

02598.MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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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%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 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.
- 1.2** 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

- 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 July 2025
- 01st August to 31st August 2025
(Appendix A).

- 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 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.

- 5.3** 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**
- 11.1** 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**
- 13.1** 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**
- 14.1** 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**
- 16.1** 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					8.50		8.50
7/7/25		DD149	4190-110	ZOOM			12.99			2.60	15.59
8/7/25		DD150	4145-115	MON CC			308.00				308.00
29/7/25		DD151	4200-115	BRITISH GAS			57.83			2.89	60.72
25/7/25		DD153	4170	SOLUTIONS IN TECHNOLOGY			140.19			28.04	168.23
24/7/25		DD154	4155	SOLUTIONS IN TECHNOLOGY			67.45			13.50	80.95
17/7/25		DD155	4170	EE LIMITED			54.68			10.94	65.62
15/7/25		DD156	4240-170	MON CC			63.00				63.00
29/7/25		DD157	4200-170	BRITISH GAS(ELECTRIC)			13.64			0.68	14.32
2/7/25		BACS158	4210	MAGOR RFC			6,060.61				6,060.61
3/7/25		DD159	4155	GRENKELEASING			143.31			28.66	171.97
7/7/25		DCD160	4150	AMAZON			17.87			3.57	21.44
30/7/25		BACS161	4460-150	MERLIN ENV SERVICES			970.20			194.04	1,164.24
28/7/25		BACS163	4215	M.U.C.H.			244.00				244.00
11/7/25		BACS167	4205	SQUEAKY CLEAN			88.00				88.00
28/7/25		BACS168	4205-115	ADRIN YEARSLEY			7.00				7.00
28/7/25		BACS169	4000	SALARIES		5,129.62					5,129.62
28/7/25		BACS170	4030	HMRC		1,680.51					1,680.51
28/7/25		BACS171	4040	TORFAEN CBC		1,544.85					1,544.85
28/7/25		BACS172	4115	CHEPSTOW ACCOUNTANCY			22.00				22.00
7/7/25		BACS173	4190	MICROSHADE VSM - JUNE 2025			186.80			37.36	224.16
28/7/25		BACS174	4190	MICROSHADE VSM - JULY 2025			186.80			37.36	224.16
30/7/25		BACS175	4145	LUCKYLEASE (SAL HOUSE)			1,900.00			380.00	2,280.00
23/7/25		BACS176	4130	ONE VOICE WALES			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

706,727.38

Less Total Payments

153,500.50

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	R	GML PLOT 08 - KC	ALLOTMENT RENT					£35.00				Bill
04 August 2025	FP 212	R	UNDY PLOTS 22 & 24 - JA	ALLOTMENT RENT					£70.00				70.00
04 August 2025	FP 213	R	UNDY PLOT 14B - BN	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 214	R	UNDY PLOT 28 - AC	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 215	R	UNDY PLOT 16 - SE	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 216	R	UNDY PLOT 3 - JU	ALLOTMENT RENT					£35.00				35.00
04 August 2025	FP 217	R	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 August 2025	FP 225	R	UNDY PLOT 21 - LN	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 226	R	GML PLOT 9 - HJ	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 227	R	UNDY PLOT 18 - YL	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 228	R	UNDY PLOT 11 - PF	ALLOTMENT RENT					£35.00				35.00
07 August 2025	FP 229	R	UNDY PLOT 15A - CW	ALLOTMENT RENT					£35.00				35.00
08 August 2025	FP 230	R	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	R	GML 12-DY	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 238	R	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	R	GML 11-PW	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 241	R	UNDY 15B -EG	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 242	R	UNDY 19-KT	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 243	R	GML 03-ME	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 244	R	GML 15 - KD	ALLOTMENT RENT					£8.75				8.75
18 August 2025	FP 245	R	UNDY 09 -RG	ALLOTMENT RENT					£35.00				35.00
18 August 2025	FP 246	R	UNDY 26/27A - LM	ALLOTMENT RENT					£70.00				70.00
18 August 2025	FP 247	R	BARCLAYS TRFR	GEN RES TO CA	20,000.00	-20,000.00							0.00
20 August 2025	FP 248	R	UNDY 05 - KW	ALLOTMENT RENT					£35.00				35.00
21 August 2025	FP 249	R	UNDY 1a-AM	ALLOTMENT RENT					£35.00				35.00
21 August 2025	FP 250	R	UNDY 27B - H H	ALLOTMENT RENT					£35.00				35.00
22 August 2025	FP 251	R	GML 17 - AF	ALLOTMENT RENT					£35.00				35.00
29 August 2025	FP 254	R	UNDY PLOT 30-SH	ALLOTMENT RENT					35.00				35.00
29 August 2025	FP 255	R	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

[illegible]

Excel Reconciliation Record – August 2025

Current account statement balance as at					
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				43,354.29	43,354.29
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