action plan automatically created.
- Insurance and Health and Safety check list included.

Satisfied users include:

- Driffield Town Council
- Holyhead Town Council
- Goole Town Council
- Hornsea Town Council
- Snaith & Cowick Town Council

and over 500 other Councils.

Pricing for Parish Councils:

Full version is is £110.00 + VAT = £132.00.
Version upgrade for existing customers is £59.00 + VAT = £70.80.
Disk replacement is £39.00 + VAT = £46.80.

Pricing for Town Councils:

Full version is is £198.00 + VAT = £237.60.
Version upgrade for existing customers is £99.00 + VAT = £118.80.
Disk replacement is £39.00 + VAT = £46.80

Requirements:

A PC or laptop with Windows 7, 8 or 10 with hard disk space of 40 Mb.

Ordering:

Order on-line, or via email to lcrs@dmhsolutions.com or complete the following and send to:

DMH Solutions Ltd, Tigh na Cnoc, Rheanbreck, Lairg, Sutherland IV27 4DQ.

Order form - Please supply me with ___ copy/ies of LCRS and invoice me:

Name: _____
Position: _____
Council: _____
Address: _____
_____
_____
_____
Telephone No: _____
Email: _____
Windows Version: **__Windows 7/ __Windows 8__Windows 10**

(Please indicate version required)

Signed: _____

MAGOR WITH UNDY COMMUNITY COUNCIL
CYNGOR CYMUNED MAGWYR A GWYNDY

CORRESPONDENCE SCHEDULE

for items not on the agenda/circulated to Councillors

13th May 2019

1 MCC - Press Releases http://www.monmouthshire.gov.uk/news
2 MCC – Programme of Works/Monmouthshire's Road Works
http://www.monmouthshire.gov.uk/roadworks
3 MCC - Audit Committee
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=135
4 MCC – Children and Young People Select Committee
https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=136
5 MCC – Economy and Development Select Committee
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=137
6 MCC – Licensing and Regulatory Committee
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=138
7 MCC - Strong Communities Select Committee
http://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=139
8 MCC – Adult Select Committee
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=140
9 MCC - Planning Committee / Officer Report DM/2018/01991 Magor Brewery
http://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=141
10 MCC - Cabinet
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=144
11 MCC – Democratic Services Committee
https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?CommitteeId=142
12 MCC - Investment Committee
https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=277
13 MCC - Severnside Area Committee
https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=149&MId=2606
14 MCC – household waste recycling centre changes to come into effect 1.6.19
15 MCC – Access for All Meeting: 10am on 17.5.19 at Bulwark Community Centre
16 HAUC - SE Wales HAUC : Coordination Meeting
17 OVW – Councillor's Allowance Opt Out Form
18 OVW – Training information
19 OVW – Copy of presentation to Monmouth/Newport Area Committee 4.4.19
20 OVW – ICO presentation to Larger Local Council's Committee 17.4.19
21 OVW – Draft minutes NEC meeting 88.3.19
22 Mon Homesearch – Stakeholder Focus Group drop-in session: 3.6.19, 10am – 2pm at County Hall, Usk
23 CALM – Agenda 8.5.19
24 Clerks & Councils Direct – May 2019, Issue 123
25 Magor & Undy Walkway Station – March Update
26 Resident – appreciation of Council's litter pickers
27 ABUHB – Local Health News – March 19

MAGOR WITH UNDY COMMUNITY COUNCIL
CYNGOR CYMUNED MAGWYR A GWYNDY

28 Residents of Llandevenny – Copy corresp. to County Councillor/MCC re: Magor Brewery traffic
29 Play Wales – e-bulletin, April 2019
30 MCC – website link for information received from WG about Brexit
https://www.monmouthshire.gov.uk/brexit-getting-ready/
31 Resident – Copy correspondence to Mon CC re: Planning Application for 12 Elm Avenue, Undy
32 MCC – Request to network at Pop up Hub re: Monmouthshire Supported Lodgings Scheme

Councillors' Correspondence

Cllr K Plow – Report re: One Voice Wales 28.3.2019 Awards
Cllr K Plow – Copy correspondence to County Councillors re: Environmental Pollution
Cllr N Baicher – Onyx Link Foundation - Wales Interface Conference 1.5.19

GLOSSARY	
ABCHC – Aneurin Bevan Community Health Council	*LGA – Local Government Association*
BCW – Boundary Commission for Wales	*MUCH – Magor and Undy Community Hub*
CAB – Citizens Advice Bureau	*MUSLA – Magor & Undy Sports & Leisure Association*
CADW – WG's Historic Environment Service	*NAW – National Assembly for Wales*
CALM – Campaign Against a Levels Motorway	*NptCC – Newport City Council*
C&WLIDB – Caldicot & Wentlooge Levels Internal Drainage Board	*NRW – National Resources Wales*
CCW – Countryside Commission for Wales	*NAPP - National Association for Patient Participations*
GAVO – Gwent Association of Voluntary Organisations	*OVW – One Voice Wales*
GLFDCG – Gwent Levels Flood Defence Coastal Group	*PPG - Patient Participation Group*
GWT – Gwent Wildlife Trust	*PWLB – Public Works Loan Board*
ICO – Information Commissioner's Office	*RSPB – Royal Society for the Protection of Birds*
IRP – Independent Remuneration Panel	*SLCC – Society of Local Council Clerks*
MAGOR – Magor Action Group On Rail	*SNIC – Stop Newport Incinerator Campaign*
MCC – Monmouthshire County Council	*SNPT - Severnside Neighbourhood Policing Team*
MHA – Monmouthshire Housing Association	*STAG – Severn Tunnel Action Group*
LDBC – Local Democracy and Boundary Commission for Wales	*TCBC – Torfaen County Borough Council*
	WG – Welsh Government
	***WHAUC** - Welsh Highway Authorities and Utilities Committee*

PROJECT WORKSHOP REPORT

Date:	**9th April 2019**
Time:	19:30pm
Venue:	Main Hall, Magor Baptist Church, Magor
Present:	Cllrs Sally Bailey, Sally Raggett, Keith Plow, Geoff Cook and Jenny Barrell
Report Author:	Cllr Jenny Barrell

Purpose of Meeting
Project progress workshop
NOTES/COMMENTS FROM CLERK/OFFICE IN RED

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1. Cllr James was on her way, but had a family emergency so sent her apologies.

2. The group discussed siting of the benches and picnic tables, the fixing of planters, and the movement of the containers as agreed by full Council.

3. It was suggested that the planters moved from the War Memorial, could be placed under the notice boards at Vinegar Hill, Queens Gardens, Rockfield, and if there is a spare at Llandevenny.
   Action: Full Council to approve re-siting of planters from War Memorial and Clerk to arrange removal and re-siting

4. The repair of the notice boards will hopefully start over the next few weeks.

5. On completion of these jobs all present felt that it would be appropriate to acknowledge R and R, Willow Landscapes, and the repair of the notice boards in the Villager.
   Action: Clerk to action as and when completed

6. **Play Parks**
   - To get the appropriate quotes and appoint a contractor to replace all ROSPA suggest
     Action: Clerk to obtain three quotes and present to full Council for decision

Note: Quotes already requested

   - If there is any money left over, to then decide on new equipment

- To consider looking at all the budgets with the intention of moving some cash to purchase new equipment
- To see if there are any grants available

7. The Pop-Up Hub.

A discussion took place regarding the Hub and the following points agreed

- Generally considered to be a useful addition to the village, so to continue to support for the foreseeable future.
- Consider publicising what services will be at the Hub on Facebook, The Villager and the notice boards
  Action: Office to continue to advertise
- Asking MCC to encourage attendance by other departments such as Planning.
  Action: Office to make enquiries

***Note: Office are already in discussions with a Mon CC department (*Llamau) new project to the authority looking to recruit hosts from the community in an attempt to off-set homelessness and reduce the risk of isolation.**

- To ask MUCH and MAGOR to attend to give updates
  Action: Office to make tentative enquiries
- To ask Richard Drinkwater to give an overview of the effectiveness so far and to plan for the future
  Action: Office to email Richard Drinkwater
- To ask councillors if they are available to form a rota of attendance to help cover the sessions with either Bev, or Alison
  Action: Full Council to agree a rota

8. Village Events.

- Village Show -to ask Bev to conduct a Face Book poll to see if there is support from the public for such an event
  Action: Office to set up poll

Note: Basic Poll set up on Facebook 03/05/19

- To plan for the re Dedication Service of the War Memorial on the 21st September
  Action: Office to start basic planning subject to Full Council confirming the date

Note: Rev Canon Jeremy Harris and RBL have confirmed their availability for the 21st September.

Action: Full Council to confirm date of 21st September 2019

- To continue with Xmas Window competition
  Action: Full Council to approve Xmas Window competition and how it is to be judged.
- To continue with the Carol Service, and serving of hot chocolate
  Action: Full Council to approve Carol Service and Clerk to book date with churches and band

Note: Written to Rev Canon Jeremy Harris to seek availability for 6th or 13th December.

- To arrange to meet with shop owners to discuss enhancing the Square
- ***Action: Full Council to approve who to lead on this***
- To continue to plan for Remembrance Day
- To discuss with MAGOR and MUCH about joining their stalls at next year's May Fayre (2020)
- ***Action: Full Council to approve***
- To enter The Best Kept Village and Churchyard competition
- ***Action: Full Council to approve***
- To consider offering to join in with the planned litter pick as well as supplying refreshments
- ***Action: Full Council to approve***
- To contact County Councillors Francis and Lisa to suggest a get together to see how we can help with planned events e.g. the Marathon which is on the 5th May.
- ***Action: Full Council to approve***

9. Future Projects

- Procurators House
- Grass Cutting and Tidy up (would be helpful to have large map)
- Tennis courts
- Allotments
- Understanding the joint responsibilities for pathway cutting etc.
- Odd jobs that could be taken over by councillors to help the office e.g. shredding
- Identifying future priorities

Admin Magor Undy

From: Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>
Sent: 29 April 2019 12:33
To: Tracy Gilmartin-Ward
Subject: FW: Motions for 2019 Annual General Meeting / Cynigion ar gyfer Cyfarfod Cyffredinol Blynyddol 2019

Flag Status: Flagged

Dear Clerk

Motions for 2019 Annual General Meeting

Member councils are invited to propose a **maximum of two** motions for debate at the AGM on Saturday 5th October 2019, which must arrive at this office **no later than noon on Thursday 20th June 2019** for consideration by the Conference Agenda Committee.

For motions to be acceptable, the following requirements must be met:

A motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular area. (Local issues/matters can be dealt with at Area Committee meetings.)

Each motion **must** be accompanied by a short explanatory note (not exceeding 150 words) in order that the Agenda Committee can fully understand the points being made.

The Motions Committee will sit in early June and councils will be notified of the Committee's decisions. If a motion is accepted but amendments to it are proposed by the Committee, the relevant council(s) will be contacted. There will be a two week period for the council either to accept the recommendations or submit a new version; otherwise the amended motion will be put forward.

If your Council's motion is accepted then you must provide the name of both your proposer and a seconder (who must be from another council) no later than three weeks prior to the AGM taking place.

Both the proposer and seconder must be present at the AGM for the motion(s) to be debated. Please note that they will be allowed a **maximum of 3 minutes** each to both propose and second your motion.

The final list of agreed motions will be issued to councils in time for their July 2019 meetings in order for councils to have time to consider whether they wish their delegates to adopt a particular stance in relation to the vote (or whether to allow them to arrive at a judgement following the appropriate debate).

Yours sincerely
Mr Lyn Cadwallader

13 (i)

Admin Magor Undy

From: Sutton, Phil <PhilSutton@monmouthshire.gov.uk>
Sent: 11 April 2019 13:03
To: admin@magorundy.org.uk
Subject: promoting and improving access opportunities in and around Magor

Dear Beverly,
Monmouthshire County Council has received some Section 106 money through the planning process to be spent this financial year on promoting and improving access opportunities for pedestrians, cyclists etc on public rights of way and other paths, in and around Magor to benefit the community of Magor.

We have some ideas for what we could spend it on but I would also be pleased to hear of any ideas from the Community Council.

Also, looking around the town I have noticed that there are at least three display boards showing a map promoting the footpaths and tracks of Magor and Undy and a series of promoted routes, from Gwent County Council days.

- Are these routes still promoted by the Community Council?
- It mentions leaflets describing each route – are these still available?
- One possibility would be to produce an updated version of these maps – would this be acceptable and ok to access and use the existing display cases?

Are there any other local routes that could be promoted? Are there any short health walks to promote? And who is the best person to talk to about this?

Kind regards

Phil

Phil Sutton
Green Infrastructure Project Officer / Swyddog Prosiect Seilwaith Gwyrdd
Green Infrastructure and Countryside / Seilwaith Gwyrdd a Chefn Gwlad
Monmouthshire County Council / Cyngor Sir Fynwy
(Working: Mo, Tu, We, Th)
Tel / Ffôn: 01633 64(4864) / 07773 623185
Email / E-bost: philsutton@monmouthshire.gov.uk
Website / Gwefan: www.monmouthshire.gov.uk

monmouthshire
sir fynwy

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynnydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gamgymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda

13(ii)

Admin Magor Undy

From: Christopher Harris <Christopher.Harris@rspb.org.uk>
Sent: 07 May 2019 14:47
To: admin@magorundy.co.uk
Cc: Sutton, Phil
Subject: FAO Bev Reed

Dear Bev

I am working with Phil Sutton, Green Infrastructure Officer for Monmouthshire County Council, on a project to improve access to rights of way on the Gwent Levels. As part of the project we would like to update the information panel in Magor town square (on the side of Roberts and Co Estate Agents), replacing it with a slightly larger panel featuring an updated map and information about the area. We may also be able to replace the existing notice board, which is looking a little the worse for wear. All costs would be met by the project.

In addition to the above, we are planning to generally improve footpath signage around the town and create some more promoted walking routes.

Would the above be acceptable to the Community Council? I would be happy to call in to see you to explain the project further, if that would help.

All the best,

Chris

Lefelau Byw
Living Levels

Chris Harris

Swyddog Mynediad a Dehongli y Gwastadeddau Byw
Living Levels Access & Interpretation Officer

Partneriaeth y Gwastadeddau Byw c/o Cyfoeth Naturiol Cymru, Pye Corner, Gerddi Broadstreet, Nash, Casnewydd, NP18 2BE

Living Levels Partnership C/O Natural Resources Wales, Pye Corner, Broadstreet Common, Nash, Newport, NP18 2BE

Ffôn/Phone 01633 292980

www.livinglevels.org.uk

CRONFA DREFTADAETH HERITAGE FUND

Fe all yr e-bost hwn ac unrhyw atodiadau gynnwys deunydd sy'n gyfrinachol neu sy'n atebol i hawlfraint, ac fe'i bwriedid ar gyfer yr unigolyn neu gorff y cyfeirir atynt yn unig. Os nad chi yw'r derbynnydd a enwir, ni ddylech ddefnyddio, datgelu, atgynhyrchu, copïo, na dosbarthu cynnwys y cyfathrebiad hwn. Os derbyniwyd hwn mewn camgymeriad, yna cysylltwch â'r anfonwr a dilëwch yr e-bost hwn o'ch system. Mae'r Gymdeithas Frenhinol er Gwarchod Adar (RSPB) yn elusen gofrestredig: Lloegr a Chymru rhif 207076, yr Alban rhif SC037654
Mae'r RSPB yn ymrwymedig i ddiogelu preifatrwydd eich gwybodaeth bersonol. Rydym yn addo cadw eich manylion yn ddiogel ac ni fyddwn yn eu gwerthu i drydydd parti. Os hoffech wybod mwy am sut rydym yn defnyddio'ch gwybodaeth, darllenwch ein Polisi Preifatrwydd ar-lein.

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Beverly Cawley

From: Admin Magor Undy <admin@magorundy.org.uk>
Sent: 15 April 2019 10:11
To: Clerk
Subject: FW: Opportunity to Support Monmouthshire Volunteer Achievement Awards Wednesday 30th October 2019, Cwrt Bleddyn Hotel & Spa

From: Clare Watkins <clare.watkins@gavo.org.uk>
Sent: 11 April 2019 17:09
To: Clare Watkins <clare.watkins@gavo.org.uk>
Subject: Opportunity to Support Monmouthshire Volunteer Achievement Awards Wednesday 30th October 2019, Cwrt Bleddyn Hotel & Spa

Good Afternoon

I am emailing to introduce your Community Council to our Annual Volunteering Awards, which will be held this Autumn at The Cwrt Bleddyn Hotel & Spa, Llangybi, Usk.

The Awards are an annual partnership between GAVO and Monmouthshire County Borough Council, providing us with an opportunity to recognise and give thanks to some fantastic local people, who freely give their time to help others.

We are hoping that our Awards evenings may be of interest to and be seen as a chance to support a great Monmouthshire-wide event and promote the work of your Community Council.

The Awards attracts attention across all media platforms, including local press and radio, social media and websites of the various organisations involved. Any support received is acknowledged on all of the documentation associated with the process, press and media releases.

There are seven key Awards :-

- Young Volunteer
- Adult Volunteer
- Environmental Volunteer(s)
- Group
- Trustee
- Personal Journey
- Corporate Social Responsibility
- Inspirational Volunteer of the Year

To provide you with an indication of the numbers involved, an average of 100 nominations across the categories, are received, and this number has increased year on year.

Winners of the Awards are also nominated by GAVO for other accolades and Regional and National Awards, such as the Wales Council for Voluntary Action Volunteer of the Year Awards and The Queens Award. They are also nominated to attend the Queens Garden Party at the Palace, each Summer.

Our current available support packages are:

1. Sponsorship of 1 award, at the Awards evening - £250
   (This will ensure that a nominated guest from your company would be in attendance on the evening to present the Award sponsored)

2. General Sponsorship of the Awards evening – Any amount can be considered towards the costs of the Awards evening
   (Please get in touch to discuss your available budget)

To give you a flavour of the Awards evening, please view this short video of a typical Awards evening

https://www.facebook.com/CaerphillyVolunteerCentre/videos/533370357051102/

or you can view photos and details of previous years Winners here: https://www.gavo.org.uk/post/monmouthshire-volunteer-achievement-awards-2018

Monmouthshire Volunteer Achievement Awards 2018

www.gavo.org.uk

For the final Awards evening of the Season, we celebrate all the winners and highly commended volunteers recognised at the Monmouthshire Volunteer Awards 2018. A big thanks to everyone involved! Check out a selection of photos from the Awards Evening below! #Gwentwide #Celebration #Monmouthshire #Awards #Volunteering #

We hope that you will be able to consider supporting our event and look forward to hearing from you. Please feel free to contact me if you require further information.

Kind regards

Clare Watkins
Monmouthshire Volunteering Officer & Team Manager | Swyddog Gwirfoddoli Sir Fynwy a Rheolwr Tîm

Head Office | Y Brif Swyddfa: Ty Derwen, Church Road, Newport, NP19 7EJ | Tŷ Derwen, Heol yr Eglwys, Casnewydd NP19 7EJ
Direct Line | Rhif Ffôn: 01633 241566
Mobile | Ffôn Symudol : 07483 128050
Email | E-bost: clare.watkins@gavowales.org.uk
Website | Gwefan: http://www.gavo.org.uk/

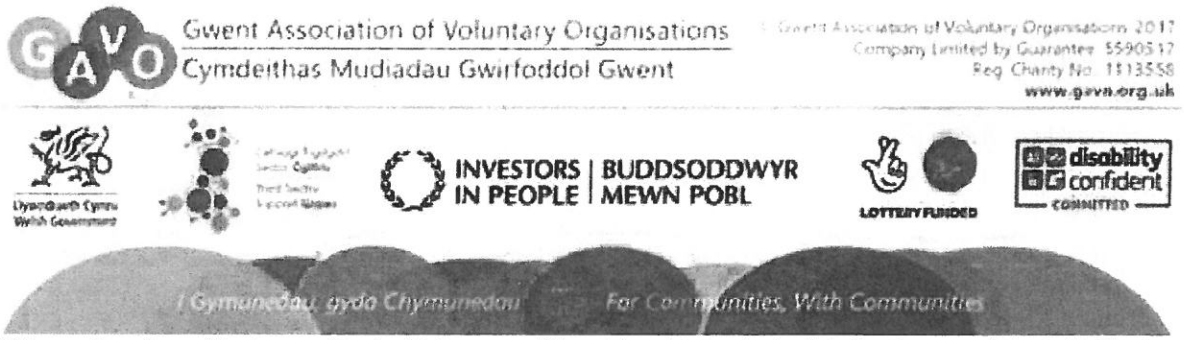
USEFUL INFORMATION

To register your volunteering hours and receive certification. Please email me, or visit http://www.gavowales.org.uk/volunteering-recognition-of-hours-scheme

Click https://gwent.volunteering-wales.net/ for current volunteering opportunities

Follow us on Facebook: https://www.facebook.com/Monmouthshire-Volunteer-Centre-1504988956461012/

Twitter: https://twitter.com/GVolunteering



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ABERGAVENNY TOWN COUNCIL

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TOWN MAYOR

CLLR TESLIN DAVIES

TOWN CLERK

JANE LEE
TOWN HALL
CROSS STREET
ABERGAVENNY
NP7 5HD
Telephone: (01873) 735820

15th April 2019

Dear Clerk

DOG WASTE BIN EMPTYING

The emptying of dog waste bins across Monmouthshire is the responsibility of community & town councils. However, this is not the case in many other unitary authority areas where dog waste is disposed of in the general litter bins and collected by the unitary authority.

This difference of approach has been raised with MCC officers and the question asked if there could be an alternative to the current arrangements that community & town councils have with Merlin Waste. It is estimated that community & town councils across Monmouthshire pay in the region of £50,000 a year to Merlin Waste for the collection of dog waste, with no alternative suppliers. Through the 'Give Dog Fouling the Red Card' group feedback has been received regarding the variable service offered by Merlin Waste.

MCC officers are willing to consider the possibility of MCC taking on the collection of dog waste, however it is far from simple and will take time. To implement these changes would result in increased costs for MCC; costs they cannot absorb. Therefore, all community & town councils across Monmouthshire would need to come together to support new arrangements both financially and contractually. There may be a partial solution with a rationalisation of bins where currently there are dog waste bins and litter bins side by side and awareness raising amongst the public that they can currently use litter bins for the disposal of dog waste. This may prevent a proliferation of dog waste bins and associated emptying costs.

If MCC was unable to take on the service, MCC procurement may be able to assist the community & town sector to attract another company into the market as the sole supplier scenario is far from ideal.

I would like to invite a community & town council representative from your cluster area to join a small working group with MCC officers to work through this issue. I reiterate this is to explore the possible new arrangements and how they could be implemented. No decision to change arrangements has been made. I would be grateful if you could provide details of your nomination to me by 24th May.

Yours sincerely

Jane Lee
Town Clerk

e-mail; clerk@abergavennytowncouncil.gov.uk website: www.abergavennytowncouncil.gov.uk

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Admin Magor Undy

From: Collins, Michael P. <MichaelCollins2@monmouthshire.gov.uk>
Sent: 04 April 2019 15:06
To: Batrouni, Dimitri; Becker, Jeremy; Blakebrough, Debby; Brown, Louise; Clarke, Peter R.; Davies, Alan; Dovey, David L. S.; Dymock, Lisa; Easson, Anthony; Edwards, Ruth; Evans, David J.; Feakins, Mathew; Fox, Peter A.; Greenland, Robert J. W.; Groucutt, Martyn; Guppy, Linda; Harris, Roger G.; Higginson, Jim; Howard, Giles; Howarth, Simon G. M.; John, Richard; Jones, Laura; Hughes-Jones, David W.; Jones, Penny; Jones, Sara; Jones, Bryan; Jordan, Paul; Lane, Malcolm; Murphy, Phil; Pavia, Paul; Powell, Maureen; Pratt, Jane; Roden, Richard; Smith, Val E.; Strong, Brian; Taylor, Frances; Thomas, Tudor; Treharne, Jamie; Watkins, Joanne; Watts, Armand C.; Webb, Ann E.; Williams, Kevin; Woodhouse, Sheila; Abergavenny Town Council; Caerwent Community Council; Caldicot Town Council; Chepstow Town Council; Crucorney Community Council; Devauden Community Council; Goetre Fawr Community Council; Grosmont Community Council; Gwehelog Community Council; Llanarth Community Council; Llanbadoc CC; Llanelly Community Council; Llanfoist Fawr Community Council; Llangattock-Vibon-Avel Community Council; Llangwm Community Council; Llangybi Fawr Community Council; Llanhennock Community Council; Llanover Community Council; Llantilio Crossenny Community Council; Llantilio Pertholey Community Council; Llantrisant Fawr Community Council; Magor with Undy Magor with Undy; Mathern Community Council; Mitchel Troy United Community Council; Monmouth Town Council; Portskewett Community Council; Raglan Community Council; Rogiet Community Council; Shirenewton Community Council; St Arvans Community Council; clerk@tinterncc.co.uk; Trellech United Community Council; Usk Town Council
Cc: Hoggins, Roger; Keeble, Paul; Kinsella, Graham K.; Perrin, Amanda; Humber, Trudy; Barton, Abigail; Jones, Dewi I.; Malson, Steph (Capita)
Subject: Civil Parking Enforcement (CPE) - Email to Members/Town & Community Councils (Important information - please do not delete)

monmouthshire
sir fynwy

Civil Parking Enforcement (CPE)

General Overview

As you are all no doubt aware, Monmouthshire's preparations to assume parking enforcement responsibility from Gwent Police are well underway.

In addition to the off-street car parks that the council already manages, we will shortly be responsible for enforcing all on-street parking restrictions as well. The police will continue to be responsible for dealing with any restrictions provided on:

- M4 branch to/from Cardiff towards the second Severn Crossing;
- M48 branch to Chepstow and the Severn Crossing;
- A40, linking the M50 via Monmouth and Abergavenny with Brecon and west Wales;

- A465, linking the Heads of the Valleys with Abergavenny and continuing towards Hereford;
- A449, connecting Newport with the A40 towards Monmouth and the M50;
- A4042, connecting Newport with Abergavenny;
- A48/A466, from the M48 through Chepstow to the English border.

along with any dangerously parked vehicles, obstructions and moving traffic offences on County roads.

Historically, the traffic regulation orders provided by MCC have been individual orders to support restrictions such as double yellow lines, disabled bays and loading bays being implemented. However, to facilitate the management of the Civil Parking Enforcement role being transferred from Gwent Police, Welsh Government have requested that all of these orders be combined into a single (consolidated) order. The Order will have no effect of substance other than the improvement of administration and enforcement.

This has required officers to undertake a full and extensive review of all of the restrictions provided County wide, to consider whether they are still necessary and appropriate and whether any works are required to ensure that they are legally compliant.

As such, you may have noticed lines being refreshed within your respective areas recently and you will continue to see this for the forthcoming weeks, along with any signs associated with parking restrictions being replaced, removed or cleaned in order that the restrictions are enforceable.

An individual cabinet member report will be presented on 10th April seeking approval to proceed with the advertisement and subsequent approval of the Consolidation Order.

Enforcement

Part of this process has meant that we have created a dedicated civil enforcement team to manage and enforce the parking traffic regulation orders within the county, which will lead to improved parking in areas with existing problems as well as an increased turnover of parking spaces and improved safety for pedestrians and road users. It will also discourage inappropriate and inconsiderate parking on restricted zones like double yellow lines or zig-zag markings and create a safer highway network for all road users.

Under CPE, the council will be able to enforce:

- Double and single yellow lines
- Disabled bays
- Limited waiting bays
- Taxi ranks
- Coach bays
- Loading bays
- Zig-zag markings at schools (if restrictions apply) and pedestrian crossings
- Double parking or parking too far away from the kerb edge
- Parking in bus stops

Appeals and Charges

Following a feasibility study undertaken on behalf of all 5 Gwent local authorities (LAs) in 2017, it was considered that the most cost effective solution to implementing CPE, would be for Monmouthshire County Council to undertake its own enforcement in-house; however, the back-office function of appeals and the payment of Penalty Charge Notices (PCNs) would be outsourced to Rhondda Cynon Taff (RCT) CBC, as they have been providing this service within their own area and indeed for Merthyr Tydfil CBC for a number of years and have the relevant experienced staff and systems established.

Therefore, MCC in partnership with Caerphilly, Torfaen, Newport and Blaenau Gwent now form part of the South Wales Parking Group, which is managed by RCT. This system allows for a fair and consistent approach

to appeals and PCN payments and offers members of the public a single point of contact should they be issued with a PCN.

A PCN will be issued to a vehicle when a civil enforcement officer witnesses it parked in contravention of a traffic order. Two levels of penalty charge are set by the Welsh Government and will depend on the severity of the contravention. The charge will be £70 for the most serious contraventions and £50 for lesser ones.

If the PCN is paid within 14 days of receipt of the notice, the charge will be reduced by 50%. If no payment is received or no representations are made within 28 days, the council may issue a charge certificate and the charges will be increased by 50% to £105 for the most serious of offences and £75 for lesser contraventions.

Motorists will be able to pay PCNs by post using the envelope provided with the PCN, online by visiting the South Wales Parking Groups page www.swpg.co.uk (credit/debit card payment) or by telephone on 033 332 008 67. It should be noted that the registered keeper, or user of the vehicle if hired, is responsible for paying the PCN.

Additionally, motorists will be able to appeal the charge if they believe it has been wrongly issued. A challenge may be made in writing within 28 days of the date of issue, to SWPG, PO Box 112, Pontypridd, CF37 9EL, or online. The SWPG will either accept the reason(s) for challenge and cancel the PCN, after reviewing all of the evidence provided by the Civil Enforcement Officer (CEO) i.e. photographs and any written notes or reject the challenge and issue a Notice to Owner (NtO). A further representation by the appellant may be made once the NtO has been served. The NtO will set out the grounds for making a representation and the manner in which the representation must be made.

Advice and guidance on this can be found on our website - Challenging a PCN including a link to the Traffic Penalty Tribunal (TPT).

If the SWPG rejects the further representation, the appellant will then have the right to appeal the decision at the TPT. The role of the TPT is to provide independent adjudication on any PCNs issued and contested.

However, an appeal to the tribunal is the final stage in the challenge process and can only be done after the appellant has gone all the way through the challenge process with the enforcement authority which issued the penalty and has had a formal Notice of Rejection of representations.

Appellants can only make formal representations to the TPT if they feel that their appeal meets one of the reasons given for the grounds of appeal, which can be found here – Grounds of Appeal - TPT

Income generated by the charges will contribute to the cost of the service and any surplus will go towards the county's traffic initiatives and road improvements, in line with legislation.

Programme & Date of Commencement

Whilst we will assume enforcement powers from Welsh Government on the 8th April 2019, guidance dictates an initial notice period of 2 weeks is afforded to motorists in order to remind them of the need to park appropriately and in accordance with the relevant legislation.

However, it is seen as good practice for Local Authorities to extend this timeframe to further assist with the transitional period and allow motorists to adjust to the new procedures.

As such, we will be extending our 'polite' notice period for a further 2 weeks, meaning motorists 'on-street' will be given 4 weeks to adapt and correct their current and no doubt longstanding parking habits, which will also coincide with our Consolidation Order being formally advertised and made (subject to no adverse comments being received on the 10th April or within the call period).

Conclusion & Outcome

During this time, you may receive phone calls and emails from your constituents asking for more information in terms of the changes, as colleagues in the Police will be redirecting any calls and enquiries through to MCC. I would urge all of you to visit our website at https://www.monmouthshire.gov.uk/parking-enforcement/ should you require any further information and would also suggest that residents do the same. *Please note, that the information contained on the website is currently being updated to ensure that it is as explanatory and easy to understand as possible.*

This is considered to be a dramatic change within Monmouthshire and is one that will undoubtedly take time for residents and communities to adjust to, but I am sure if we work together we will be able to better manage the expectations of our residents and improve road safety and traffic on our existing highway network.

Yours sincerely,

Mike Collins,
Senior Traffic Engineer,
Monmouthshire County Council / Cyngor Sir Fynwy
Tel / Ffôn: 01633 64 (4562)
Mobile / Symudol: 07966 140926
Email / Ebost: michaelcollins2@monmouthshire.gov.uk
Website / Gwefan: www.monmouthshire.gov.uk
Follow us on Twitter / Dilynwch ni ar Twitter: www.twitter.com/monmouthshirecc

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynnydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gamgymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda drwy ffonio 01633 644644. Cafodd y neges e-bost yma sgan firws Microsoft Exchange Online Protection.

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Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to delay.

MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S UPDATE

APRIL 2019:

- **MEETINGS:**
  Prepared for and attended Ordinary meeting. Booked several venues. Had several weekly meetings with temporary line manager. Attended two extraordinary meetings to review standing orders/financial regulations etc.

- **OUTSIDE EVENTS:** None.

- **MON CC POP-UP HUB**:
  With Admin Assistant I attended the Mon CC Pop-Up Hub held at Magor Baptist Church. There was an issued with the internet, that could not be resolved.

  Monmouthshire County Council and Pobyl/Gwalia were in attendance.
  The Community Council picked up several queries and concerns. Provided some leaflets and copy minutes to residents, and came away with several action points. Cllr Crook was in attendance on and off over the event. Cllr Raggett and Bailey also called in for the last hour.

  Discussed the HUB with the new Baptist Church Minister, assisted him with a query giving him some potential contact points. He tried to assist us in linking up to the internet.

  Liaised with Monmouthshire County Council regarding their work with Llamau, a new project looking at Monmouthshire's supported lodgings scheme, and arrange for them to attend the next Hub.

- **RESIDENT ISSUES/COMPLIMENTS/COMPLAINTS:**
  Gave advice, actioned or dealt with various resident complaints and issues, including the following:
  - Reported several faulty street lights (picked up from Hub)
  - Ran off some minutes and finance details for a resident (picked up from Hub)
  - Reported and arranged removal of fly-tipping at Greenmoor Lane

- Reported failure of Mon CC to pick up 'orange' litter picker waste bags from collection point, and from roadside.
- Reported several failures by Mon CC waste wagon to pick up red/purple recycling bags from several outlying areas. Also failure to collect black general waste bags on allocated week.
- Passed on intelligence to the local police regarding drug dealing
- Assisted Cllr Crook in response to a resident regarding a footpath diversion.
- Contacted Mon CC Environmental Health (on behalf of Wheatsheaf Inn – who have not had a response from Mon CC) in respect of rat infestation at Manor Farm Magor asking for details of what action they (MCC) have taken to eradicate vermin from this derelict site.
- Passed on contact details to resident in respect of Mon CC highway issues outstanding since 2014
- Dealt with several allotment issues.
- Passed on disappointment of Cllr Taylor and other resident regarding tubs not being planted up in time for Bank Holiday weekend.
- Resident sent in his thanks and appreciation regarding the work the litter pickers undertake within the community.
- Magor School Summer Fayre (on Sycamore Playing Field) notified of change of date from 8th June (which clashes with Undy AFC tournament) to 22nd June.

- **PROJECTS:**

  - **WAR MEMORIAL:**
    Liaised with War Memorial Restoration Co in respect of their quote for High tension wires to hold poppy wreaths and increase in costs. Issued a revised Purchase Order following Council's decisions at April meeting.

    War Memorial Restoration Co confirmed that they will not now require Council to provide welfare facilities – they will provide necessary portaloo.

    Liaised with Rev Canon Harris regarding his availability for 21st September 2019 for re-dedication service

    Checked planning portal for any support/opposition to plans – Mon CC should issue decision by 15th May.

    Cadw had the previous Clerk's address on their records. So confirmed in writing the change of address to Council Office, Magor Police Station. Cadw Officer confirmed she had an Offer letter with her Manager awaiting clearance.

  - **PLAY PARKS:**
    Sent out for three quotes for remedial works to be undertaken on the various equipment

  - **DEFIBRILLATOR**:
    Submitted and expression of interest to the British Heart Foundation/Chepstow Lions with a view to possible supply and grant.

- **SYCAMORE SPORTS FIELD TENNIS COURTS & MUGA:** Liaised with Monmouthshire County Council regarding the tendering process for refurbishment works at Tennis Courts and MUGA. Drew up draft specification.

- **COMMEMORATIVE BENCH:**
  Set up 'poll' on Facebook page regarding siting of bench. Liaised with RBL regarding final wording.

  Applied for a street furniture licence from Monmouthshire County Council, which has been agreed.

  Spoke with supplier with regards to final details/wording and requested a final quote.

- **VILLAGE PRODUCE & HOMECRAFT SHOW:** Set up 'poll' on Facebook page to see if there is support for an event

- **CAROL SERVICE:** Liaised with Rev Canon Harris regarding date for 2019 and confirmed date for 2020 Commonwealth Day.

- **TRAINING:**

  - Clerk & Admin Assistant training with OVW was cancelled.
  - Booked several courses for Councillors and staff.

- **COUNCILLOR VACANCY:**

  - Posted the call for Candidates Elms Ward. Election was uncontested, prepared papers for new Councillor, Cllr Julie Wilson to sign.
  - Advised the Democracy manager of a second resignation. Posted the call for an election in Mill Ward.

- **AUDIT**:

  - Pulled together and sent documentation, files etc. as requested by the Internal Auditor for viewing prior to his visit to the office.
  - Assisted the internal auditor on his visit to the office, providing further paperwork, answering questions etc.
  - Identified error in figures submitted to Wales Audit in respect of 2017/2018 audit undertaken last May/June 2019. Contacted Wales Audit to agree how to address the issue as it impacts on the figures to be sent off for this year 2018/2019. Auditor advised that 2017/2018 need to be restated, as they should have been, which will enable this year's figures to read correctly and be sent off.
  - Completed the Accounting statement and sent off to internal auditor for him to sign his section of the Annual Return Form.

- **GENERAL OFFICE UPDATES:**
  - Supplied Wales Audit Office with further documentation as requested
  - Pulled together and sent Public Service Ombudsman documentation and files, as requested, in respect of a complaint he had received.

- Undertook an on-line survey in respect of Planning Officers' Society for Wales in respect of the LDP, planning in general and training on planning.
- Put in place details/forms etc. for outsourcing of Payroll to Chepstow Accounting
- Finalised HMRC RTI PAYE for 2018/2019 in respect of wages
- Finalised admin requirements in respect of Torfaen County Borough Council pensions for 2018/2019, and completed estimates for 2019/2020
- Completed consultation response in respect of the proposed Mounton House Special School closure.
- Amalgamated the existing standing orders document with the new Model Standing Orders document to assist Councillor in their review.
- Contacted R&R Site Services to arrange a site visit in respect of moving flower planters and installing benches.
- Following contact made by a filming company (who were undertaking a short promotional video for Bellway Homes - Rockfield) I passed on their details to Mon CC (regarding filming in Magor Square, and to GWT Magor Marsh). The Company also filmed at the Council's Common-y-coed Plantation.
- Sent email and left telephone message with Mon CC, seeking name of officer in charge of Safe Routes in the Community (formally Safe Routes to School) funding, in order to respond to resident.
- Went through archives to find original walk leaflet details which tie up with the four walk information boards at Magor Square, Dancing Hill, Vinegar Hill and Undy Pound with a view to possible re-print by Mon CC.
- Made an appointment with Mike Moran regarding specification details for Tennis Court tenders.
- Actioned points arising from 4th April meeting in respect IRPW including sending out letter for signature and resident complaint response.
- Clerk planted up tub with flowers on curtilage of Procurators House.
- Clerk participated in the 'Living Levels Oral History Project' in respect of 'Life on the Levels'
- Liaised with Tony Raggett regarding volunteer registration and the repair works required on the notice boards

- **SOCIAL MEDIA:**
  - Updated the Website with details of 2018/2019 grant funding
  - Posted several items on Facebook
  - Advertised events on both web and FB
  - Set up poll as requested regarding running of Village Produce & Home craft Show.

Clerk
7th May 2019

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Admin Magor Undy

From: Donna James <cllrdonna.james@magorundy.org.uk>
Sent: 12 April 2019 21:24
To: admin@magorundy.org.uk
Subject: Fwd: Community Litter Pick

Flag Status: Flagged

Dear Bev
Please add this to the May Ordinary meeting agenda for Council to consider .
The proposed date of June 15th could then be considered which would allow time for planning and preparation of the event should Council resolve to support it .
Many thanks
Donna

Subject: Community Litter Pick

Dear Bev,
I hope this finds you well. Lisa Dymock and I would very much like to work with Council to organise a community litter pick. You may recall previously I, along with Andrea Rodley have organised this type of event with council's support. We recognise the Council's wardens do a great job of keeping the issue in check but in a community of this size, there is always room for a little help. Recently, we have both had calls for further events of this type. Lisa attended a session in Grazia with MCC staff last week and again residents were suggesting community litter picks as a way of contributing to community spirit. We will also work with Andrea Rodley and colleagues regarding the uniformed organisations involvement. Lisa and I will liaise with Monmouthshire, KWT and others.
I called in at the last Council workshop on Tuesday evening and I was delighted to see that Councillors in attendance were discussing the possibility of the same. Given that there appears to be an appetite for joint working on events for community benefit we hope that Council will welcome an opportunity for a very low cost but high value community win.

Lisa and I would like to propose to Council that they support the event in the following ways;
1, General assistance with risk assessments (as previously).
2, Financial support for any additional premium for public liability insurance, (as previously) I think around £70 has been quoted by KWT.
3, General support with registering people on the day
4, Some assistance with refreshments. (Cllr Bailey has previously made some wonderful cakes!) I will also ask Co-op for donations and in previous years they have provided Tea, coffee, squash and some cakes. I think the cost of this is likely to be very small to the Council if there is a will.
5, Assistance with publicising the event.

It would also be brilliant if any Councillors felt they wished to be involved in the litter pick itself. Mario (prior to being a Councillor) has taken part with his family.

We are aware that even though the workshop may recommend supporting such events you will need to consider any expenditure at Council. We wondered if Council is content to plan so we can move forward?
So we have 2 dates to propose.
Saturday 18th May or 15th June – We have usually opted for 10-12pm.

I hope we can organise a successful community event and set the scene for further joint working.
Should council feel it cannot assist we would welcome the earliest opportunity so that we can seek alternative support.

Kind wishes
Frances and Lisa