02598.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 Tuesday 30th September 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%202
 1.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 Monday 29/09/25 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

25th September 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 note with sadness of the passing Cllr Carole Hopkins BEM.
- To welcome to the Council new members: Cllr M Boyland (Magor West) and Cllr Zuzka Hilton (Magor East)
- **1.3** To receive Councillor apologies for absence.
- 1.4 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 correspondence relative to agenda items has been served upon Council Members.

4 Minutes of Previous meetings

- **4.1** To adopt the draft minutes of the Extraordinary Meeting of 07th July 2025.
- **4.2** To adopt the draft minutes of the Ordinary Meeting of 14th July 2025.

5 Finances

- 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 July 2025
 - 01st August to 31st August 2025 (Appendix A).
- To receive RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:
 - 01st and 31st July 2025
 - 01st August to 31st August 2025

(Correspondence shared). Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

To note that Councils Barclays Bank and CCLA/PSDF mandate requires to be amended and a member of the Council is required to be appointed as an official on each mandate.

6 Undy Play Park

6.1 To note the completion of the upgrade of Undy Play park

7 Norton Lane Field Gate

7.1 To note that the Field Gate at Norton Lane is beyond economical repair and to agree the purchase and installation from the three quotations supplied.

8 Grant Application

8.1 To receive an application made by Stepping Stones Nursery Group for the Grant of £2000 to aid development of Allotment Garden at Sycamore Allotments.

9 Christmas 2025 Arrangements and Activity

- **9.1** To note that Christmas lighting is provided by Blachere Illuminations by virtue of Council resolution under minute 46.2 (08th July 2024).
- **9.2** To agree the appointment of contractor for supply Christmas Trees subject to consideration of quotations received from suppliers.
- **9.3** To agree actions necessary in support of Magor Square Carol Service in conjunction with the Netherwent Ministry Area and the Magor Baptist Church.
- **9.4** To agree to a donation to the Severn Tunnel Band if they are available for the Magor Square Carol Service.

10 Remembrance Sunday 09th November 2025

- 10.1 To agree actions necessary for arrangement of the Remembrance Service on Sunday 09th November and agree any actions necessary.
- **10.2** To agree to a donation to Royal British Legion for acquisition of Poppy Wreath.

11 Common-y-coed

To agree the appointment of a contractor to undertake maintenance and groundwork at Common y Coed Public Open Space subject to quotations received.

12 MUTC Newsletter

12.1 To agree actions necessary for production and distribution of Town Council Newsletter.

13 School Governor Vacancy

To note that a vacancy exists for the appointment of a member of the Town Council as Minor Authority Representative to Undy Primary School and to action as necessary.

14 Clerks Report

To receive report summary of work undertaken by Town Council Staff and Members of the Town Council for the period 09th July 2025 to 24th September 2025. (Correspondence shared).

15 Staff Time Off In Lieu (TOIL) and the European Working Time Directive

15.1 To receive a specimen policy for further examination and consideration for adoption as soon as is reasonable practical.

16 EXCLUSION OF PRESS & PUBLIC UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In consideration of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to agree that the press and public are excluded from discussions on the following agenda item (17.1 – Norton Lane Grazing Lease), on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

17 Norton Lane – Poor Land – Grazing Lease

17.1 Marked envelopes to be opened and consideration of tenders received in respect of the grazing lease on the Poor Land, Norton Lane, to be agreed.

18 Next Ordinary Meeting

18.1 To note that the next Multi-location meeting is scheduled for 7.00pm Monday 13th October 2025 At Magor Baptist Church.

Appendix A

Finances - Agenda Item 5.1

Excel Record of Receipts – July 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					31,513.48	78,354.29	469,761.58	8,463.44	3.00	116,666.00	0.00	222.00	704,983.79
05 July 2025	FP 177		CCLA	INCOME INVESTMENT			1,650.59						1,650.59
11 July 2025	FP 178		SB-MUTC0021	MUGA HIRE								7.00	7.00
17 July 2025	FP 179		PHEONIX-MUTC 0023	MUGA HIRE								80.50	80.50
28 July 2025	FP 180		GB - MUTC 0022									5.50	5.50
28 July 2025	FP 181		BARCLAYS TRFR	GEN RES TO CA	15,000.00	-15,000.00				·			0.00

Excel Record of Payments – July 2025

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK CHARGES	VAT	TOTAL
B/fwd						21,949.50	94,312.31	0.00	25.50	16,377.52	132,711.01
7/7/25	DD148	4100-110	BARCLAYS	CHARGES					8.50		8.50
7/7/25	DD149	4190-110	ZOOM	HYBRID MEETINGS			12.99			2.60	15.59
8/7/25	DD150	4145-115	MON CC	COUNCIL OFFICE RATES			308.00				308.00
29/7/25	DD151	4200-115	BRITISH GAS	ELECTRIC BILL OFFICE			57.83			2.89	60.72
25/7/25	DD153	4170	SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND			140.19			28.04	168.23
24/7/25	DD154	4155	SOLUTIONS IN TECHNOLOGY	PRINTING COSTS			67.45			13.50	80.95
17/7/25	DD155	4170	EE LIMITED	STAFF MOBILE CONTRACT			54.68			10.94	65.62
15/7/25	DD156	4240-170	MON CC	PORTACABIN RATES			63.00				63.00
29/7/25	DD157	4200-170	BRITISH GAS(ELECTRIC)	MUGA FLOODLIGHTS			13.64			0.68	14.32
2/7/25	BACS158	4210	MAGOR RFC	GRANT (MINUTE 33.1)			6,060.61				6,060.61
3/7/25	DD159	4155	GRENKELEASING	PRINTER/COPIER QUARTERLY RENTAL			143.31			28.66	171.97
7/7/25	DCD160	4150	AMAZON	PRINTER PAPER			17.87			3.57	21.44
30/7/25	BACS161	4460-150	MERLIN ENV SERVICES	DOG WASTE COLLECTION			970.20			194.04	1,164.24
28/7/25	BACS163	4215	M.U.C.H.	YOUTH SERVICES HALL HIRE			244.00				244.00
11/7/25	BACS167	4205	SQUEAKY CLEAN	OFFICE CLEANING			88.00				88.00
28/7/25	BACS168	4205-115	ADRAIN YEARSLEY	OFFICE WINDOW CLEANER			7.00				7.00
28/7/25	BACS169	4000	SALARIES	STAFF x 4		5,129.62					5,129.62
28/7/25	BACS170	4030	HMRC	STATUTORY DEDUCTIONS		1,680.51					1,680.51
28/7/25	BACS171	4040	TORFAEN CBC	EMPLOYER PENSION CONS		1,544.85					1,544.85
28/7/25	BACS172	4115	CHEPSTOW ACCOUNTANCY	SALARY ADMIN			22.00				22.00
7/7/25	BACS173	4190	MICROSHADE VSM - JUNE 2025	SOFTWARE AND SECURITY			186.80			37.36	224.16
28/7/25	BACS174	4190	MICROSHADE VSM - JULY 2025	SOFTWARE AND SECURITY			186.80			37.36	224.16
30/7/25	BACS175	4145	LUCKYLEASE (SAL HOUSE)	RENT (JUNE TO SEPT 25)			1,900.00			380.00	2,280.00
23/7/25	BACS176	4130	ONE VOICE WALES	ANNUAL MEMBERSHIP FEE			1,142.00				1,142.00

Excel Reconciliation Record – July 2025

Current account statement							
balance as at							

31/07/2025		18,460.42
Current Account Balance		18,460.42
Current Account	18,460.42	18,460.42
BPA1 - Gen Dep	63,354.29	63,354.29
CCLA-PSDF	471,412.17	471,412.17
TOTAL		553,226.88

Total Receipts inc balances b/fwd Less Total Payments 706,727.38 <u>153500.50</u>

553,226.88

Excel Record of Receipts August 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					46,513.48	63,354.29	471,412.17	8,463.44	3.00	116,666.00	0.00	£315.00	£ 706,727.38
04 August 2025	FP 211		GML PLOT 08 - KC	ALLOTMENT RENT					£35.00				Bill
04 August 2025	FP 212		UNDY PLOTS 22 & 24 - JA						£70.00				70.00
04 August 2025	FP 213		UNDY PLOT 14B - BN	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 214	_	UNDY PLOT 28 - AC	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 215		UNDY PLOT 16 - SE	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 216	_	UNDY PLOT 3 - JU	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 217		GML PLOT 02 - JG	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 218	R	UNDY PLOT 7A - HO	ALLOTMENT RENT					£35.00				35.00
05 August 2025	FP 219	R	GML PLOT 5 - EM	ALLOTMENT RENT					£35.00				35.00
05 August 2025	FP 220	R	UNDY PLOT 20A - MR	ALLOTMENT RENT					£35.00				35.00
05 August 2025	FP 221	R	UNDY PLOTS 23-25 - DR	ALLOTMENT RENT					£70.00				70.00
05 August 2025	FP 222	R	UNDY PLOT 01B - JS	ALLOTMENT RENT					£35.00				35.00
05 August 2025	FP 223	R	UNDY PLOY 17 - KH	ALLOTMENT RENT					£35.00				35.00
06 August 2025	FP 224	R	GML 16 - RP	ALLOTMENT RENT					£35.00				35.00
07.4	ED 225	ا ٍ ا	LINDV DI OT 24	ALL OTAMENT SELT									
07 August 2025	FP 225		UNDY PLOT 21 - LN	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 226		GML PLOT 9 - HJ	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 227		UNDY PLOT 18 - YL	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 228		UNDY PLOT 11 - PF	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 229		UNDY PLOT 15A - CW	ALLOTMENT RENT					£35.00				35.00
08 August 2025	FP 230		UNDY PLOT 10 - SS	ALLOTMENT RENT					£35.00				35.00
08 August 2025	FP 231	R	UNDY PLOT 13 - JP	ALLOTMENT RENT					£35.00				35.00
11 August 2025	FP 232	R	UNDY PLOTS 29/31 - TR	ALLOTMENT RENT					£70.00				70.00
04 August 2025	FP 233	R	CCLA	INCOME INVESTMENT			1,692.41						1,692.41
15 August 2025	FP 234	R	GML 04 - GH	ALLOTMENT RENT					£17.50				17.50
15 August 2025	FP 235	R	UNDY 06 - JD	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 236	R	UNDY 14A -SD	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 237		GML 12-DY	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 238		GML 14-ED	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 239	R	UNDY 32-CR	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 240		GML 11-PW	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 241		UNDY 15B -EG	ALLOTMENT RENT	1				£35.00				35.00
18 August 2025	FP 242		UNDY 19-KT	ALLOTMENT RENT	1				£35.00				35.00
18 August 2025	FP 243	_	GML 03-ME	ALLOTMENT RENT	1				£35.00				35.00
18 August 2025	FP 244	R	GML 15 - KD	ALLOTMENT RENT					£8.75				8.75
18 August 2025	FP 245	_	UNDY 09 -RG	ALLOTMENT RENT	+				£35.00				35.00
18 August 2025	FP 246		UNDY 26/27A - LM	ALLOTMENT RENT	+				£70.00				70.00
18 August 2025	FP 247		BARCLAYS TRFR	GEN RES TO CA	20,000.00	-20,000.00			170.00				0.00
20 August 2025	FP 247		UNDY 05 - KW		20,000.00	-20,000.00			£35.00				35.00
	FP 248 FP 249		UNDY 05 - KW UNDY 1a-AM	ALLOTMENT RENT ALLOTMENT RENT					£35.00				35.00 35.00
21 August 2025		-											
21 August 2025	FP 250		UNDY 27B - H H	ALLOTMENT RENT					£35.00				35.00
22 August 2025	FP 251		GML 17 - AF	ALLOTMENT RENT					£35.00				35.00
29 August 2025	FP 254	_	UNDY PLOT 30-SH	ALLOTMENT RENT					35.00				35.00
29 August 2025	FP 255		MONCC	PRECEPT PMENT#2						116,667.00			116,667.00
29 August 2025	FP 256	R	GML 06 -KV	ALLOTMENT RENT					35.00				35.00
					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

Excel Record of Payments August 2025

DATE	TRANS NO	REF - Minute No	PAYEE	DESCRIPTION	Recon	SALARIES	ESTABLISHMENT	S.137	BANK	VAT	TOTAL
DATE	110416116	NET - Williate NO	TAILL	DEGORIT HOR	Rei	UALARTIES	LO IADEIOTIME IV	0.107	CHARGES	*^.	TOTAL
						30,304.48		£0.00	£34.00	17,117.16	153500.50
1/8/25	DD182 DD183	4250-110 4100-110	PWLB	LOAN REPAYMENT	R R		5,415.68		8.50		5,415.68 8.50
4/8/25 5/8/25	DD183	4190-110	BARCLAYS ZOOM	CHARGES HYBRID MEETINGS	R		12.99		8.50	2,60	15.59
8/8/25	DD185	4145-115	MON CC	COUNCIL OFFICE RATES	R		308.00			2.00	308.00
15/8/25	DD186	4240-170	MON CC	PORTACABIN RATES	R		63.00				63.00
18/8/25	DD187	4170	EE LIMITED	STAFF MOBILE CONTRACT	R		54.02			10.80	64.82
22/8/25	DD188	4170	SOLUTIONS IN TECHNOLOGY	TELEPHONE AND BROADBAND	R		73.96			14.79	88.75
22/8/25	DD189	4155	SOLUTIONS IN TECHNOLOGY	PRINTING COSTS	R		52.80			10.55	63.35
28/8/25	DD190	4200-115	BRITISH GAS	ELECTRIC BILL OFFICE	R		42.70			2.13	44.83
	DD191	4200-170	BRITISH GAS(ELECTRIC)	MUGA FLOODLIGHTS	R		14.06			0.70	
4/8/25	DD192	4475-110	RESTORE DATASHRED	CONFIDENTIAL WASTE - July DD not taken	R		89.22				89.22
4/8/25	DD193	4475-110	RESTORE DATASHRED	CONFIDENTIAL WASTE - August	R		89.22				89.22
				SLA TOWN TEAM - July invoice not							
19/8/25	BACS194	4440-150	MON CC	received UNTIL AUG	R		5,295.11			1,059.02	6,354.13
				SLA ROSPA INSPECTIONS- July							
				invoice -Requiries amendment due							
				to Undy Playpark closure since							
	BACS195	4550-160	MON CC	16/06/25							0.00
				SLA MUGA INSPECTIONS - July July							
19/8/25	BACS196	4550-170	MON CC	Invoice not received	R		22.90			4.58	27.48
27/8/25	BACS197	4440-150	MON CC	SLA TOWN TEAM	R		5,295.11			1,059.02	6,354.13
				SLA ROSPA INSPECTIONS.Aug							
				Invoice -Requiries amendment due							
				to Undy Playpark closure since							
	BACS198	4550-160	MON CC	16/06/25							0.00
27/8/25	BACS199	4550-170	MON CC	SLA MUGA INSPECTIONS	R		22.90			4.58	27.48
19/8/25	BACS200	4460-150	MERLIN ENV SERVICES	DOG WASTE COLLECTION	R		970.20			194.04	1,164.24
19/8/25	BACS201	4215	M.U.C.H.	YOUTH SERVICES HALL HIRE	R		305.00				305.00
19/8/25	BACS202	4205	SQUEAKY CLEAN	OFFICE CLEANING	R		110.00				110.00
27/2/25	BACS203	4205-115	ADRAIN YEARSLEY	OFFICE WINDOW CLEANER	-						0.00
27/8/25	BACS204	4000	SALARIES	STAFF x 4	R	4,690.65					4,690.65
27/8/25	BACS205	4030	HMRC	STATUTORY DEDUCTIONS	R	1,467.18					1,467.18
27/8/25 27/8/25	BACS206 BACS207	4040 4115	TORFAEN CBC	EMPLOYER PENSION CONS SALARY ADMIN	R	1402.39	22.00				1,402.39 22.00
19/8/25	BACS207 BACS208	4115	CHEPSTOW ACCOUNTANCY MICROSHADE VSM	SOFTWARE AND SECURITY	R		22.00 186.80			37.36	224.16
19/0/23	BAC3206	4150	IVIICKOSHADE VSIVI	2024 Summer Planting, compost,	N.		160.60			37.30	224.10
1/8/25	BACS209	4465	DORIAN SAUNDERS	fertilisers (MIN 214.1)	R		2875.00				2,875.00
1/0/23	BACS205	4403	DOMINI SAGNEENS	Tertinisers (Willy 214.1)			2075.00				2,073.00
				2024 Planting season (watering &							
1/8/25	BACS210	4465	DORIAN SAUNDERS	care approx 14 weeks)(MIN 214.1)	R		3780.00				3,780.00
27/8/25	DCD 252	4270	FIRST RESCUE TRAIN	DEFIB PADS			102.33			20.47	122.80
27/8/25	BACS 253	4050	WILLIAM LEWIS	TRAVELLING EXPENSES	R		37.80				37.80
	·										
				1							
				1							
				+	\vdash						0.00
	1,543,333.31			+		37,864.70	131239.48	£0.00	£42.50	19,537.80	0.00 188715.90
	1,045,555.51	1	l		ш	31,004.70	131239.48	20.00	£42.3U	13,331.00	100/10.90

Excel Reconciliation Record – August 2025

Current account statement balance							
31/08/2025		121,443.27					
CCLA/PSDF	473,104.58	473,104.58					
Current Account	121,443.27	121,443.27					
BPA1 - Gen Dep	BPA1 - Gen Dep						
TOTAL		637,902.14					
Total Receipts inc balances b/fwd		826,583.04					
less total payments			188,715.90				
Balance of holdings		637,867.14					