

# MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

Tel: 01633 882 842

e-mails [admin@office.magorundy.org.uk](mailto:admin@office.magorundy.org.uk)

web: [www.magorundy.org.uk](http://www.magorundy.org.uk)

**Annual Meeting of 19:00 hrs Monday 11<sup>th</sup> May 2026**

**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%202021.pdf](http://www.magorundy.org.uk/_UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%202021.pdf)

- and Multi-location Meetings Protocol.

[http://www.magorundy.org.uk/\\_UserFiles/Files/POLICY%20REVIEWS%202025/Multi-location%20meetings%20protocol.pdf](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](mailto:mutcmeetings@office.magorundy.org.uk)

no later 1300 hours on 08th May 2026 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

06<sup>th</sup> May 2026

## **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.

## **AGENDA**

### **1 Apologies for absence and Declarations of interest**

**1.1** To receive any apologies for absence.

**1.2** To receive any declarations of interest.

### **2 ELECTION OF MAYOR for Term of Office 2026/2027**

**2.1** To elect a member to the office of Mayor.

- 3 ELECTION OF DEPUTY MAYOR for Term of Office 2026/2027**
- 3.1** To elect a member to the office of Deputy Mayor.
- 4 ANNUAL REPORT**
- 4.1** To adopt the Town Council Annual Report 2025/26. *(See Associated Document)*
- 5 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS**
- 5.1** To consider the Council’s existing provisions and consider any actions necessary. *(Appendix A)*
- 5.2 Emergency Planning Committee (plenary)**
- a. To consider the need for an Emergency Planning Committee
  - b. To agree any terms of reference for the Emergency Planning Committee
  - c. To discharge Functions to the Emergency Planning Committee: *‘That this Council, under “S101 Local Government Act 1972 re ‘Discharge of Functions’ give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period’*
- 5.3 Emergency Committee (Plenary)**
- a. To consider the need for an Emergency Committee
  - b. To agree any terms of reference for the Emergency Committee
  - c. To discharge Functions to the Emergency Committee: *That this Council, under S101 Local Government Act 1972 re ‘Discharge of Functions’ delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)’*
- 5.4 Additional Committees**
- a. To consider the need for the forming of any additional Committees and agree any actions necessary.
- 6 WORKING/STEERING GROUPS. TERMS OF REFERENCE**
- 6.1** To consider existing working groups of Amenities, Dog Walking Area and Policy Review and agree any actions necessary.  
To agree to formation of Working Groups as required necessary for the discharge of projects and responsibilities and to agree to the General Terms of Reference for such groups. *(Appendix B)*
- 7 FINANCE**
- 7.1** To review of End of Year Accounts for 2025-2026, together with the review of Section 137 expenditure. *(See Associated Documents)*
- 7.2** To note the Assets and Inventory registers at year end 31/03/26.  
*(See Associated Documents)*
- 8 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.**
- 8.1** To review current appointment of members and agree actions as necessary. *(Appendix C)*
- 9 MEETINGS**
- 9.1** To determine the scheduling of Ordinary Meetings for the forthcoming year up to and including the next annual meeting of the Council.

## **APPENDIX A**

### **Terms of reference for the Emergency Planning Committee**

- This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' give delegated powers to four Councillors, one of which must be the Chair or Vice Chair to respond/make recommendations to Monmouthshire County Council in respect of planning applications received and considered of an urgent nature, during holiday periods and emergency situations where a decision is required within a statutory time period'
- Decisions made to be reported back to Full Council at next meeting.

### **Terms of reference for the Emergency Committee**

- This Council, under S101 Local Government Act 1972 re 'Discharge of Functions' delegates plenary powers to a committee comprising of 3 Councillors (one of which must be the Chair or Vice Chair)'
- Meetings to be called via email or telephone, depending on the urgency of the meeting by the Clerk (or Admin Assistant in the Clerk's absence) or the Chair when a decision is required that has either financial, health and safety or operational implications for Council.
- Committee's Powers (Plenary) are to make agreed decisions on behalf of the Council in 'matters that cause significant risk to Council'. Decisions reached shall be reported at the next meeting of Full Council.

# **Magor with Undy Town Council**

## **GENERAL TERMS OF REFERENCE AND SCHEME OF DELEGATION**

### **Working Group/Parties**

These Terms of Reference are supplemental to, and do not in any way override, the Town Council's standing orders and/or financial regulations.

Full Council or suitably authorised Committees may form or disband a Working Group/Party who will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the Working Party being established.

#### **1. Membership of the Working Group/Party**

- a) Membership of the committee will be as decided at the meeting at which it is established;
- b) The Working Party must consist of at least 4 people, any one of which may be a councillor;
- c) The committee shall be subject to a quorum of one third, or a minimum of three of its members (whichever is the higher number).

#### **2. The Leader**

- a) The Leader of the Working Group/Party will decide on a date and time of the first Working Group/Party meeting.

#### **3. Conduct of Meetings**

- a) A Working Group/Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;
- b) All Members of Council are to be informed of any meetings of any Working Group/ Party; and are able to attend and ask for any relevant Working Group/ Party documentation.

#### **4. Powers and responsibilities of a Working Group/Party**

- a) To tackle issues as directed by either Full Council or authorised Committee;
  - b) To be task specific;
  - c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council or relevant Committee;
  - d) To make recommendations either to Full Council or the relevant Committee by way of a written report explaining the recommendations, reasons and options available;
  - e) No funding or monies are to be spent or committed by a Working Group/Party;
  - f) Working Group/Parties cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Council or suitable authorised committee.
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## **APPENDIX C**

### **Current list of Cllr appointments to external organisations and bodies**

<b>Body/Organisation</b>	<b>Current Appointment</b>
Monmouthshire Citizens Advice Bureau	Vacant
Undy Primary School Governor ( <i>Minor Authority representatives – for term of Council</i> )	Cllr Zuska Hilton
Magor CiW Primary School Governor ( <i>Minor Authority representatives – for term of Council</i> )	Cllr Victoria Hammett-Johnson
Emergency Contacts (Mon CC)	Mayor, Deputy Mayor and Clerk
Sevenside Area Committee (Mon CC)	Cllr Penny Kirkham and Cllr Victoria Hammett-Johnson
Caldicot and surrounding area Cluster Group (Mon CC)	
Give Dog Fouling the Red Card Working Group (Mon CC)	Clerk
One Voice Wales	Cllr Penny Kirkham and Cllr D James
One Voice Wales - Larger Council's Committee	Cllr Penny Kirkham and Cllr D James
NRW Internal Drainage Board/ Caldicot and Wentlooge Levels <ul style="list-style-type: none"><li>• IDB Advisory Water Level Management Forum/Gwent Levels</li><li>• Flood Defence Alliance/ Severn Estuary Partnership</li></ul>	Cllr Paul Cawley and
MAGOR - Magor Action Group on Rail	Cllr Mario Bisi
Magor Brewery	
Undy AFC	Cllr M James
Placemaking Steering Group	Cllr Taylor, Cllr D James, Cllr M James, Cllr Kirkham, Cllr Owen Hammett-Johnson and Cllr Z Hilton
Planning Consultations for response between meetings.	Cllr Cawley and Hammett Johnson.