MAGOR WITH UNDY TOWN COUNCIL
CYNGOR TREF MAGWYR GYDA GWNDY

Tel: 01633 882 842 **e-mail admin@office.magorundy.org.uk** **web: www.magorundy.org.uk**

Ordinary Meeting of 19:00 hrs Monday 13th October 2025
Venue: Magor Baptist Church, Magor Square
Virtually: Zoom Communications.

Dear Councillor, You are hereby summoned to attend the meeting as detailed above.

Councillors are reminded that they attend this meeting under the provisions of the Town Council's

- **Code of Conduct**
  http://www.magorundy.org.uk/_UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%2021.pdf
- **and Multi-location Meetings Protocol.**
  http://www.magorundy.org.uk/_UserFiles/Files/POLICY%20REVIEWS%202025/Multi-location%20meetings%20protocol.pdf

Members of the public may attend this meeting in person. It is also open for those who wish to participate online. Those who wish to participate online are required to email the Council at the dedicated email address:

mutcmeetings@office.magorundy.org.uk

no later 1300 hours on Friday 10/10/25 requesting the Zoom Link and Passcode in accordance with the Town Council Multi-location Meeting Protocol.

William Lewis

Clerk to Magor with Undy Town Council

08th October 2025

PUBLIC OPEN FORUM

In accordance with the Councils Standing Orders 3.3(e) a period of not more than 15 minutes for Members of the Public is provided to ask questions and make representations about business on this agenda. Persons who wish to make comment shall not speak for more 5 minutes and they will not take part in any debate.

In accordance with the Councils Standing Orders 3.3(g) the Public Open Forum does not form part of the formal business as detailed on the agenda & will take place prior to the start of the meeting.

1 **Chairs Announcements**
1.1 To receive Councillor apologies for absence.
1.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.

2 **Declarations of Interest**
2.1 To receive any declarations of interest in items on the agenda.

3 **Correspondence**

3.1 To note that that associated documents relative to agenda items has been served upon Council Members.
Associated document index (Appendix A)

4 **Minutes of Previous meetings**

4.1 To note that the draft minutes of the Ordinary Meeting of 30th September 2025 had not been completed at the time of posting this agenda and shall be listed within the ordinary Meeting Agenda of 10th November 2025.

5 **Finances**

5.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 30th September 2025
  (Appendix B).

5.2 To receive RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 30th September 2025 (Associated Document 1)

Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

6 **MEMBERS ITEMS OF BUSINESS**

6.1 MOTION: (Cllr Victoria Hammett-Johnson)
Now that the former Councillor has returned to Magor with Undy Council, in the interest of transparency, accountability and stewardship of Public Funds, this council agree an appropriate mechanism to resolve the outstanding repayment to this Council, of the unlawful payments made to the individual member, totalling £500.00.

As set out in the Wales Audit Public Interest Report 2018/2019 and Council Minutes dated 14.01.19, 11.02.19, 04.04.19, 08.04.19.

Audit Wales has stated that an unlawful payment has been made, this is public money, and the council should do everything possible to recover the monies.

7 **Planters & Planting**

7.1 To receive report relative to planting for Summer 2024 and Summer 2025 and associated invoicing and to note that there is a budget deficit of £2,644.00 and to agree to virement from Village Improvements (4800/150) to Plants and Planters (4464/150) of the requisite amount.

8 **Common y Coed (deferred at Ordinary Meeting of 30/09/25).**

8.1 To note that this Council and previous community and parish councils have stewarded Common Y Coed Plantation since circa 1983, with extensive works being undertaken by the Council between 2005 and 2020.

8.2 To consider and agree quotations to resume maintenance of Common Y Coed Plantation since the boundary review in 2022.

9 **Christmas Trees 2025**

9.1 To ratify the decision regarding the Purchase of Christmas Trees (Agenda item 9.2 of Ordinary Meeting 30/09/25) and to note that consequent to receipt of only two quotations, that under the provisions of Financial Regulation 5.15 this purchase may be authorised by the Clerk. Alternatively to waive FR 5.8 and to approve purchase under FR 5.9.

10 **Norton Lane Field Gate (deferred at Ordinary Meeting of 30/09/25).**

10.1 To note deferred Agenda item 7.1 of Ordinary Meeting 30/09/25.

11 **MUTC Newsletter**

11.1 To note that a bulletin is being prepared. As resolved at Ordinary Meeting of 30/09/25, to agree upon a donation to the Magor Churchman/Events Group.

12 **Next Ordinary Meeting of Council**

12.1 At 1900 hours Monday 10th November 2025 at Magor Baptist Church

Appendix A
Associated document index

Agenda Item	Detail
5.2	RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:
6.1	MOTION: (Cllr Victoria Hammett-Johnson)
7.1	Report relative to planting for Summer 2024 and Summer 2025 and associated invoicing

Appendix B
Finances - Agenda Item 5.1

Excel Record of Receipts – September 2025

DATE	REF	Recon	PAYER	DESCRIPTION	CURRENT ACCOUNT 60604844	BPA 1 (General Savings) 23738507	PSDF/CCLA	VAT	ALLOTMENT	PRECEPT	GRANTS	GENERAL RECEIPTS	TOTAL
B/fwd					**66,513.48**	**43,354.29**	**473,104.58**	**8,463.44**	**1,534.25**	**233,333.00**	**0.00**	**315.00**	**826,583.04**
02-Sep-25	FP290		GML 01 - JB	CHQ - ALLOTMENT RENT					**35.00**				**35.00**
02-Sep-25	FP291		UNDY 02/04 - GB	CHQ - ALLOTMENT RENT					**70.00**				**70.00**
02-Sep-25	FP292		UNDY 08 - PL	CHQ - ALLOTMENT RENT					35.00				**35.00**
02-Sep-25	FP293		UNDY 12 - LP	CHQ - ALLOTMENT RENT					35.00				**35.00**
02-Sep-25	FP294		NATIONAL GRID	CHQ - WAYLEAVES								5.22	**5.22**
01-Sep-25	FP295		UNDY 20B - SS	PRO-RATA ALLOTMENT RENT					32.08				**32.08**
03-Sep-25	FP296		GML 10 -KU	BACS - ALLOTMENT RENT					35.00				**35.00**
03-Sep-25	FP297		GML 04 - GH	BACS - RENT BAL (FP234)					17.50				**17.50**
02-Sep-25	FP298		CCLA	INCOME INVESTMENT			1,647.72						**1,647.72**
08-Sep-25	FP 301		BARCLAYS BANK	INTEREST ON Gen Res		225.90							**225.90**
23-Sep-25	FP 310		UNDY 07B - KB	PRO-RATA ALLOTMENT RENT					32.08				**32.08**
24-Sep-25	FP 311		GML 18 - AS	BACS - ALLOTMENT RENT					35.00				**35.00**
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					66,513.48	**43,580.19**	**474,752.30**	**8,463.44**	**1,860.91**	**233,333.00**	**0.00**	**320.22**	**828,823.54**

Excel Record of Payments – September 2025

DATE	TRANS NO	REF - Minute No/VAT	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
B/fwd						37,864.70	131,239.48	0.00	42.50	19,537.80	188,715.90
01/09/25	DD 257	4200-170	BRITISH GAS(ELECTRIC)805431502	MUGA FLOODLIGHTS			14.06			0.70	**14.76**
01/09/25	BACS 258	4560-160	EIBE PLAY 561286144	UNDY PLAYPARK UPGRADE			56,300.13			11,260.03	**67,560.16**
05/09/25	DD 259	4100-110	BARCLAYS	CHARGES					8.50		**8.50**
05/09/25	DD 260	4190-110	ZOOM	HYBRID MEETINGS			12.99			2.60	**15.59**
08/09/25	DD 261	4145-115	MON CC	COUNCIL OFFICE RATES			308.00				**308.00**
15/09/25	DD 262	4240-170	MON CC	PORTACABIN RATES			63.00				**63.00**
17/09/25	DD 263	4170	EE LIMITED	STAFF MOBILE CONTRACT			54.02			10.80	**64.82**
22/09/25	DD 264	4170	SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND			89.41			17.88	**107.29**
22/09/25	DD 265	4155	SOLUTIONS IN TECHNOLOGY	PRINTING COSTS			42.45			8.49	**50.94**
26/09/25	DD 266	4200-115	BRITISH GAS	ELECTRIC BILL OFFICE			40.98			2.04	**43.02**
29/09/25	DD 267	4200-170	BRITISH GAS(ELECTRIC)802331371	MUGA FLOODLIGHTS			14.06			0.70	**14.76**
10/09/25	DD 268	4475-110	RESTORE DATASHRED	CONFIDENTIAL WASTE			82.90			16.58	**99.48**
26/09/25	BACS 269	4440-150	MON CC	SLA TOWN TEAM			5,295.11			1,059.02	**6,354.13**
26/09/25	BACS 270	4550-160	MON CC	SLA MUGA INSPECTIONS			22.90			4.58	**27.48**
26/09/25	BACS 271	4550-170	MON CC	SLA ROSPA INSPECTIONS			174.70			34.94	**209.64**
26/09/25	BACS 272	4460-150	MERLIN ENV SERVICES	DOG WASTE COLLECTION			1212.75			242.55	**1,455.30**
17/09/25	BACS 274	4205-115	SQUEAKY CLEAN	OFFICE CLEANING			110.00				**110.00**
29/09/25	BACS 275	4205-115	ADRAIN YEARSLEY	WINDOW CLEANER- AUG & SEPT			14.00				**14.00**
29/09/25	BACS 276	4000	SALARIES	STAFF x 4		4,666.56					**4,666.56**
29/09/25	BACS 277	4030	HMRC	STATUTORY DEDUCTIONS		1,463.13					**1,463.13**
29/09/25	BACS 278	4040	TORFAEN CBC	EMPLOYER PENSION CONS		1,395.79					**1,395.79**
26/09/25	BACS 279	4115	CHEPSTOW ACCOUNTANCY	SALARY ADMIN			22.00				**22.00**
26/09/25	BACS 280	4190	MICROSHADE VSM	SOFTWARE AND SECURITY			186.80			37.36	**224.16**
29/09/25	BACS 282	4090-110	CLLR DONNA JAMES	IRPW ALLOWANCES			52.00				**52.00**
29/09/25	BACS 283	4090-110	CLLR MIKE JAMES	IRPW ALLOWANCES			52.00				**52.00**
29/09/25	BACS 284	4090-110	CLLR PAUL CAWLEY	IRPW ALLOWANCES			177.00				**177.00**
17/09/25	BACS 285	4560-160	BLITZ MEDIA LIMITED 103 2912 60	UNDY PLAYPARK SIGNAGE			98.80			19.76	**118.56**
17/09/25	BACS 286	4200-115	REDWICK ELECTRICAL	EICR ON OFFICE REQUIRED BY WNEST			190.00			38.00	**228.00**
17/09/25	BACS 287	4215	M.U.C.H.	YOUTH SERVICES HALL HIRE			244.00				**244.00**
04/09/25	DCD 288	4355-130	AMAZON	PRODUCTS FOR OPENING EVENT AT UNDY PLAY PARK 06.09.25			38.90			7.78	**46.68**
05/09/25	DCD 289	4150-110	AMAZON	LEAFLET DISPLAY RACK (OFFICE)			21.56			4.31	**25.87**
17/09/25	BACS 299	4455-150	WYBONE LIMITED - 182 0886 50.	UNDY PLAY PARK NEW BIN			504.99			101.00	**605.99**
17/09/25	BACS 303	4600-170	MON CC	REMOVAL OF MUGA PORTACABIN			1,364.89			272.98	**1,637.87**
26/09/25	BACS 304	4245-120	MON CC INV 70264674	LEASE ON SYCAMORE ALLOTMENTS			45.00				**45.00**
26/09/25	BACS 305	4245-160	MON CC INV 70264712	LEASE ON SYCAMORE PLAYPARK			60.00				**60.00**
29/09/25	BACS 308	4280-150	EARTH ANCHORS VAT 219786228	NEW NOTICEBOARDS (Min 53.3)			8,901.00			1,780.20	**10,681.20**
26/09/25	BACS 307	4220-110	MUCH	HALL HIRE (08.09.25 -CANCELLED)			51.00				**51.00**
											0.00
											0.00
											0.00
											0.00
						45,390.18	**207,100.88**	**0.00**	**51.00**	**34,460.10**	**287033.58**

Excel Reconciliation Record – September 2025

MAGOR WITH UNDY TOWN COUNCIL

Current account statement balance as at 30/09/2025		**23,457.47**
	0.00	0.00
Current Account Balance		23,457.47
CCLA/PSDF	474,752.30	474,752.30
Current Account	23,457.47	23,457.47
TOTAL		498,209.77
Total Receipts inc balances b/fwd		828,823.54
less total payments		287,033.58
		541,789.96