

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 18th 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%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 15th 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

13th 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.

1 Apologies for Councillor absence.

1.1 To receive and accept any apologies.

2 Declarations of Interest

2.1 To receive any declarations of interest in items on the agenda.

3 Chairs Announcements

3.1 To receive any update and feedback in respect of meetings, functions, events or matters arising.

4 Correspondence

- 4.1** To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.

5 Minutes of Previous meetings

- 5.1** To adopt the draft minutes of the Ordinary Meeting 13th April 2026.

6 Finances

- 6.1** 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 April 2026 *(See Associated Documents)*

- 6.2** To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account and RBS Budget Document:

- 01st to 30th April 2026 *(See Associated Documents)*
- Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

- 6.3** To note & agree the Virement of 04th Quarter 2025/26 payment of £375 from Budget Line 4090 (Cllrs Allowances) to Budget Line 4091 (Mayors Discretionary Fund) *(See Associated Document)*

- 6.4** To note & agree the Virement of £82.00 from Salaries 4000 to Chepstow Accountancy 4115 was processed consequent to Year End closedown with RBS on 15/04/26. Virement to attend to overspend of £82.00 due to increase fees of Chepstow Accountancy (WSL/MT/RBS) *(See Associated Document)*

7 Human Resources and Health and Safety Consultants

- 7.1** To note that the Councils 5-year arrangement with Worknest (formerly Ellis Whittam) concludes on 20th May 2026 *(See Associated Documents)*

- 7.2** To receive and consider quotations for renewal arrangements with Worknest and two other service providers and agree actions. *(See Associated Documents)*

1. Worknest
2. Crownford Consulting Limited
3. Effective – hrm

8 Magor with Undy Town Council Insurance Provisions

- 8.1** To note that the Councils Insurance Policy expires on 31st May 2026 and to note the quotation from Councils existing insurance provider Clear Councils and to agree the recommended action of the Clerk. *(See Associated Documents)*

9 Policy Review Working Group

- 9.1** To receive the recommendations of the Working Group following review of Draft Complaints Policy and to agree to adopt the proposed policy. *(See Associated Document)*

- 9.2** To receive the recommendations of the Working Group following review of Draft Dignity at Work Policy and agree to agree to adopt the proposed policy. *(See Associated Document)*

10. Summer Planting

- 10.1** To note that Council under resolution 184.2 2025/26 agreed to contract Ground Cover Garden Care Limited to attend to planting Summer 26 where within their proposal reference was made to provision of hanging baskets to local businesses.

- 10.2** To note that following consultation with local businesses, to agree to provision, installation, removal and storage of 35 hanging baskets and 3 pot planters by Ground Cover Garden Care Limited at an additional cost of £4,870 net.

- 11 Launch of One Voice Wales - Civility and Respect Pledge.**
- 11.1** To receive the Civility and Respect Pledge document and to agree to signing the pledge for registration with One Voice Wales.
- 12 Monmouthshire CC – Planning Consultations**
<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>
- 12.1** To consider planning consultations and agree upon responses.
(See Associated Document)
- 13 Evaluation and benchmarking of staff roles and salaries**
- 13.1** To note that the Clerk achieved the SLCC CILCA qualification as awarded by Ascentis on 29th March 2026 and to agree to the appointment of One Voice Wales to conduct an independent evaluation and benchmark the roles and salaries of Council Office staff.
- 13.2** To note that One Voice Wales has costed the provision of this evaluation at £497 x 2 (£994) plus travel expenses and to agree that this cost shall be met from the Professional Fees budget.