

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 10th November 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 07th November 2025 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

05th November 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.

Chairs Announcements

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

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 and published on Council website.

Associated document index (Appendix A)

4 Minutes of Previous meetings

- 4.1** To receive and adopt the draft minutes of the Ordinary Meeting of 30th September 2025.
4.2 To receive and adopt the draft minutes of the Ordinary Meeting of 13th October 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 31st October 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 31st October 2025 (Associated Document 1)

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

- 5.3** To note the purchase of new posts and tennis net for the MUGA following damage/wear and tear (£643.44 including VAT) as recorded on excel at Appendix B (Payments).
Purchased under delegated authority of the Clerk, Financial Regulation 5.15.

Power to spend: Local Govt (Miscellaneous) Provisions Act 1976 s19

- 5.4** To note purchases of 40kg Surburban Stone Chips and Remembrance Day Stake/plaque for planters for Remembrance Day wooden crosses @ £59.69 to support Remembrance Day service of 09th November 2025 by virtue of delegated authority of the Clerk under Financial Regulation 5.15.

To agree to virement of £60.00 from **4355 Civic Events Other** to **4230 Section 137 Expenditure**.

Power to spend: Local Govt Local Gov Act 1972 s137

6 Replacement of Portacabin

- 6.1** To note Clerks summary report and to agree any further actions necessary.

7 Democracy and Boundary Commission Cymru - Draft Annual Remuneration Report 2026–27

- 7.1** To acknowledge receipt on 22/10/25 of the Draft Democracy and Boundary Commission Cymru Annual Remuneration Report which is open for consultation until 18th November 2025 and action as necessary.

8 Common y Coed (deferred at Ordinary Meeting of 14/10/25).

- 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.

To further note Clerks report and actions commenced since Ordinary Meeting of 13/10/25.

- 8.2** To note that further to resolution 210.1 -2024/25 and by virtue of Financial Regulation 5.15, Roger James Clements and Partners solicitors have been commissioned to undertake the necessary work for HM Land Registration of Common Y Coed and Undy allotments at a cost of £595 +VAT for each, plus disbursements which are linked to value of the land and the Land Registry fee.

- 8.3** To further note that additional cost will be incurred for the Land Valuation by an agricultural estate agency.
- 8.4** To consider and agree quotation to resume maintenance of Common Y Coed Plantation since the boundary review in 2022 having regard to prevention of increased cost to the Council from continued lack of grounds maintenance.
- 9** **Christmas Window / Shopfront Competition**
- 9.1** To consider arrangement of a public vote for this competition and agree actions necessary.
- 10** **M.U.C.H. Update**
- 10.1** To note any update Town Council representative to the HUB.
- 11** **Undy AFC**
- 11.1** To note that contact from solicitors acting for Undy AFC has been received and that Roger James Clements and partners have been instructed to represent the Council.
To further note that the parties have been advised of resolution recorded under minute 112.1 (Extraordinary Meeting 02/12/24), where Council agreed to support Undy AFC in respect of legal fees up to £1000.
- 11.2** To receive and note a report from Town Council representative to Undy AFC
- 12** **Meeting of Monmouthshire & Newport area Committee held online 9th October 2025.**
- 12.1** To note summary provided by Cllr D James of matters received and discussed at the above meeting.
- 13** **Clerks Meeting Report**
- 13.1** To note the report of the Clerk summarising duties and work undertaken by staff and Councillors during September and October 2025.
- 14** **Date of Next meeting**
- 14.1** To note, 1900 hours Monday 08th December 2025 at Magor Baptist Church.

Appendix A

Associated document index

Agenda Item	Detail
5.2	RBS Financial Software: October 2025 reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:
6.1	MUGA refurbishment – Clerks report
7.1	Democracy and Boundary Commission Cymru - Draft Annual Remuneration Report 2026–27 https://www.dbcc.gov.wales/remuneration/09-25/draft-annual-remuneration-report-2026-2027
8.1	Report by Clerk regarding actions in respect of Common y Coed
10.1	M.U.C.H. Trustees update.
11.1	Cllr James report summary on behalf of Undy AFC
12.1	Cllr D James report summary of OVW area committee meeting of 09/10/25
13.1	Clerks Meeting Report

Finances - Agenda Item 5.1

[illegible]

Excel Record of Payments – October 2025

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
Brlfwd						45390.18	207,133.00	0.00	51.00	34459.40	287033.58
07/10/2025	DD312	4155	GRENKE LEASING	PHOTOCOPIER LEASE	R		143.31			28.66	171.97
07/10/2025	DD313	4100-110	BARCLAYS	CHARGES	R				14.50		14.50
07/10/2025	DD314	4190-110	ZOOM	HYBRID MEETINGS	R		12.99			2.60	15.59
08/10/2025	DD315	4145-115	MON CC	COUNCIL OFFICE RATES	R		308.00				308.00
15/10/2025	DD316	4240-170	MON CC	PORTACABIN RATES	R		63.00				63.00
17/10/2025	DD317	4170	EE LIMITED	STAFF MOBILE CONTRACT	R		54.02			10.80	64.82
23/10/2025	DD318	4170	SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND	R		78.95			15.79	94.74
23/10/2025	DD319	4155	SOLUTIONS IN TECHNOLOGY	PRINTING COSTS	R		42.45			8.48	50.93
29/10/2025	DD320	4200-115	BRITISH GAS	ELECTRIC BILL OFFICE	R		44.26			2.21	46.47
29/10/2025	DD321	4200-170	BRITISH GAS(ELECTRIC)802331371	MUGA FLOODLIGHTS	R		13.90			0.69	14.59
08/10/2025	DD322	4475-110	RESTORE DATASHRED INV 2249683	CONFIDENTIAL WASTE	R		82.90			16.58	99.48
17/10/2025	BACS333	4440-150	MON CC	SLA TOWN TEAM	R		5,295.11			1059.02	6,354.13
17/10/2025	BACS334	4550-160	MON CC	SLA MUGA INSPECTIONS	R		22.90			4.58	27.48
	BACS335	4550-170	MON CC	SLA ROSPA INSPECTIONS	R						0.00
17/10/2025	BACS336	4460-150	MERLIN ENV SERVICES	DOG WASTE COLLECTION	R		970.20			194.04	1,164.24
17/10/2025	BACS337	4205-115	SQUEAKY CLEAN	OFFICE CLEANING	R		88.00				88.00
29/10/2025	BACS338	4205-115	ADRAIN YEARSLEY	WINDOW CLEANER	R		7.00				7.00
29/10/2025	BACS339	4000	SALARIES	STAFF x 4	R	4666.56					4,666.56
29/10/2025	BACS340	4030	HMRC	STATUTORY DEDUCTIONS	R	1463.13					1,463.13
29/10/2025	BACS341	4040	TORFAEN CBC	EMPLOYER PENSION CONS	R	1395.79					1,395.79
29/10/2025	BACS342	4115	CHEPSTOW ACCOUNTANCY	SALARY ADMIN	R		22.00				22.00
29/10/2025	BACS343	4190	MICROSHADE VSM	SOFTWARE AND SECURITY	R		186.80			37.36	224.16
29/10/2025	BACS344	4215	M.U.C.H.	YOUTH SERVICES HALL HIRE	R		305.00				305.00
07/10/2025	DCDS345	4150	ASDA LIVING	COPIER PAPER (10 PACKS)	R		34.58			6.92	41.50
07/10/2025	DCDS346	4270-110	AMAZON (LITTLE CAFÉ LTD) 381 2298 89	HI VIS TABARDS (EVENTS RISK ASSESSMENTS)	R		9.99			2.00	11.99
07/10/2025	DCDS347	4270-110	AMAZON 727255821	RADIOS B2B (EVENTS RISK ASSESSMENT)	R		44.57			8.92	53.49
07/10/2025	DCDS348	4300	AMAZON 727255821	HAMMERITE PAINT FOR SKATE RAMP	R		17.39			3.48	20.87
09/10/2025	DCDS349	4360/130	ROYAL BRITISH LEGION 240800405	PURCHASE TYP G POPPY WREATH	R			£41.67		8.33	50.00
09/10/2025	DCDS350	4360/130	ROYAL BRITISH LEGION	DONATION	R			200.00			200.00
09/10/2025	DD351	4200-115	DWR CYMRU	WATER CHARGES AT COUNCIL OFFICE	R		100.21				100.21
16/10/2025	DD352	4200-170	DWR CYMRU	WATER CHARGES AT MUGA	R		36.82				36.82
17/10/2025	BACS353	4190-110	VISION ICT	ADDITIONAL EMAIL ACCS - MB & ZH	R		13.34			2.67	16.01
17/10/2025	BACS354	4080-110	ONE VOICE WALES	CLR CRAWLEY-BIODIVERSITY TRAINING	R		42.00				42.00
20/10/2025	BACS355	4465	DORIAN SAUNDERS	2025 Summer Planting,watering	R		3,850.00				3,850.00
20/10/2025	BACS356	4465	DORIAN SAUNDERS	2026 Summer additional watering	R		100.00				100.00
21/10/2025	DCD 357	4355-130	ETSY AMBROSIACRAFT LONDON	REMEMBRANCE DAY STAKE PLAQUE	R		19.69				19.69
29/10/2025	BACS 358	4300-170	SOUTH WALES SG - 136 5007 90	TENNIS POSTS AND NET	R		536.20			107.24	643.44
28/04/2025	DCD 361	4240-150	NRW	ANNUAL DRAINAGE	R		6.20				6.20
29/10/2025	BACS 362	4145	LUCKY LEASE	OFFICE RENT 3rd QUARTER	R		1,900.00			380.00	2,280.00
28/04/2025	DCD 363	4355-130	WICKES LTD DIY	SURBURBAN STONE FOR REMEMBRANCE DAY	R		20.00			4.00	24.00
29/04/2025	DCD 364	4150	AMAZON	ZIP TIES	R		6.37			1.27	7.64
29/04/2025	BACS 365	4220	EBERNEZER BAPTIST CHURCH.	HALL HIRE 30/09/25 & 13/10/25	R		30.00				30.00
17/10/2025											0.00
						52915.66	221,641.15	241.67	65.50	36365.04	311,229.02

Excel Reconciliation Record – October 2025

[illegible]