

2001 No. 2280 (W.170)  
LOCAL GOVERNMENT, WALES  
The Code of Conduct (Qualifying Local  
Government Employees) (Wales) Order 2001

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Personal Interests

8. Whilst qualifying employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with:

(1) any rules of their relevant authority on the registration and declaration by employees of financial and non - financial interests,

(2) any rules of their relevant authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the authority. Qualifying employees must not accept benefits from a third party

# MAGOR WITH UNDY COMMUNITY COUNCIL

Current account statement  
balance as at close of  
business

31/12/2019
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68,468.40
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less outstanding cheques

105992

-37.50

105993

-37.50

-75.00

**Current Account Balance**

68,393.40
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Current Account	68,393.40	68,393.40
BPA1 - Gen Dep	260,739.27	260,739.27
BPA2 - Comm Centre	0.00	0.00
BPA3 - Election	0.00	0.00
BPA5 - Cemetery	0.00	0.00
BPA6 - Tennis	0.00	0.00
BPA7 - Allotments	0.00	0.00
BPA8 - Procurators House	0.00	0.00
BPA9 - War Memorial	0.00	0.00
<b>TOTAL</b>		<b>329,132.67</b>

Total Receipts inc balances b/fwd  
less total payments

480,730.16

151,597.49

**329,132.67**



# **The Greater Gwent (Torfaen) Pension Fund**

*administered by Torfaen County Borough Council*



**Local  
Government Pension  
Scheme**

Your ref/Eich cyf:  
Our ref/Ein cyf:  
Date/Dyddiad: December 2019

Please contact/Cysyllter â: Mrs J Griffiths  
Direct line/Llinell union: 01495 766280  
Email/Ebost: joanne.griffiths@torfaen.gov.uk

Beverly Cawley  
Clerk  
Magor & Undy Community Council

Dear Beverly,

## **GREATER GWENT (TORFAEN) PENSION FUND TRIENNIAL ACTUARIAL VALUATION AS AT 31<sup>ST</sup> MARCH 2019**

I am pleased to report that the Triennial Actuarial Valuation of the Greater Gwent (Torfaen) Pension Fund as at 31<sup>st</sup> March 2019 has now been completed.

The purpose of the Valuation is to assess the overall funding level of the Pension Fund:

- i. to ensure that there are sufficient assets in the Pension Fund to cover the pension benefits accrued in respect of all active, deferred, pensioner and dependent members of the Greater Gwent (Torfaen) Pension Fund and;
- ii. to set the Employer contribution rate for the three year period commencing on 1<sup>st</sup> April 2020.

In carrying out the Valuation the Pension Funds external Actuary assesses the current status and profile of the scheme membership including age, sex, pensionable pay, periods of membership accrued up to the date of the valuation and potential membership to the members normal retirement age in order to assess the Funds long term liabilities. An assessment is also made of the changes which have occurred during the inter-valuation period, any significant events which have occurred which will impact on the valuation and the value of the pension fund assets as at the valuation date.

### **Actuarial Assumptions**

Given the long term nature of the pension fund and its future liabilities, the Actuary applies a number of assumptions in carrying out the valuation which include: -

- The rate of inflation to be applied to pensions and deferred benefits. (Consumer Prices Index (CPI)).

**You are welcome to correspond in Welsh or English**

The Greater Gwent (Torfaen) Pension Fund,  
Torfaen County Borough Council, Civic Centre, Pontypool,  
Torfaen, Gwent NP4 6YB  
Tel: 01495 766266 Fax: 01495 742670

**Mae croeso i chi ysgrifennu yn Gymraeg neu Saesneg**

Cronfa Bensiwn Gwent Fwyaf (Torfaen),  
Cyngor Bwrdeistref Sirol Torfaen, Canolfan  
Ddinesig, Pontypŵl, Torfaen, Gwent NP4 6YB  
Ffon: 01495 766266 Ffacs: 01495 742670

**[www.gwentpensionfund.co.uk](http://www.gwentpensionfund.co.uk)**

- The rate of inflation to be applied to active members pension accounts on a year by year basis plus salary inflation in respect of the pre 2014 scheme protections
- The assumed future interest rate taking account of market conditions.
- The assumed future rate of return on investments taking account of market conditions.
- Longevity – this is an assumption as to the life expectancy of active, deferred and pensioner members to assess the level of funding required to cover the current and future liabilities. Life expectancy in the LGPS has been increasing fairly steadily over the last 20 years. The LGPS Life Expectancy Index also shows that this rate of increase in life expectancy has however slowed in more recent years, specifically since 2011. There have been more deaths at an earlier age in recent years, giving rise to this slower increase in life expectancy, compared to what was anticipated based on the 2016 valuation results. The general increase in deaths over recent years has been attributed to a range of different factors, including limited scope for future improvement in cardio-vascular mortality, increases in deaths attributed to dementia and an increasingly frail elderly population. The longevity assumptions for the 2019 Valuation are based on the latest (2018) version of CMI longevity improvements model, calibrated to English and Welsh population data up to the end of 2018. The assumptions have then been tailored to the Greater Gwent (Torfaen) Pension Fund's specific membership profile (age, sex, affluence, retirement health, occupation) taking into account the Funds specific trends in this regard..
- Assumptions are also made relating to future salary increases. It should be noted that whilst the benefits relating to the Career Average Scheme which came into effect on 1<sup>st</sup> April 2014 are based on the actual pay in each year, benefits built up prior to 1<sup>st</sup> April 2014 are calculated on the basis of the pre 2014 membership and the full time equivalent pay at the date of leaving employment which could be 40 year hence. In the 2019 actuarial valuation, the Actuary has assumed that salaries will increase by 2.6%.

### **Overall Results**

The overall Fund level results of the Valuation have shown that the funding level (current assets expressed as a proportion of all current and future liabilities) of the Greater Gwent (Torfaen) Pension Fund has increased from 72% funded at the 2016 valuation to 86% funded at the 2019 valuation; a funding increase of 14%. This is clearly a positive and welcome outcome.

During the inter-valuation period (2016-2019), the Pension Fund has experienced:

- better than anticipated investment returns,
- Pensioner death numbers have been higher than previously assessed levels
- The number of early leavers (members leaving their employment without an entitlement to an immediate pension) was significantly higher than anticipated
- Benefit increases less than expected.
- Lower than anticipated increases in salaries

Each of these experiences has had a positive effect on the funding level

However on the negative side:

- higher than anticipated costs relating to ill health retirements; and
- an increase in the long term expectations for Consumer Prices Inflation since 2016

These have had a negative effect on the funding level.

Overall the Financial Market experience coupled with the Membership Experience has resulted in an increase in the funding level and a decrease in the total amount of the funding deficit across the Fund.

The funding level however relating to each individual employer within the Fund reflects its own workforce profile and its own actual experience over the preceding three year period. It does however then benefit as part of the whole Fund from, for example, the strong investment returns seen over the last 3 years.

### **Employer Contribution rates**

The Employer Contribution Rate is made up of two elements, the Primary Contribution Rate (formerly the future service rate) and the Secondary Contribution Rate (formerly the deficit recovery contributions) The Primary Contribution Rate is reflective of the profile of the active membership as at the valuation date. A number of employers will see an increase, albeit small in most cases, in their Primary Contribution Rate as a result of lower than expected future investment returns, placing a higher value on future liabilities i.e. the outlook for the future is worse than at the last valuation. The Primary Contribution Rate is expressed as a percentage of the pensionable pay.

The Secondary Contribution Rate reflects the deficit in the employer's notional share of the fund which has been identified at the valuation date. The Secondary Contribution Rate is expressed as a cash amount to ensure that the deficit payments are not distorted by, for example reductions in the number of staff who are active members of the Pension Fund or falling pensionable payrolls. The majority of employers will see a decrease in their Secondary Contributions which can be attributed to the slow down in improving life expectancy and good investment returns in the 3 years to March 2019

### **Your Results**

The attached schedule sets out the valuation results as they relate to your organisation providing your individual funding level and also the employer contribution rates expressed in percentage of payroll for future service accrual, now called the Primary Contribution Rate, and the past service cash contribution now called the Secondary Contribution Rate.

Based on the age profile of your membership the time horizon for Magor & Undy Community Council participation in the GG(T)PF has been assessed as an average of 20 years.

On the basis of a time horizon of 20 years and coupled with the other changes affecting all employers at this valuation the Primary Contribution Rate for future service required for the three year period commencing on 1<sup>st</sup> April 2020 is 20.90% of pensionable pay.

In addition the Secondary Contribution cash amount in respect of the past service deficit for the three year period commencing on 1<sup>st</sup> April 2020 is £5,000.

As you can see, your employer contribution rate applicable from 1<sup>st</sup> April 2020 has decreased from 21.30% plus £7,000 to 20.90% plus £5,000. I trust you find this acceptable, however if you would like to discuss the outcome of your valuation result, please contact me no later than the 20<sup>th</sup> January 2020.

**Funding Strategy Statement(FSS)**

Finally, I turn to an important policy statement for the Fund which is directly related to the Actuarial Valuation. The requirement to maintain and publish a Funding Strategy Statement is contained in LGPS Regulations. In publishing the FSS the Administering Authority has to have regard to any guidance published by Chartered Institute of Public Finance and Accountancy (CIPFA) (most recently in 2016) and to its Investment Strategy Statement.

The Ministry of Housing, Communities and Local Government (MHCLG) has stated that the purpose of the FSS is:

- i. "to establish a clear and transparent fund-specific strategy which will identify how employers' pension liabilities are best met going forward;
- ii. to support the regulatory framework to maintain as nearly constant employer contribution rates as possible; and
- iii. to take a prudent longer-term view of funding those liabilities."

This is the framework within which the Fund's actuary carries out triennial valuations to set employers' contributions and provides recommendations to the Administering Authority when other funding decisions are required, such as when employers join or leave the Fund. The FSS applies to all employers participating in the Fund

The above context means it is important to undertake the actuarial valuation and review the FSS in parallel. I therefore attach a draft of the Funds proposed FSS as at December 2019. Whilst the document is lengthy and quite complex, consultation on the FSS is a requirement of LGPS Regulations and so you are invited to consider and provide any comment on the attached draft and reply to me by 20<sup>th</sup> January 2020 at the latest. The Pensions Committee will then formally consider the updated Policy document taking into account any views received.

I look forward to hearing from you

Yours sincerely

**Joanne Griffiths**  
**Pensions Manager**

# 2019 Valuation Employer Results Report Draft

Employer / Pool: Magor & Undy Community Council (Employer 659)  
Fund: Greater Gwent (Torfaen) Pension Fund

HYMANS # ROBERTSON

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## Addressee and purpose

This Employer Results Report is addressed to the Administering Authority for the purposes set out in Your Guide to the 2019 valuation. It may be shared with the employer or pool of employers noted above ("the Employer") but should not be shared with any other third parties without our prior written consent. Please note that Hymans Robertson LLP accept no liability to any third parties (including the Employer). The results in this report should be read in conjunction with the draft Funding Strategy Statement. The assumptions and methodology used to calculate employer contribution rates are set out in this document.

If you are the Employer, the purpose of this report is to give you advance notice of the recommended contributions payable from 1 April 2020 for planning purposes and to allow you check that the way these recommended rates have been calculated is appropriate to your circumstances and is in line with the draft Funding Strategy Statement. It also allows you to verify the cashflow and membership data used in our valuation calculations. This report has been prepared for the Administering Authority and does not provide advice to you as the Employer.

If the Employer is a member of a funding pool within the Fund, the contribution rates, funding level and membership data shown in this report may relate to the pool as opposed to the individual employer. This will be indicated in the title of the relevant table.

The following Technical Actuarial Standards have been complied with to a proportionate degree in the preparation of this report: TAS 100, TAS 300.

Prepared by: Douglas Green FFA

Peter MacRae FFA

13 December 2019

Employer Contribution rates	Primary (% of pay)	Secondary (% of pay)	Secondary (£)	(% of pay)	Total	(£)
Currently in payment 2019/2020	21.3%	-	7,000	21.3%	plus	7,000
Recommended for year end to 31 March 2021	20.9%	-	5,000	20.9%	plus	5,000
Recommended for year end to 31 March 2022	20.9%	-	5,000	20.9%	plus	5,000
Recommended for year end to 31 March 2023	20.9%	-	5,000	20.9%	plus	5,000

The recommended contribution rates are the minimum rate required by the Fund. In most circumstances the Employer can pay additional contributions to improve their funding position but this should be referred to the actuary first. The Employer's final contribution rates will be certified in the Fund's Rates and Adjustment's Certificate, which must be published by 31 March 2020.

The Primary Rate includes an allowance of 0.5% for administration expenses.

Employer contribution rates are additional to employee contributions. The average employee contribution rate is 6.4% of pay.

Funding strategy	Last Valuation 31 March 2016	This Valuation 31 March 2019
Funding target	100% funded on the ongoing participation basis	100% funded on the ongoing participation basis
Funding time horizon	20 years	20 years
Required likelihood of achieving target	70%	75%

The recommended contribution strategy gives a 75% likelihood that both past and future service benefits will be at least fully funded on the Fund's ongoing participation basis at the end of a 20 years time horizon. This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft Funding Strategy Statement.

Investment strategy	Last Valuation 31 March 2016	This Valuation 31 March 2019
Investment strategy used in contribution rate assessment	Whole Fund	Whole Fund

Further details on the Employer's investment strategy is included in the Fund's Investment Strategy Statement.

Employer funding position	Last Valuation 31 March 2016 (£000)	This Valuation 31 March 2019 (£000)
<b>Past service liabilities</b>		
Employees - Final Salary	444	530
Employees - CARE	23	79
Deferred Pensioners	0	0
Pensioners	0	0
<b>Total</b>	467	610
<b>Asset share</b>	371	552
<b>Surplus / (Deficit)</b>	(96)	(58)
<b>Funding Level</b>	<b>79%</b>	<b>91%</b>

Please note, figures in tables throughout this document have been shown rounded. As a result, the sum of figures within tables may not add up due to rounding.

The assumptions underlying the funding position are summarised on Page 2.

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# 2019 Valuation Employer Results Report Draft

HYMANS + ROBERTSON

Employer / Pool: Magor & Undy Community Council (Employer 659)  
Fund: Greater Gwent (Torfaen) Pension Fund

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Change in the Surplus / (Deficit) position	Assets (£000)	Liabilities (£000)	Surplus / (Deficit) (£000)
<b>Last valuation at 31 March 2016</b>	<b>371</b>	<b>467</b>	<b>(96)</b>
<b>Cashflows</b>			
Employer contributions paid in	46		46
Employee contributions paid in	10		10
Benefits paid out	0	0	0
Net individual transfers into / out of the Employer *	0		0
Other cashflows (e.g. Fund expenses)	0		0
<b>Expected changes in liabilities</b>			
Interest cost on benefits already accrued		62	(62)
Accrual of new benefits		55	(55)
<b>Membership experience vs expectations</b>			
Salary increases greater than expected		17	(17)
Benefit increases less than expected		(0)	0
Early retirement strain (and contributions)	0	0	0
Ill health retirement strain		(4)	4
Early leavers fewer than expected		0	0
Pensioner deaths fewer than expected		0	0
Commutation less than expected		0	0
Impact of bulk transfers	0	0	0
Other membership experience		(6)	6
<b>Changes in market conditions</b>			
Investment returns on the Employer's assets **	125		125
Changes in future inflation expectations		16	(16)
<b>Changes in actuarial assumptions</b>			
Change in demographic assumptions (exc. longevity)		1	(1)
Change in longevity assumptions		2	(2)
Change in salary increase assumption		(2)	2
Change in discount rate		2	(2)
<b>This valuation at 31 March 2019</b>	<b>552</b>	<b>610</b>	<b>(58)</b>

\* We have not quantified the net liability for transfers in and out as we have insufficient data to do so

\*\* The investment return on the Employer's assets between 31 March 2016 and 31 March 2019 was 33.3%

Actuarial assumptions underlying the funding position	Last Valuation 31 March 2016	This Valuation 31 March 2019
<b>Financial</b>		
Investment Return	4.0%	4.0%*
Salary Increases	2.6%	2.6%
Benefit increases and CARE revaluation (CPI)	2.2%	2.3%
<b>Demographic</b>		
Baseline longevity	Club Vita	Club Vita
Future improvements in longevity	CMI 2013, 1.25% long term available on request	CMI 2018, 1.25% long term available on request
Other demographic assumptions		

\* There is a 70% likelihood of the Fund's investments achieving at least an annual return of 4.0% p.a. over the next 20 years

<b>Employer details</b>	659
Employer code	Magor & Undy Community Council
Employer name	Individual
Funding pool	Resolution
Employer type	Open
Open / closed to new members	

Employer membership data	Last Valuation 31 March 2016	This Valuation 31 March 2019
<b>Employee members</b>		
Number	1	2
Total Actual Pay (£000)	39	63
Total Accrued Pension (£000) (80ths)	0	0
Total Accrued Pension (£000) (60ths)	25	28
Total Accrued Pension (£000) (CARE)	1	5
Average Age (liability weighted)	58.0	60.9
<b>Deferred pensioners</b>		
Number	0	0
Total Accrued Pension (£000)	0	0
Average Age (liability weighted)	0.0	0.0
<b>Pensioners</b>		
Number	0	0
Total pensions in payment (£000)	0	0
Average Age (liability weighted)	0.0	0.0
Average duration of liabilities	18.1	15.5

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**MAGOR WITH UNDY COMMUNITY COUNCIL  
CYNGOR CYMUNED MAGWYR A GWYNDY**

***CORRESPONDENCE SCHEDULE***

for items not on the agenda/circulated to Councillors

**13<sup>th</sup> January 2020**

- 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?Committeeld=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?Committeeld=137>
- 6 MCC – Licensing and Regulatory Committee  
<https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=138>
- 7 MCC - Strong Communities Select Committee  
<http://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=139>
- 8 MCC – Adult Select Committee  
<https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=140>
- 9 MCC - Planning Committee  
<http://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=141>
- 10 MCC – Democratic Services Committee  
<https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=142>
- 11 MCC - Cabinet  
<https://democracy.monmouthshire.gov.uk/ieListMeetings.aspx?Committeeld=144>
- 12 MCC – Standards Committee  
<https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=145>
- 13 MCC – Standing Advisory Council on Religious Education (SACRE)  
<https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=146>
- 14 MCC – Public Services Board select Committee  
<https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=260>
- 15 MCC - Investment Committee  
<https://democracy.monmouthshire.gov.uk/mgCommitteeDetails.aspx?ID=277>
- 16 MCC - Severnside Area Committee  
<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=149&MId=2606>
- 17 MCC – County Council  
<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?MId=3877&x=1&LLL=0>
- 18 MCC – Monthly playground inspection report
- 19 MCC – Details of Viridor and Prosiect Gwyrdd Community Fund
- 20 ABUHB – Patients Voice News Bulletin, Autumn 2019/Clinical Features, December 2019
- 21 St Mary’s Church Magor – Appreciation for £500 Churchyard Maintenance donation
- 22 RBL – Receipt for Poppy Wreaths
- 23 LLP - Newsletter
- 24 HAUC - [SE Wales HAUC | Coordination Meeting](#)

## MAGOR WITH UNDY COMMUNITY COUNCIL CYNGOR CYMUNED MAGWYR A GWYNDY

- 25 MAGOR – Update December 2019
- 26 The Clerk Magazine, January 2020
- 27 SLCC – News bulletin, December 2019
- 28 CTA – Newsletter, Issue 3 December 2019
- 29 Magor Brewery – Copy Correspondence to Llandeenny residents
- 30 Resident – re: lorries blocking access to Llandeenny
- 31 OVW – Agenda/Minutes Mon/Newport Area Committee 16.1.20
- 32 Clerks & Councils Direct, January 2020, Issue 127
- 33 Mon CC –Temporary Road Closure: Vinegar Hill, The Elms, Undy - 8<sup>th</sup>-10<sup>th</sup> January 2020
- 34 PWLB – Notification of loan repayment DD
- 35 St Mary's Church, Undy – Appreciation for £500 Churchyard Maintenance donation

### **GLOSSARY**

ABCHC – Aneurin Bevan Community Health Council  
 BCW – Boundary Commission for Wales  
 CAB – Citizens Advice Bureau  
 CADW – WG's Historic Environment Service  
 CALM – Campaign Against a Levels Motorway  
 C&WLIDB – Caldicot & Wentlooge Levels Internal Drainage Board  
 CCW – Countryside Commission for Wales  
 CTA – Community Transport Association  
 GAVO – Gwent Association of Voluntary Organisations  
 GLFDCG – Gwent Levels Flood Defence Coastal Group  
 GWT – Gwent Wildlife Trust  
 ICO – Information Commissioner's Office  
 IRP – Independent Remuneration Panel  
 MAGOR – Magor Action Group On Rail  
 MCC – Monmouthshire County Council  
 MHA – Monmouthshire Housing Association  
 LDBC – Local Democracy and Boundary Commission for Wales  
 LGA – Local Government Association

LLP – Living Levels Partnership  
 MUCH – Magor and Undy Community Hub  
 MUSLA – Magor & Undy Sports & Leisure Association  
 NAW – National Assembly for Wales  
 NptCC – Newport City Council  
 NRW – National Resources Wales  
 NAPP – National Association for Patient Participations  
 OVW – One Voice Wales  
 POSW – Planning Officer's Society for Wales  
 PPG – Patient Participation Group  
 PWLB – Public Works Loan Board  
 RSPB – Royal Society for the Protection of Birds  
 SLCC – Society of Local Council Clerks  
 SNIC – Stop Newport Incinerator Campaign  
 SNPT – Severnside Neighbourhood Policing Team  
 STAG – Severn Tunnel Action Group  
 TCBC – Torfaen County Borough Council  
 WG – Welsh Government  
 WHAUC – Welsh Highway Authorities and Utilities Committee

## Admin Magor Undy

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**From:** Williams, Richard <RichardWilliams@monmouthshire.gov.uk>  
**Sent:** 10 December 2019 15:11  
**Cc:** Perry, Nicola; Greer, Linda  
**Subject:** FW: Licensing Act Policy Consultation  
**Attachments:** Statement of Policy 2020.docx; Statement of Policy 2020 - Welsh.docx

Dear all,

**For your information:**

Please see the email below from Linda O'Gorman, Principal Licensing Officer.

**From:** O'Gorman, Linda <LindaO'Gorman@monmouthshire.gov.uk>  
**Sent:** 10 December 2019 14:28  
**To:** Williams, Richard <RichardWilliams@monmouthshire.gov.uk>; Perry, Nicola <NicolaPerry@monmouthshire.gov.uk>; Greer, Linda <LindaGreer@monmouthshire.gov.uk>  
**Subject:** FW: Licensing Act Policy Consultation

Can you please circulate the following to County Councillors and Town Councillors for me. Many thanks

Dear Councillor

### **RE : LICENSING ACT 2003 – MONMOUTHSHIRE COUNTY COUNCIL'S DRAFT LICENSING POLICY CONSULTATION**

The Licensing Act 2003, requires this Authority to licence the following activities:-

- Retail sale of alcohol (including via the internet or mail order)
- The Wholesale of alcohol to members of the public
- Supply of alcohol to members of registered clubs
- Provision of 'regulated entertainment' to the public, club members or with a view to profit, for the following;
  - a performance of a play
  - an exhibition of a film
  - an indoor sporting event
  - boxing or wrestling entertainment
  - a performance of live music
  - any playing of recorded music
  - a performance of dance
- The supply of hot food and/or drink from any premises between 11pm and 5am

A 'Licensing Policy' must be in place for each Authority which determines how they will discharge their functions under this Act. This has to be reviewed every five years. This Authority has a statutory duty to consult with the following before the updated policy is put in place:-

- The chief officer of police for the area
- The fire authority for the area
- Persons/bodies representative of local holders of premises licences
- Persons/bodies representative of local holders of club premises certificates
- Persons/bodies representative of local holders of personal licences and
- Persons/bodies representative of businesses and residents in its area

However, we can consult further if it is felt necessary before determining this Policy.

As you or your organisation are part of the above list, I have attached a copy of the proposed policy, which can also be viewed on our website at [www.monmouthshire.gov.uk/licensing](http://www.monmouthshire.gov.uk/licensing). I hope you take the opportunity to read this document and we would be happy to receive any comments on this policy. The period of consultation runs until **Friday, 28<sup>th</sup> February 2020**. This is your opportunity to contribute to this important policy document update.

You can contact our Licensing Team to give your comments, or ask questions by any of the following means:-

1. By Telephone on 01873 735420
2. By E Mail : [licensing@monmouthshire.gov.uk](mailto:licensing@monmouthshire.gov.uk)
3. By Letter : Licensing Section, Monmouthshire County Council, Abergavenny Community Education Centre, Old Hereford Road, Abergavenny NP7 6EL.
4. Further details on the Policy and it's consultation is available on our website [www.monmouthshire.gov.uk/licensing](http://www.monmouthshire.gov.uk/licensing)

I look forward to hearing from you.

Yours sincerely

**Linda O'Gorman**

Principal Licensing Officer / Prif Swyddog Trwyddedu  
Monmouthshire County Council / Cyngor Sir Fynwy  
Tel / Ffôn: 01633 64 (4214)  
Mobile / Symudol: 07887 641229  
Email / Ebost: [lindaogorman@monmouthshire.gov.uk](mailto:lindaogorman@monmouthshire.gov.uk)  
Website / Gwefan: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

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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

## Admin Magor Undy

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**From:** Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>  
**Sent:** 18 December 2019 09:23  
**To:** Tracy Gilmartin-Ward  
**Subject:** FW: Consultation Document - Changes to planning and related application fees / Dogfen Ymgynghori - Newidiadau i ffoedd cynllunio a chesidiadau cysylltiedig

For your information and attention / Er eich gwybodaeth a'ch sylw

**From:** [Owain.Williams2@gov.wales](mailto:Owain.Williams2@gov.wales) <[Owain.Williams2@gov.wales](mailto:Owain.Williams2@gov.wales)>

**Sent:** 16 December 2019 13:11

**Subject:** Consultation Document - Changes to planning and related application fees / Dogfen Ymgynghori - Newidiadau i ffoedd cynllunio a chesidiadau cysylltiedig

Dear Stakeholder,

Today, a consultation has been issued which seeks views on proposed changes to planning fees.

The consultation proposes amending the existing fee levels for planning and related applications, as well as introducing a fee for Certificates of Appropriate Alternative Development.

Details of the consultation can be found on the Welsh Government's consultation pages at [https://gov.wales/changes-planning-and-related-applications-fees?\\_ga=2.233246302.1926474314.1576494937-1869591993.1570433432](https://gov.wales/changes-planning-and-related-applications-fees?_ga=2.233246302.1926474314.1576494937-1869591993.1570433432)

Responses to the consultation paper are invited by 13 March 2020.

Regards,

**Owain Williams**

Decisions Manager | Rheolwr Cynllunio  
 Planning Directorate | Y Gyfarwyddiaeth Gynllunio  
 Welsh Government | Llywodraeth Cymru  
 Cathays Park | Parc Cathays  
 Cardiff | Caerdydd  
 CF10 3NQ  
 Tel | Ffon: 0300 025 1715  
 E-mail | Epost: [Owain.Williams2@gov.wales](mailto:Owain.Williams2@gov.wales)

*Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.*

*We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.*

Annwyl Rhanddeiliad,

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**Magor with Undy Community Council**

**Cyngor Cymuned Magwr A Gwyndy**

***Internal Audit Report: 2019-20***

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***Claire Lingard***

***Consultant Auditor***

***For and on behalf of  
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 the 2018-19 financial year.

This report sets out the work undertaken in relation to that financial year, both in advance of and during our visit on 27<sup>th</sup> November 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 Annual Return, 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 Council is currently under investigation by the Welsh office, which has now conducted two on-site audits pertaining to alleged non-conformity issues between the Councils Financial Regulations, Standing Orders and its procedures. Resultantly, the External Auditor's reports and certificates for the 2017-18 and 2018-19 financial years were still outstanding as of the 30<sup>th</sup> November 2019. The Clerk is monitoring the position with the Welsh Office and is providing assistance as required. We shall review this situation during the final review at the Year End Audit.

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. Although the Rialtas Alpha Accounts Software has been acquired and implemented, the Clerk continues to maintain the 2019-20 accounting records in spreadsheet format.

We have advised the Clerk and her assistant that all records must now be entered onto Rialtas Alpha in order to ensure that the production of cashbooks, bank reconciliations, budget reports and year-end data for the automatic production of the Annual Return is available to the Council.

We note that the Council now operates only 2 bank accounts with Barclays, a Current and Reserve account. The seven ancillary accounts were closed in July 2019, confirmed by Minutes and original documentation, and surplus funds returned to the General Reserve (Current Account).

In order to ensure the appropriateness of financial data recording and validate the values to be reported in the 2019-20 Annual Return, we have: -

- Noted that the External Auditor has yet to sign off the 2017-18, and 2018-19 Annual Returns and that the Welsh Office has conducted two on-site investigations;
- Verified the accuracy of the opening trial balances for 2019-20 with detail recorded in the 2018-19 combined year-end bank reconciliation;
- Noted that periodic manual bank reconciliations continue to be undertaken which are subject to the scrutiny of Members;
- Verified the accounting transactions recorded in the spreadsheet cashbook by reference to supporting bank statements for the full financial year to the 27<sup>th</sup> November 2019;
- 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 secure Cloud based storage.

### Conclusions and recommendations

***There are no significant matters arising in this area of our review, however, we make two recommendations in relation to the use of RBS Rialtas Alpha accounting software as noted above.***

- R1. *It is imperative that the Council moves from the spreadsheet based records system to Rialtas Alpha with immediate effect to ensure that it gains maximum advantage from its investment in the product, both in terms of time and cost savings, and also to provide a fully automated and auditable process of generating the Annual Return accounting information.*
- R2. *Additional hours should be set aside to the Administration Assistant or other suitable person to upload the Council's Supplier and financial data, ensuring that each month is entered accurately, with Bank Reconciliations, Trial Balance and Cashbooks produced for each month. It is estimated that this work should take no more than three working days.*



## 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 again reviewed and most recently readopted its Standing Orders (SOs) and Financial Regulations (FRs) at the Annual Meeting of the Community Council in May 2019. We note that, as per our prior year recommendation, the model documents have been revised to comply with the prevailing EU / Public Contracts legislation which requires the tender process to be triggered for all projects in excess of £25,000.

We take this opportunity to remind the Clerk and Members that the prevailing EU Legislation requires all projects in excess of £25,000 to be advertised formally on the Government's Contract Finder website and, in compliance with the Financial Regulations, that no project may be undertaken without full funding being in place prior to the Project commencing.

We note that all payment documents sampled had been properly scrutinised by members and had been duly initialled.

As mentioned in the prior year Internal Audit report, the award of Grant Aid is reliant on the statutory powers available to the Council. In reviewing minutes, we noted that the Council has approved the award of Grant Aid in the amount of £1,000 to Air Ambulance Wales. As the Air Ambulance Wales is both a National Charity with no foot-print in the constituency, a Medical Service, and according according to its accounts provided in support of its application for Grant Aid had over £2.9 million held on reserve at the time of requesting aid the award should not have been made:

The subject of awarding Grant Aid is complex because the Council is redistributing their constituents' Tax Pounds to what it considers to be causes that will benefit some or all of its constituents. It is therefore extremely important that the tax derived funding in the Council's possession is not redistributed to organisations that are already in receipt of tax funding, i.e., double taxation, organisations that some of the constituency might object to on political or theological grounds, or organisations which may have services available to constituents but do not necessarily provide these on a regular or ongoing basis and are not based in the constituency, i.e., Air Ambulance, Cancer Research, etc.,

When the Clerk and Members consider Grant Aid applications, they should first consider if the applicant organisation belongs in one of the prohibited categories listed below and then consider how the award of Grant Aid, to that applicant organisation, would benefit local taxpayers and constituents.

When reviewing grant applications, the Clerk and Members must first decide whether the applicant falls into one of the categories to which the award of Grant Aid is prohibited. These are as follows:-

- ***Grants to Individuals***
- ***Grants to General Appeals or National/Large Charities, i.e. Cancer Research, Children in Need, etc., with no local i.e. 'on-the-ground' footprint in the constituency***

- *Statutory organisations or the direct replacement of statutory funding, i.e. Government Funded NGOs*
- *Government organisations or the direct replacement of Government funding, i.e. Schools, Emergency Services, Ministry of Defence organisations, the NHS, etc.,*
- *Activities or organisations promoting political beliefs, i.e., Extinction Rebellion, Greenpeace, etc.,*
- *Activities or organisations promoting religious beliefs, i.e., Churches, Mosques, Gurdwaras, etc.,*
- *Overseas travel*
- *Arts projects with no direct constituency or charitable element*
- *Sports projects with no direct constituency or charitable element*
- *Medical research, services, equipment or treatment (except community defibrillators)*
- *Animal Welfare organisations or charities, i.e., Cats Protection League, Dogs Trust, etc.,*

Council's award Grant Aid using Statutory Powers and should only use the Local Government Act 1972 S.137 Power as the Power of last resort. If another Power is available, then the award of Grant Aid must be made using that Power. The Power under which each grant is awarded must be formally recorded in the Council's Minutes.

Finally, in this area of our review we are advised by the Clerk that in her absence, a Member was given permission to change the password on the Council's 'Survey Monkey' account. However, the now ex-Member not only changed the password, but also changed the account ownership details and e-mail contact so that the Council is locked out of this account. We are further advised by the Clerk that as her Credit Card had been used to set up this account, payments have been taken, without her permission, from her personal credit card and Survey Monkey has been requested to confirm whether the notification of such payments being taken have been sent to the ex-Member's private e-mail account or to any other e-mail account.

As the ex-Member was given permission to change the password to the account, but not any of the account details, this may be considered as unauthorised access and unauthorised modification of the Council's account.

### ***Conclusions and recommendations***

*We have, as indicated above, identified an issue when awarding Grant Aid. Appropriate action should be taken to ensure compliance with the Council's approved regulatory framework, as detailed in the following recommendations.*

*It is deeply concerning that a software tool, which is used to run referenda on behalf of the Council is no longer in the Council's control. We advise the Council to take all necessary steps to regain control of this account with immediate effect.*

- R3. *The Clerk and Council should give formal consideration to the eligibility of the Grant Aid Applicant prior to considering the Grant Aid application, ensuring that the Applicant does not fall into one of the prohibited categories listed.*
- R4. *The Clerk must advise members of which Statutory Power may be used to make the award of Grant Aid under, remembering that the Local Government Act, 1972 S.137 may only be used as the Power of last resort, where no other power is available to make the award of the Grant Aid.*

- R5. *The Clerk should draft a letter for the Chair, with immediate effect, to formally request the ex-Member return control of the Council's 'Survey Monkey' account forthwith. If the ex-Member refuses to return control of the account to the Council, legal advice should be sought.*

## 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 all payments processed during the financial year from the 1<sup>st</sup> April to the 31<sup>st</sup> October 2019 ensuring compliance with the above criteria. We note that cheque signatories, are now initialling payment documents routinely.

We note that two VAT returns have been submitted to the HMRC in the current financial year. The first for the 2018-19 financial year, submitted on the 25<sup>th</sup> September 2019 in the amount of £4,508.69 and the second for the period of the 1<sup>st</sup> April 2019 to the 30<sup>th</sup> September 201 in the amount of £1,767.88 submitted on the 18<sup>th</sup> November 2019.

The implementation of the RBS Alpha software will simplify the process and help ensure compliance with HMRC on-line submission requirements, enabling returns to be submitted at regular quarterly intervals to ensure further maximisation of the Council's interest earning opportunities.

## Conclusions

*There are no matters arising in this area of our review warranting formal comment. However, as discussed with the Clerk/RFO, we have been made aware of a special Council's Barclay Card scheme which has been negotiated by the Welsh Assembly. This allows a Council to obtain a Barclaycard with no Annual charges or processing fees and upon which the Council may receive cash rebates for payments made using the card. We suggest that the Council avails itself of this service, which would deliver better value for money when making internet or ad-hoc purchases. Details of the scheme can be obtained from Janet Reed, Barclaycard Commercial Payments, Senior Account Development Manager Telephone 07468 714862, Email: [Janet.Reed@barclaycard.co.uk](mailto:Janet.Reed@barclaycard.co.uk)*

***We shall undertake further work in this area during our final review of the year. including checking at least one further month's transactions and verifying the accuracy of the year-end bank reconciliations and ensuring the accurate disclosure of the year-end combined cash and bank balances in the year's Annual Return.***

***However, we take this opportunity to make two recommendations:***

- R6. *To ensure that neither the Clerk, nor Members need to utilise their own Credit Cards to make purchases on behalf of the Council and submit these as expense claims for repayment, we recommend that the Council avail itself of the new Council's credit card with Barclays Bank, which has been negotiated by the Welsh Assembly. The card has no annual fee, and a percentage of all purchase is repaid to the Council annually thus reducing the cost of purchase.*
- R7. *The Council should consider moving towards making all payments electronically, both as a security and a cost saving measure.*

## **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 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, which is currently under review, although we note that the Council's Risk Assessments were presented to the Full Council at the Annual Meeting on the 20<sup>th</sup> May 2019, under Minute Reference 9.4, however Members deferred the issue. Members are reminded that they are required to formally readopt the Council's Risk Register(s) at least once, annually, and the Resolution for readoption to be recorded in the Council's Minutes;
- 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 with Zurich Insurance 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**

***There are no matters arising in this area of our review warranting formal comment, however, we take this opportunity to remind the Clerk and Members that both the Governance and Accountability Manual – The Practitioner's Guide and the Annual Return require that Councils' review and formally readopt their Risk Assessments "at least once annually" and for that readoption to be formally recorded in the Council's minutes.***

R8. *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 Budget setting and Precept determination process is currently ongoing with the expectation that the Budget and Precept will be Approved and Adopted at the January meeting of the Full Community Council. (The Budget and Precept for the 2019-20 financial year were Approved at the January 2019 meeting of the Community Council, with the latter set at £200,540);
- The Council continues to receive regular management reports updating them on the financial position throughout the year; and,
- As indicated earlier in this report, specific funds are set aside in specific earmarked reserves.

### Conclusion

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## 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 a formal review of rents, fees, etc., is taking place as part of the Budget setting and precept determination process.

We note that Allotment rents fall due on 1<sup>st</sup> August annually and that all outstanding rents have been collected. A blank copy of the Allotment tenancy agreement has been reviewed and deemed suitable for the Council's needs.

We noted in our prior year report 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 advised the clerk that such casual usage should strictly be considered a vatable service and 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. We note that no agreement has been sought.

We are also advised that there is no formal licence agreement in place with the local Tennis Club for the use of the Tennis Courts.

## Conclusions

*We recommend, as in our prior year report a formal agreement be obtained from HMRC that, in view of the low volume of income received, VAT charges may be waived. Further, the Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club.*

R9. *The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club.*

## 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 1<sup>st</sup> April 2017.

To meet the above objectives, we have: -

- Acquired detail of the five staff members in post during 2019-20 and ensured that the gross salaries payable in April 2019 were in accord with those details;
- Noted that the payroll has been outsourced to Chepstow Accounting Services (CAS);
- Noted that the Administration Assistant has now been provided with a contract of employment;
- 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

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## 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 note that the Council's Investment Strategy was readopted for the 2019-20 financial year at the Annual Meeting of the Community Council in May, in accordance with the guidance issued by the National Assembly for Wales. No formal investments are held, surplus funds being held in a Barclays Bank deposit account.

Loans are in existence with the PWLB, repayable half-yearly: we have verified the first of two repayments made in 2019-20 by reference to the PWLB loan repayment requests.

### ***Conclusions***

***There are no matters arising in this area of our review warranting formal comment or recommendation.***

Rec. No.	Recommendations	Response
<b>Review of Accounting Arrangements and Bank Reconciliations.</b>		
R1	It is imperative that the Council moves from the spreadsheet based records system to Rialtas Alpha with immediate effect to ensure that it gains maximum advantage from its investment in the product, both in terms of time and cost savings, and also to provide a fully automated and auditable process of generating the Annual Return accounting information.	
R2	Additional hours should be set aside to the Administration Assistant or other suitable person to upload the Council's Supplier and financial data, ensuring that each month is entered accurately, with Bank Reconciliations, Trial Balance and Cashbooks produced for each month. It is estimated that this work should take no more than three working days.	
<b>Review of Corporate Governance</b>		
R3	The Clerk and Council should give formal consideration to the eligibility of the Grant Aid Applicant prior to considering the Grant Aid application, ensuring that the Applicant does not fall into one of the prohibited categories listed.	
R4	The Clerk must advise members of which Statutory Power may be used to make the award of Grant Aid under, remembering that the Local Government Act, 1972 S.137 may only be used as the Power of last resort, where no other power is available to make the award of the Grant Aid.	
R5	The Clerk should draft a letter for the Chair, with immediate effect, to formally request the ex-Member return control of the Council's 'Survey Monkey' account forthwith. If the ex-Member refuses to return control of the account to the Council, legal advice should be sought.	
<b>Review of Expenditure &amp; VAT</b>		
R6	To ensure that neither the Clerk, nor Members need to utilise their own Credit Cards to make purchases on behalf of the Council and submit these as expense claims for repayment, we recommend that the Council avail itself of the new Council's credit card with Barclays Bank, which has been negotiated by the Welsh Assembly. The card has no annual fee, and a percentage of all purchase is repaid to the Council annually thus reducing the cost of purchase.	
R7	The Council should consider moving towards making all payments electronically, both as a security and a cost saving measure.	



<b>Assessment and Management of Risk</b>	
R8	Risk registers should be subject to annual review, update (where appropriate) and formal re-adoption by the Council at least once annually.
<b>Review of Income</b>	
R9	The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club.

**Admin Magor Undy**

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**From:** Davies, Mark J. (Highways) <MarkDavies2@monmouthshire.gov.uk>  
**Sent:** 02 January 2020 10:59  
**To:** Admin Magor Undy  
**Cc:** Keeble, Paul  
**Subject:** RE: B4245 AT UNDY ALLOTMENTS

Hi Bev

Following on from my earlier email I can confirm that we met with the developer on other issues and in doing so took the opportunity to discuss the allotments means of access and the issues that were being experienced. I have to say although I am fairly confident that the current arrangement works, the developer has agreed to carry out further works to the access within the public highway, the works will square up the existing access in doing so we feel that users will find they are better positioned at the edge of the carriageway to make the necessary right or left turn manoeuvres on to the B4245.

I should be grateful if you could advise those interested parties of the intended works, at the present time I do not have a timeframe as soon as I do I will be in touch.

Trust this is helpful.

Regards

**Mark Davies**  
**Highway Development Manager**  
**01633 644754**

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**Admin Magor Undy**

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**From:** [REDACTED]  
**Sent:** 04 December 2019 17:12  
**To:** admin@magorundy.org.uk  
**Subject:** Public Call Box in Magor Square

Dear councillors,

I would like to inform you of a letter I have sent to the planning department regarding the only phone box left in the area at Magor Square. I am doing so in the hope that we can save our public phone. Local boxes have and are still being removed in the area at an alarming rate this one appears to be the only one left locally to save. It might even be a tourist attraction one day if successful! I understand the cut off date for this chance to save it to be Boxing Day so there's not long left.

I hope this will help in some way and maybe encourage others locally to get onboard.

Regards,

Ben.

Dear Sir/Madam,

I telephoned the planning department and was advised to send this letter to you regarding the removal of the Public Call Box in Magor Square that was marked for a potential removal consultation on the 14th of November. It concerns me that this is the case as it is the last one in the whole of the local and now wider area. After the removal of the one on Main Road by Marlows Vets a few years back along with the one just off Grange Road, the 2 in Rogiet (leaving only one at Severn Tunnel Junction), and further out in Penhow and the proposed removals in and around Caldicot town centre I feel it's important to retain this one in the Square to serve the local area if needed. The location next to the main road may still be of importance in an emergency or otherwise. There is also potential lack of access for younger people to a telephone for Childline for instance, and senior members of the community and walkers passing through who have been seen using it. Only the other month there was an elderly gentleman who had a bad turn and was able to get assistance from the Post Office. Had this been out of hours with fewer people to see his need he may well have used the public phone which he was next to. I rang British Telecom on the number provided in the box for nearest alternative Payphones and the database they're using is old and suggesting phones that are no longer there. They told me that the nearest from the Square was Magor service station where all the phones are long gone. I wonder if they based the removal consultation on this outdated information which is far from ideal. Their next suggestion was Underwood which will likely be axed too and around 3 and half miles away. The only other Payphone I'm aware of near the square is in the Wheatsheaf Public house and is disconnected. I hope the points I raise in this letter will be considered in hopefully preventing the removal of our only public phone.

I will also email the local councillors to possibly help raise awareness of the situation.

Regards,

Ben.

**Admin Magor Undy**

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**From:** Thomas, Philip <PhilipThomas@monmouthshire.gov.uk>  
**Sent:** 07 January 2020 12:42  
**To:** Admin Magor Undy  
**Subject:** RE: BT PUBLIC CALL BOXES

Hi Bev,

I contacted BT about this as a local resident from Magor got in touch with us directly.

This is apparently part of a second round of proposed removals regarding which we are awaiting consultation from BT.

We'll consult all community or town councils involved once we receive official notification from BT.

Please bear with us while we await the notification,

Kind regards,

Phil

**From:** Admin Magor Undy <admin@magorundy.org.uk>  
**Sent:** 07 January 2020 12:31  
**To:** Thomas, Philip <PhilipThomas@monmouthshire.gov.uk>  
**Subject:** BT PUBLIC CALL BOXES

Hi Phil,

We have had a resident contact us in respect of a BT Public call box which is sited in Magor Square.

There is a poster displayed in the call box which says that BT are thinking of removing the pay phone. The closing date for the consultation was boxing day.

We received information from Kim Lloyd in August 2019 about 17 call boxes potentially up for removal. None of the 17 were in Magor/Undy. We have been trying to find out some information about the Magor phone box.

We have not been consulted since August on any boxes in Magor/Undy. Is this an oversight? Obviously the consultation date has now gone. Are you aware of any public pay/call boxes being removed from the Magor/Undy area? As apparently all BT consultations come via the unitary authority.

Look forward to hearing from you

Regards

Bev

PS... Please note that the Council's email address has changed, with immediate effect: [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk) Any emails to the old address will be redirected in the short-term.

## Admin Magor Undy

---

**From:** Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>  
**Sent:** 17 December 2019 15:03  
**To:** Tracy Gilmartin-Ward  
**Cc:** Carol Timson; Wendi Patience  
**Subject:** FW: One Voice Wales National Awards Conference Thursday 26th March 2020 / Cynhadledd Gwobrau Cenedlaethol Un Llais Cymru Dydd Iau 26ain Mawrth 2020  
**Attachments:** Application Form 2020 Cym.docx; Application Form 2020.docx; Nomination Guide 2020 Cym.doc; Nomination Guide 2020.docx

Dear Chairperson/Clerk,

### One Voice Wales Innovative Practice & National Awards Conference 2020

I am delighted to announce that One Voice Wales will be holding its fourth Innovative Practice & National Awards Conference on **Thursday 26<sup>th</sup> March 2020** at Hafod a Hendre, Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY.

These awards are an opportunity for your council to showcase the services it provides for its community and an opportunity for councillors, clerks and staff to receive the recognition they deserve.

The entries will be used as an evidence base to inform Welsh Government, Unitary Authorities, the Third Sector and other key partners of the good work local councils are doing in their communities across Wales and how they can possibly support the work of the local council sector in the future.

Attached you will find a brochure listing the award categories and details of how you can nominate your council for these prestigious awards together with an application form.

An independent panel made up from national representative bodies will undertake the judging of the entries. There will be a shortlist of three nominations in each of the ten categories. Each of the shortlisted Councils for each category will be invited to take part in showcasing their Councils initiative.

The three nominated entries in each category will be required to give a 10 minute (maximum) presentation as part of a series of innovative practice sessions, to be held on the day.

The Awards Ceremony will be held in the afternoon of the Conference where the winners and the two runners up will be presented with their awards and certificates. One Voice Wales will also be publishing a post Conference report to be shared with local councils and stakeholder organisations throughout Wales.

**The closing date for entries is Friday 21 February 2020.** A judging panel will be held after this date and the three shortlisted councils for each category will be informed in early March to allow time to prepare for the 10 minute (maximum) presentation in advance of the Conference.

Should you have any queries with regard to the 2020 Awards Scheme please get in touch with Shan Bowden, South Wales Development Officer via email at [sbowden@onevoicewales.wales](mailto:sbowden@onevoicewales.wales)

I do hope that you will enter your council for an award/s and help One Voice Wales to highlight and promote the innovative practices that take place in local communities throughout Wales.

Yours sincerely  
Cllr Mike Cuddy, Chair, One Voice Wales

\*\*\*\*\*

## CATEGORIES :

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Tŷ Hastings  
Llys Ffitsalan  
Caerdydd  
CF24 0BL

E-bost:

ymholiadau@ffiniau.cymru  
www.cffdl.llyw.cymru



Comisiwn Ffiniau a  
Democratiaeth Leol  
Cymru

Local Democracy and  
Boundary Commission  
For Wales

☎ (029) 2046 4819  
Ffacs/Fax (029) 2046 4823

02 JAN 2019

13.1.  
Hastings House  
Fitzalan Court  
Cardiff  
CF24 0BL

E-mail:

enquiries@boundaries.wales  
www.ldbc.gov.wales

**Clerks of the Community and Town Councils  
in the County Borough of Monmouthshire**

20 December 2019

Dear Sir / Madam

**PRESENTATION ON THE REVIEW OF THE ELECTORAL ARRANGEMENTS FOR  
THE COUNTY BOROUGH OF MONMOUTHSHIRE**

I am writing to inform you that the Local Democracy and Boundary Commission will be undertaking a review of the electoral arrangements for the County Borough of Monmouthshire with a view to considering and formulating proposals for future arrangements.

You should have been contacted by your principal council inviting you to a presentation to be given by the Commission.

Before the commencement of the review, the Commission would like to invite the Chair or a representative of your Town or Community Council to a presentation which will explain the review process and answer any questions that you may have.

A presentation will take place at County Hall, The Rhadyr, Usk, NP15 1GA on 16 January 2020 at 18:30pm.

I would be grateful if you could give an indication if anyone from your Community / Town Council will be attending.

Yours faithfully

**Shereen Williams**  
Chief Executive

**Admin Magor Undy**

**From:** MCC - PlanningPolicy <PlanningPolicy@monmouthshire.gov.uk>  
**Sent:** 23 December 2019 12:04  
**To:** MCC - PlanningPolicy  
**Subject:** Monmouthshire Replacement Local Development Plan 2018-2033  
**Attachments:** Draft Candidate-site-guidance-note.pdf; Draft Candidate Site Form Stage 2.pdf

Dear Sir/Madam

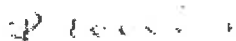
**Monmouthshire Replacement Local Development Plan 2018-2033  
 Preferred Strategy and Second Call for Candidate Sites Update**

Monmouthshire County Council (MCC) is in the process of preparing a Replacement Local Development Plan (RLDP) for the County (excluding the area within the Brecon Beacons National Park) which will cover the period 2018-2033. The Preferred Strategy is the next key stage in the RLDP process. This email is to inform you that the timescales for the Preferred Strategy have been revised, meaning that the strategy will be reported to Council on 5th March 2020, with the consultation on the strategy commencing on Monday 9th March 2020 for a 6 week period. Comments will be invited on the Preferred Strategy during this period. An updated Delivery Agreement timetable will also be reported to Council at the 5th March meeting.

The second call for candidate sites will be undertaken alongside the consultation on the Preferred Strategy. The second call for sites will commence on Monday 9th March 2020 and will run for 12 weeks to Monday 1st June 2020. Copies of the draft second call for candidate sites form and draft guidance on completing the candidate sites form are attached for your information. This is to give you advance notice of the detailed information that will need to be submitted as part of this process. We will not accept any candidate site submissions prior to the commencement of the second call for candidate sites process on 9th March 2020.

Should you have any queries on the above please contact the Planning Policy Team.

Yours faithfully



Rachel Lewis, Planning Policy Manager

Planning Policy/ Polisi Cynllunio  
 Monmouthshire County Council / Cyngor Sir Fynwy  
 Tel / Ffon: 01633 644429  
 Email / Epost: [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)  
 Website / Gwefan: [www.monmouthshire.gov.uk/planning-policy](http://www.monmouthshire.gov.uk/planning-policy)

Planning Policy Privacy Notice / Hysbysiad Preifatrwydd Polisi Cynllunio: <http://www.monmouthshire.gov.uk/your-privacy/your-council>

Follow us on Twitter / Dilynwch ni ar Twitter: @MCCPlanning

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu



## Completing the Candidate Site Form

The Candidate Site form has been designed to ensure that interested parties include sufficient information and data to allow the Local Planning Authority to make a robust assessment of a site.

The following guidance note seeks to provide support to promoters of land and other interested parties on the information required as part of the candidate site process. By providing as much information as possible as part of your submission it will help the Authority process and assess your Candidate Site efficiently. Any continuation sheets or additional documentation should be securely attached and referenced.

The submission period commences on **xx 2020** and **all Candidate Site submissions must be received by the deadline of midnight on xx 2020**. Candidate Site submissions received after this deadline will not be considered.

Officers from the Council's Planning Policy team are able to offer advice on the completion of the Candidate Site form if required. Further information is available on the Council's website: <https://www.monmouthshire.gov.uk/planning-policy/candidate-sites/> and from the team: telephone 01633 644429 or email: [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)

**Please note that the submission of a candidate site does not imply that it will be accepted and allocated for development by the Authority. All candidate site submissions will be available for public inspection in the form of a Candidate Site Register and cannot therefore be treated as confidential.**

## What to include in your Candidate Site submission

The minimum information required for each submission to be considered must include:

- A completed Candidate Site Form. A separate form must be completed for each individual site submitted.
- An up to date plan of the site (on an Ordnance Survey base map) with the site edged in red.
- Supporting information / studies where indicated.

### Contact Details

Please submit all relevant contact details. Please note that if you nominate an agent, all correspondence will be sent to your agent.

### Site Details

Please identify the location of the site and include an up to date plan on an Ordnance Survey based map identifying the site edged in red. Please also indicate the OS Grid Reference if known.

### Total Site Area (Hectares)

Candidate site submissions should indicate the total area of the proposed site in hectares. For residential candidate sites, the minimum threshold is 5 dwellings or more. There are no minimum thresholds for all other land use site submissions. Please indicate the proportion of the site which is green field and/or brownfield. For a definition please see Page 38 of Planning Policy Wales (Edition 10) (December 2018)<sup>1</sup>.

### Current Use of the Site

Submissions should identify the current land use of the site. This includes land uses such as housing, retail, employment, commercial, community use, recreation etc. For mixed use, please specify the range of uses.

### Proposed Use of the Site

Submissions should identify the proposed land use of the site. This includes land uses such as housing, retail, employment, commercial, community use, recreation, renewable energy or retention of current use. For mixed use, please specify the range of uses. For commercial use, please specify the proposed use class of employment generating uses if known at this stage and the commercial floorpace. For residential use please provide an indication of the number of units. If this is unknown at this stage, please use a density of 25 dwellings per hectare having regard to the character of the area, green infrastructure and SuDS. For renewable energy please provide the MW if known. If the site is submitted for protection please indicate what you would like it protected for i.e. recreation, Green Wedge.

### Current Planning Status

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<sup>1</sup> <https://gov.wales/planning-policy-wales>

Submissions should indicate if the site has planning consent and/or is allocated in the adopted Plan for a use other than its current use. If applicable, details should be provided to indicate the reasons why the site has not been developed for that use.

## Ownership

### **Is the site wholly in the ownership of the proposer?**

Proposers of land should indicate if they own the site which they are submitting. Where the proposer wishes to submit land for inclusion in the RLDP, but they do not own the entire site, they should identify how this will be achieved. Has the landowner been contacted and agreed to the potential development of the site? If so, the proposer of the land should provide evidence to this effect.

## Site Suitability

### **Does the site's stability/topography present an obstacle to its development?**

Please provide details of any known stability / topography features of the sites, and indicate how these will be overcome.

### **Are there any known legal constraints (e.g. restrictive covenants) that would prevent development of the site?**

If the proposer is aware of any known legal constraints or covenants on any part of the land within the site that place restrictions on its use, details should be provided. This also applies to any existing buildings on the site. Please specify how the legal constraints or covenant will impact your proposal.

### **Is the site located in an area of flood-risk or adjacent to a watercourse?**

Highly vulnerable development, including residential and emergency services, will not be permitted in Zone C2. For any proposed development in Zone C1 the TAN 15: Development and Flood Risk justification tests outlined in Sections 6 and 7 will be applied. Further guidance is set out in TAN 15: Development and Flood Risk (2004)<sup>2</sup>. Please note Welsh Government is in the process of revising TAN15, any flood risk will need to be considered in the context of the revised TAN15 in due course.

For candidate sites within flood risk zones to be acceptable in principle, they must be supported by a Flood Consequence Assessment (FCA) which identifies that the consequences of that development can be managed down to a level which is acceptable for the nature/type of development being proposed. It is not the responsibility of the Local Authority to assess the acceptability of the FCA's, however they must be accepted by Natural Resources Wales (NRW) and evidenced as such prior to the submission of the candidate site. This information will then form part of the evidence base for the assessment of that site.

Proposers should note that the Planning Authority may request further information /

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<sup>2</sup> <https://gov.wales/technical-advice-note-tan-15-development-and-flood-risk>

evidence during the candidate site process where consultation responses highlight issues including tidal, fluvial, surface water flooding and impacts of climate change.

**Is the proposed land use compatible with neighbouring uses/is the site affected by any known 'bad neighbour' uses?**

For residential proposals, are there any industrial / employment uses adjacent to the site? If possible please indicate any such uses on a plan to accompany your submission. If the proposal is for employment/waste/minerals development, are there any residential properties adjacent to the site or within 200m of the site? If possible please indicate any such uses on a plan to accompany your submission. Do you consider that the proposed use would integrate with existing surrounding uses? Please explain your answer, providing as much detail as possible. For proposals involving minerals extraction or the use of other natural resources, is there a specific need for the use at the site? Please explain your answer, providing as much detail as possible.

**Is there a risk that the site could consist of contaminated land?**

If any part of the site being proposed is thought to contain contaminated land, the proposer should provide details of the potential source of contamination and how this will be addressed.

**Has an ecological assessment of the site been undertaken?**

To ensure sufficient evidence is provided on a site's deliverability and viability, additional detailed information will be required to support any Candidate Site submissions, we therefore require the submission of baseline ecological information. An ecological assessment should be undertaken in line with the Monmouthshire ecological site assessment of Candidate Sites methodology which is available on the website.<sup>3</sup>

**Would development of the site result in the loss of agricultural land (in current / previous use)?**

Does the site, or part of the site contain Best and Most Versatile Agricultural Land i.e. Grade 1, Grade 2 or Grade 3 Agricultural Land. Further details relating to the Agricultural Land Classification (ALC) and predictive maps can be found on the Lle Geoportal for Wales and on the Welsh Government website.<sup>4</sup> If the land includes Grade 1, 2 or 3a it is advisable to undertake an ALC survey, the results of which should be submitted with the Candidate Site submission. A methodology is available to view on the Council's website.<sup>5</sup>

**Would the proposal give rise to impacts on landscape character, visual amenity or the setting of heritage assets?**

<sup>3</sup> <https://www.monmouthshire.gov.uk/planning-policy/candidate-sites/ecological-site-assessments-of-candidate-sites/>

<sup>4</sup> <http://lle.gov.wales/catalogue/item/PredictiveAgriculturalLandClassificationALCMap/?lang=en>

<sup>5</sup> <https://www.monmouthshire.gov.uk/planning-policy/candidate-sites/>

Proposers of land should consider the visual impact of development on landscape character, visual amenity and/or the setting of heritage assets. It is recommended that a Landscape and Visual Impact Assessment (LVIA) is submitted with your submission. If there are likely to be negative effects on visual amenity or the setting of heritage assets please explain how features located within or near to the site could be retained or enhanced. These include Historic Landscapes, Scheduled Ancient Monuments and Listed Buildings. Further information can be sought from Glamorgan Gwent Archaeological Trust (*Historic Environment Record*)<sup>6</sup> and Cadw<sup>7</sup>.

**Would the proposal include low or zero carbon energy generating technologies?**

Please provide as much detail as possible relating to the use of low or zero carbon energy generating technologies within the proposal.

**Is the site subject to any other known key constraints?**

If there are key constraints such as trunk sewers, gas pipelines, etc. affecting the proposal please indicate on a plan their location and give details of how these constraints can be overcome.

**What is the proximity of the site to local/community facilities and open space?**

Please indicate details and the proximity of the site to any known local/community facilities and open space. This could include community halls, youth centres, shops, commercial services, playing fields etc. If the nearest facility is in excess of 400m, please indicate how far away it is from the site.

**Would the proposed use result in the loss of amenity open space, recreational or community facilities?**

Please indicate the specific loss that would result from the proposed use and what if any mitigation could be provided.

## Utilities

**Is the site capable of connection to the following services? Mains water supply, Electrical supply, landline telephone, mains sewerage, gas supply, broadband, any other.**

For each service, proposers should indicate yes or no. If the answer is no, please provide an explanation of how access to the service will be obtained. Details should also be provided (if known) with regard to whether there is capacity of these services to serve the proposed development.

## Transport

**Is the site accessible from the existing highway network?**

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<sup>6</sup> <http://www.ggat.org.uk/her/her.html>

<sup>7</sup> <https://cadw.gov.wales/>

Proposers should indicate yes or no. If not, details should be provided of how access to the public highway is to be achieved. If third party land is required to achieve access, details should be provided of any contact made with third party land owners.

**Is the whole of the site within 400m of a public transport network, i.e. train station or bus stop?**

Please indicate details of any public transport access point within 400m of the site. This should include any known route frequency and destination information. If the nearest facility is in excess of 400m, please indicate how far away it is from the site.

**How does the proposal take account of / align with the sustainable transport hierarchy?**

Please indicate details of any known existing or proposed active travel route within 400m of the site. If the nearest facility is in excess of 400m, please indicate how far away it is from the site. Provide details of how the proposal will enable / enhance active travel opportunities.

## Site Deliverability and Viability

**Please indicate an approximate timescale for site delivery:**

Proposers of sites should provide an indication of the intended timescale for development of the site. This should account for any known constraints indicated elsewhere in this questionnaire. Candidate sites must be capable of being delivered within the RLDP proposed period.

**Are there any known constraints/covenants on the site that would need to be overcome?**

Please provide details of any other known constraints/covenants, not previously indicated, that may impact upon the deliverability of the site. Please indicate how these can be overcome.

**Have there been any discussions with potential developers to date?**

If discussions have been held with potential developers or future occupiers, please provide details.

**Is the site financially viable to come forward?**

Please note that the Council will seek a viability assessment to demonstrate whether the delivery of the site can be viably achieved within the timescale of the RLDP. Failure to provide this may result in the site not being considered further.

## Additional Information

Please provide any further information available if this has not been covered in the previous



Yr Adran Llywodraeth Leol  
Department for Local Government

Llywodraeth Cymru  
Welsh Government

County and County Borough Councils /  
Community and Town Councils /  
National Park Authorities

16 December 2019

Dear Sir / Madam,

**The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015**

Please find attached revised Statutory Guidance relating to The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015, which has been updated due to an error at the end of paragraph 7.4 (a). The Guidance can also be accessed via the Welsh Government website: [Welsh Government - Playing field disposal: guidance](#)

The Statutory Guidance is not a substitute for the Regulations themselves, which should be read alongside the guidance in the document. The Regulations can be accessed via the following link: [The Playing Fields \(Community Involvement in Disposal Decisions\) \(Wales\) Regulations 2015](#)

If you have any queries on this matter please contact us via the details provided in the guidance or below.

Yours sincerely

Bethan Boyd  
Local Government Democracy Division



BUDDSODDWYR | INVESTORS  
MEWN POBL | IN PEOPLE

Parc Cathays • Cathays Park  
Caerdydd • Cardiff  
CF10 3NQ

Ffôn • Tel 0300 025 7623  
customerhelp@gov.wales  
Gwefan • website: [www.gov.wales](http://www.gov.wales)

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**EMAIL TRAIL FROM CLLR FRANCES TAYLOR – OFFICE.**


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-----Original Message-----

From: Taylor, Frances <[FrancesTaylor@monmouthshire.gov.uk](mailto:FrancesTaylor@monmouthshire.gov.uk)>

Sent: 16 December 2019 17:23

To: Beverly Cawley <[beverly.cawley@magorundy.org.uk](mailto:beverly.cawley@magorundy.org.uk)>

Cc: [cllrally.bailey@magorundy.org.uk](mailto:cllrally.bailey@magorundy.org.uk); [cllrally.raggett@magorundy.org.uk](mailto:cllrally.raggett@magorundy.org.uk); 'Cllr Geoff Cook' <[cllrgeoff.cook@magorundy.org.uk](mailto:cllrgeoff.cook@magorundy.org.uk)>

Subject: RE: Reimbursement of expenses and Recordings of Council meetings

Dear Beverly, In order of points

1, yes I mean my correspondence from 11th Nov.

I reiterate my point of view that if the meeting had been prepared with appropriate papers circulated in advance regarding the payment to surveymonkey, the matter would have been clear for all councillors and could have led to the matter being resolved without further issues for Council. I drew your attention to the fact that I believe that decision-making practice where Councillors are not properly sighted on detail and have not had the opportunity to appraise background information and decide if there are any interests prior to a meeting could potentially have the effect of leading council into a position of maladministration. I still do not fully understand why appropriate papers were not circulated on 11th November and 9th December respectively.

I am genuinely perplexed by your response with regard to the matter of the recordings.

2, Am I to understand that you received an FOI request on 4th December for all of the meeting recording? The only matter discussed by Council was the confidential element of the recording. No mention was made of either an FOI request or indeed of the wider meeting recording. Please can you advise why Council was not advised of the FOI or the request for the meeting recording?

I also understood that there was a timescale in place for processing FOI requests. I am a little perplexed that Council's policy could be at odds with ICO and that Council could have to provide a recording where members of the public are also speaking, I would be concerned that that, this in itself constitutes a data breach? The ICO have advised that it does not amount to a breach presumably, can you advise when you contacted the ICO? Whilst I do not dispute the advice, it would be helpful for Councillors like myself to see the advice and understand what that means for Council policy.

I would therefore request that you forward the advice and your original request for advice for my information and learning.

Best

Frances

---

-----Original Message-----



From: Beverly Cawley <[beverly.cawley@magorundy.org.uk](mailto:beverly.cawley@magorundy.org.uk)>  
Sent: 17 December 2019 10:28  
To: Taylor, Frances <[FrancesTaylor@monmouthshire.gov.uk](mailto:FrancesTaylor@monmouthshire.gov.uk)>  
Cc: [cllrally.bailey@magorundy.org.uk](mailto:cllrally.bailey@magorundy.org.uk); [cllrally.raggett@magorundy.org.uk](mailto:cllrally.raggett@magorundy.org.uk); 'Cllr Geoff Cook' <[cllrgeoff.cook@magorundy.org.uk](mailto:cllrgeoff.cook@magorundy.org.uk)>  
Subject: RE: Reimbursement of expenses and Recordings of Council meetings

Hi Frances,

Thank you for your email.

I will add your concerns/queries for consideration by Full Council at its January meeting.

Regards  
Bev

---

-----Original Message-----

From: Taylor, Frances <[FrancesTaylor@monmouthshire.gov.uk](mailto:FrancesTaylor@monmouthshire.gov.uk)>  
Sent: 18 December 2019 08:50  
To: Beverly Cawley <[beverly.cawley@magorundy.org.uk](mailto:beverly.cawley@magorundy.org.uk)>  
Cc: [cllrally.bailey@magorundy.org.uk](mailto:cllrally.bailey@magorundy.org.uk); [cllrally.raggett@magorundy.org.uk](mailto:cllrally.raggett@magorundy.org.uk); 'Cllr Geoff Cook' <[cllrgeoff.cook@magorundy.org.uk](mailto:cllrgeoff.cook@magorundy.org.uk)>  
Subject: RE: Reimbursement of expenses and Recordings of Council meetings

Dear Bev, it does need to be discussed by full council I agree, but in the meantime I would formally request to see your correspondence with the ICO, your request and their subsequent advice regarding these specific recording request.  
best

---

-----Original Message-----

From: Beverly Cawley <[beverly.cawley@magorundy.org.uk](mailto:beverly.cawley@magorundy.org.uk)>  
Sent: 18 December 2019 10:19  
To: Taylor, Frances <[FrancesTaylor@monmouthshire.gov.uk](mailto:FrancesTaylor@monmouthshire.gov.uk)>  
Cc: [cllrally.bailey@magorundy.org.uk](mailto:cllrally.bailey@magorundy.org.uk); [cllrally.raggett@magorundy.org.uk](mailto:cllrally.raggett@magorundy.org.uk); 'Cllr Geoff Cook' <[cllrgeoff.cook@magorundy.org.uk](mailto:cllrgeoff.cook@magorundy.org.uk)>; 'Alison Sandiford' <[alison.sandiford@magorundy.org.uk](mailto:alison.sandiford@magorundy.org.uk)>  
Subject: RE: Reimbursement of expenses and Recordings of Council meetings

Dear Frances,

Sorry but the advice was verbal from their telephone help line, therefore there is no written evidence

regards

---

-----Original Message-----

From: Taylor, Frances <FrancesTaylor@monmouthshire.gov.uk>

Sent: 28 December 2019 13:33

To: Beverly Cawley <beverly.cawley@magorundy.org.uk>

Cc: cllrsally.bailey@magorundy.org.uk; cllrsally.raggett@magorundy.org.uk; 'Cllr Geoff Cook' <cllrgeoff.cook@magorundy.org.uk>

Subject: Recordings of Council meetings

Dear Bev, thank you for your response. In this instance then Council therefore has no documented evidence for the decision you have taken to release the recording of the meeting?

As discussed there are recordings of members of the public on the tape and Councillors who have not given permission for the recordings to be used for anything but the preparation of minutes. Can you advise what the ICO in your conversation advised regarding this aspect of GDPR?

I personally find this approach unsatisfactory. You advise that we will discuss the matter in full at January Council.

Kind wishes

Frances

# MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S UPDATE

## DECEMBER 2019:

- **MEETINGS:**  
Prepared for and attended several meetings
- **OUTSIDE EVENTS/MEETINGS:**
  - Attended the December Pop-Up Hub.
  - Closed off road for the outdoor Carol service, which I then attended and participated in
- **RESIDENT ISSUES/COMPLIMENTS/COMPLAINTS:**  
Gave advice, actioned or dealt with various resident complaints and issues, including the following:
  - Reported:
    - X2 broken grit bins
    - X2 empty grit bins
    - X5 locations for pot holes
    - Broken bollard
    - Reported possible change of use or premises
    - Fly-tipping at Rockfield
    - Full litter bins at Coop
  - Contacted Mon CC Highways regarding the new road layout as you exit Undy Allotment site following several complaints.
- **SYCAMORE SPORTS FIELD TENNIS COURTS & MUGA:**
  - Discussed drainage issue with contractor
  - Supplied Monmouthshire County Council Planning department with further information regarding the planning application for works on the Sports Field in respect of accessibility for all abilities.
- **VILLAGE IMPROVEMENTS:**
  - Chased Mon CC further in respect of street furniture licence for planters.
- **GENERAL OFFICE UPDATES:**
  - Assisted the MUCH group with information on the Community Orchard in respect of its planting in 2010
  - Assisted the MUCH group by supplying copies of the Council's 2015 survey data in respect of the Community HUB
  - Loaded the MUCH survey onto temporary Survey Monkey survey and advertised it on the web and Facebook.
  - Attended Magor Square to put additional measures in place to secure the Christmas tree which had lent over in the wind.

- Met with empty shop owner to let in Brownies leader who is arranging for Brownies to decorate window of empty shop.
- Supplied Brownies with a Christmas Tree and tree decorations to display in the shop window.
- Prepared draft budget for Finance Meeting
- Spoke with ICO regarding the recording of meetings, and our duty to release the recordings held under Freedom of Information Act
- Input 3 months' worth of data on to the new finance package.
- Printed off certificates for winners of the Christmas Window/Shop Front competition

Clerk  
December 2019

## REPORT ON PLANNING VISITS ON THE 11<sup>th</sup> of December 2019.

### 1. THE LAWNS Application No DM/2019/01617.

14.30hrs arrived several people on site with plans to discuss the siting of Scooters Cabins in and around the Dwellings on site.

Each one was discussed as to where they are to be sited, one resident was present to discuss the possible siting would actually stop light going into his Flat.

A discussion took place in the Residents Lounge with the Husband and wife where they felt that the cabin would interfere with their light.

Clearly it was said that the cabin would be placed so that would not happen.

The meeting finished at 14.50hrs.

### 2. THE BREWERY Application No DM/2019/01577.

Arrived on site to conduct the meeting and meet the local residents at 15.20.hrs

Where we were told that we had to take an induction course to proceed into the Brewery site!

This took approximately 25 mins, then we had to report to the internal reception to be met by their person, who then told us that we needed foot protection, so we then proceeded to another area to be fitted out with this protection.

We were then given a guided tour of the new building which is already going on within the works!

We had to tell our guide that we needed to get to the New lorry park at the Southside Entrance as soon as possible as residents were waiting for us!

By now we were already very later to meet the residents at the South side entrance! We arrived at the Southside entrance at 16.15hrs. unfortunately after looking for them there were no residents around to discuss their situation! Quite understandable...as we were at least 1Hr late arriving at the New lorry park.

However clearly the delegates from Mon CC Planning seemed to be more than happy with what has been done by the Brewery to alleviate the problem of transport congestion on and around the roundabout and the entrance to the Brewery, albeit that the Lorry park is not in operation yet!

We all left site at 16.55hrs.

### FUTHER UPDATE AS OF THE 12/12/2019.

Odd really, I have passed the Brewery site this afternoon at 16.00hrs 12/12/2019. where I see that several empty lorry trailers have now been parked up in the lorry park? Which were parked up inside the brewery on our visit yesterday!!

This type of Parking is not what it was intended for! It is Intended for live - Lorry Tractors & Trailers to park off the main Highway on their way into the brewery.....

Regards.

Cllr John Crook.

**FOLLOWING ON FROM THE PLANNING MEETING OF 11/12/2019. AT THE BREWERY.**

To report as a separate issue from the site visit as I tried to point out the poor access and how tight the Llandeenny turning off the entrance to the Brewery was and is still really tight....

I managed to point out this as there was a large artic lorry coming into the Southside entrance as we were all stood watching vehicle access! But unfortunately, it was made clear that this could not be taken into consideration with this visit as it was nothing to do with this application!

Clearly there is a problem when these artic lorries come into the access road from the roundabout moving towards the Lorry park / security gate! The lorry in question filled the road up completely as there is only one narrow lane at the junction to Llandeenny turnoff, And if for any reason there were to be several maybe only 3 or 4 lorries delayed getting into the site or the lorry park then no one could access the Llandeenny Road turnoff!

I did suggest that maybe as the Brewery own the Land adjacent to this junction they could possibly make a better access for this problem , so that any vehicles going down to Llandeenny could filter off to the left without being held up in and around the main access road and roundabout!

Maybe we could take this up with the Brewery at a later date!

Trust you find this information helpful going forward.

Regards.

Cllr John Crook.

**REPORT FROM THE CALDICOT & WENTLOOGE IDD ADVISORY GROUP BUDFGET MEETING HELD ON THE 9<sup>th</sup> OF DECEMBER 2019. 10am – 12noon.**

A full report was produced for the last financial year & a 3- year plan was introduced to be discussed going forward.

In the future Monies that have been put aside for Emergencies or Capital works will not be allowed, if not spent in that year will be taken back into Corporate.

Spend of Capital equipment has now be passed, and a plan for capital equipment spend for the next 3 / 5 years has been asked for.

It was agreed that the levy from Councils & Farmers would stay the same this year 2020/2021, this will be the 6<sup>th</sup> year it has stayed the same.

Clearly more questions will be asked of us to produce savings and look at our operating ability going forward, especially from the rate payers / residents on the Levels.

Questions were asked about obtaining figures of the operating costs, Man hours & Cost per kilometre covered, future spend on Plant & equipment plus Vehicles within the Gwent & Wentlooge operating area.

Information will be produced for future meetings as to the costs going forward so the members can be aware of such costs.

The meeting closed at 12noon.

Regards.

Cllr John Crook.