

MAGOR WITH UNDY TOWN COUNCIL

CYNGOR TREF MAGWYR GYDA GWNDY

Tel: 01633 882 842 e-mails admin@magorundy.org.uk web: www.magorundy.org.uk

Ordinary Meeting of 19:00 hrs Monday 12th January 2026

**Minutes (adopted 09.02.26) of above meeting of Magor with Undy Town Council m
held at Magor Baptist Chapel and remotely via Zoom Meetings.**

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor (Chair)	In Person
Deputy Mayor, Cllr Paul Cawley	In Person
Cllr Penny Kirkham	Online
Cllr Mike James	Online
Cllr Donna James	Online
Cllr Victoria Hammett-Johnson	In Person
Cllr Dr Mario Bisi	Apology received
Cllr Mike Boyland	Online
Cllr Zuzka Hilton	Online
Cllr Owen Hammett-Johnson	In Person
Officers	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	In Person
Public attendance	
In Person	3
Remotely via ZOOM	4

Commenced at 19:00 hours.

PUBLIC OPEN FORUM

The Chair opened the meeting welcoming participants. The Chair welcomed representatives of 'Future Energy Llanwern' in relation to Agenda item 9.

The Chair invited representation from members of the public.

Monmouthshire County Councillor, Angela Sandles commented upon Agenda item 5.4 seeking clarification in respect of Council donations to Monmouthshire Citizens Advice Bureau

There were no further representations or contribution from members of the public.

125 Chairs Announcements

To receive Councillor apologies for absence.

- Cllr Dr Mario Bisi – received and accepted.

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

- The Chair had no matters of note to bring to the meeting.

126 Declarations of Interest

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

- None received.

127 Correspondence
3.1 To note that that associated documents relative to agenda items has been served upon Council Members and published on Council website.

- Receipt received and agreed.

128 Minutes of Previous meetings
4.1 To receive and adopt the draft minutes of the Ordinary Meeting of 08th December 2025.

- Resolution.
 Minutes of Ordinary Meeting 08th December 2025 agreed and adopted.
 Adopted minutes to be signed by Chair as soon as reasonably practicable.

129 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 December 2025.

- Council acknowledged receipt. There were no queries or representations.

5.2 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 for period ending 31st December 2025.
 01st to 31st December 2025.
 Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

- Council acknowledged receipt. There were no queries or representations.

5.3 Festive Lighting – Magor Square. To note cost incurred for Blachere call out following column illuminations going out in recent storm where it was found that the column infrastructure isolators had tripped due to water ingress and that the Blachere Unit was not faulty.
 Payment of £460 has been made upon receipt of invoice under provisions of Financial Regulation 5.15 from budget line 4700-190
Power to spend: Local Government Act 1972 s144.

- The Clerk expanded upon the issue which led to the call out of Blachere to remediate issues with lighting columns at Magor Square.
- Resolution.
 Council acknowledged and approved payment of £460 Blachere Illuminations.

5.4 Monmouthshire Citizens Advice Grant 2024-25 - To note that due to non-receipt of an invoice, the agreed £3000 to be granted/donated was not processed during that financial year 2024/2025 and agree that £3,000 shall be paid to Monmouthshire Citizens Advice from Grants/Donations Budget 2025/2026

- Resolution
 Payment of £3000 for year 2024/25 from Grants and Donation Budget 2025/26 shall be processed upon written request of Monmouthshire Citizens Advice.
Power to Spend: Local Government Act 1972. S142

130 St Davids Day Event 2026

6.1 To note that due to high levels of applications to Welsh Government for grant funding that the MUTC application was unsuccessful.

6.2 To confirm that as agreed by Council at the Extraordinary Meeting of 12th November 2025 to proceed with the event. and agree that funding for this event shall be facilitated from MUTC Civic Events Budget.

Members spoke of the keen interest already received from the community in respect of this proposed event and were in unanimous agreement to proceed with arrangements.

- Resolution
To continue arrangements and proceed with the community event for St Davids Day on Saturday 28th February 2026

6.3 To create a new budget line “4361-130 St. David’s Day Event” and to agree that funding for this event in 2026 shall be facilitated by virement of £5000 from the following budget lines:
£500 from 4350-130 “Commonwealth Day”
£1,500 from 4355-130 “Civic Events - Other”
£3,000 from 4210-110 “Grants and Donations”

- Resolution
Council approved creation of a budget line for St Davids Day Event and the proposed virement of funds as detailed.
Power to spend: Local Govt Act 1972 ss.144 & 145

131 Interim Audit

131.1 To note the associated documents and observations of Interim Audit conducted on 27th November 2025 by IAC Audit & Consultancy and to agree necessary actions.

- Resolution
The observations and recommendations of the Internal Audit of 27th November 2025 were noted and accepted. (see Appendix A) The proposed measures to attend to the recommendations of the Internal Auditor were agreed.
 - a. Financial Regulations and Standing Orders to be amended.
 - b. Minute 196.1 2024/25 - To award the contract for upgrade of Magor with Undy Town Council Play Park at Undy AFC to Eibe Play Limited costed at £99,999.53 from EMR designated budget line 4560-160. Power to spend: Local Gov (Misc. Provisions) Act 1976 s.19.

132 Grant Funding Application

8.1 To note the application (deferred at Ordinary Meeting 08/12/25) from Gwent Wildlife Trust – Wildlife Warriors for £5,820. To note that further information has been provided by the applicant and to consider actions necessary.

- Members discussed the additional information provided but felt that some questions remained unanswered.
- Resolution.
This item shall be deferred to February Ordinary Meeting and that the applicant is invited to attend that meeting in order for Council to make an informed decision.

133 Future Energy Llanwern Solar Project

133.1 To receive from a representative of Future Energy Llanwern a short presentation of the current status of the project and opportunity for Councillors to ask questions.

- Mr N. Beddoe presented to the meeting an overview of proposals for the Solar Energy Project.
- Members raised questions and concerns upon many aspects of the project. (See Appendix B)

133.2 To note that <https://www.futureenergyllanwern.co.uk/> commenced a statutory consultation period between 10th December 2025 until 15th February 2026 for the construction of a solar farm along the Gwent Levels at Redwick.

In-person events have been scheduled for:

Redwick Village Hall – Tuesday 13 January 2026, 4pm–8pm

Magor and Undy Community Hub – Friday 16 January 2026, 4pm–8pm

Magor and Undy Community Hub – Saturday 17 January 2026, 9am–2pm

and

A Statutory Consultation Webinar has been scheduled for Wed 28 Jan 2026, 3pm–4pm

<https://app.livestorm.co/p/f6026fcb-4d9f-4dec-bd7d-171567b2669f>

- Noted

133.3 To agree the process for a preparation of a consultation response of MUTC for submission prior to 15th February 2026.

- Resolution

It was agreed that all members observations shall be sent to the Clerk for preparation of Council response to Future Energy Llanwern consultation and further agreed, if possible, to appoint a planning consultant to assist with this response.

A budget of up to £3000 to be drawn on professional fees budget line (4120) was agreed.

Power to spend falls under Local Government Act 1972 s137

134 Mayors Optional Payment-Democracy and Boundary Commission

134.1 To note that under the provisions of Democracy and Boundary Commission IRPW Annual Report 2025/26 that the Mayor/Chair is entitled to receive an optional payment of up to a maximum of £1,500

- Noted and received.

134.2 To agree a policy in respect of the Mayors Optional allowance.

- Resolution

Council agreed to adopt the proposed policy relative to the Mayors Optional Payment.

That the Mayor/Chair of MUTC shall use their Optional payment of £1500 per annum to establish a 'Mayor Discretionary Fund' within Council Budget in line with the adopted policy.

134.3 To note that Mayor Taylor to date, has not received this optional allowance and wishes to use it to create a discretionary fund within the Council Budget for purposes detailed.

(Associated Documents schedule No 5)

- Resolution

That the Mayor provides written confirmation to the RFO requesting that the entitlement of the mayor's optional allowance of £1500 per annum is re-introduced for Financial Year 2025-2026 and is saved to MUTC Budget line 'Mayors Discretionary Fund'.

11.1 To note that MUTC shall proceed with plans to hold a service thanking the volunteers in Magor with Undy followed by High Tea and light refreshments and to agree that costs shall be funded by the Civic Events Budget.

Chair invited suggestions from Council of people and groups to be included. Cllr Victoria Hammett-Johnson suggested that the late Councillor Carole Hopkins should be remembered for this service as it was an ambition of hers to facilitate such an event.

Members were supportive of the progression of this event.

- Resolution

Council agreed to proceed with the organisation and arrangement of a 'service of thanks and an afternoon tea for local volunteers. Any cost incurred shall be drawn upon the Civic Events budget line (4355)

Power to spend falls under Local Government Act 1972 s137

12 Christmas Window/Shopfront award

12.1 To note that the change of how this annual feature was judged by public vote and the winner, Mia's Coffee Shop was presented by the Winner's Cup and certificate by Lloyd Manship (Magor Brewery), together with Deputy Mayor Cllr Paul Cawley, Cllr Z Hilton and Cllr O Hammett-Johnson on 15th December 2025.

- Noted by Council. The successful entrant Mia's café was acknowledged. The Chair suggested that the award could be expanded in future to include additional prize and recognition of participants.

13 One Voice Wales – Annual General Meeting

13.1 To note and agree upon the nomination of a Council member and substitute to attend this virtual meeting between 1800 hrs and 2000 hrs on Wednesday 21st January 2026.

- Resolution.

Cllr Victoria Hammett-Johnson volunteered her attendance.

Cllr Owen Hammett-Johnson volunteered his attendance as substitute.

14 M.U.C.H. Update

14.1 To note any update Town Council representative to the HUB.

- There were no matters to bring to Council on this occasion.

15 Clerks Meeting Report

15.1 To note the report of the Clerk summarising duties and work undertaken by staff and Councillors during December 2025-January 2026. (Associated Document Schedule no 6)

- The Clerk expanded upon the restrictions and compatibility of using other audio equipment alongside Owl 3 apparatus currently used for Hybrid meetings.

16 Biodiversity Report 2023-2025

16.1 To note the Biodiversity Report and agree any further actions as necessary.
(Associated Documents Schedule No7)

- Resolution

Biodiversity report received and adopted as presented.

16.2 To note requirement for development of a Biodiversity Action Plan 2026-2028 and actions as necessary.

(Associated Documents Schedule No8)

- Resolution

MUTC Biodiversity Action Plan shall be developed between the Clerk and submissions from Councillors.

17 Future Meetings

17.1 Finance Meeting – 7:00pm Monday 26th January 2026 at Magor Baptist Church.

17.2 Extraordinary Meeting – 09:30am Friday 06th February 2026 at the HUB

17.3 Ordinary Meeting 7:00pm Monday 09th February 2026 at Magor Baptist Church.

Appendix A – Minute 131.1

Magor with Undy Town Council						
Financial Year 2025-26						IAC Audit and Consultancy Ltd
Interim Internal Audit Observations						Audit date: 27 November 2025
1 Appropriate books of account have been properly kept throughout the year.						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are accounting entries correct with few correcting entries?	Yes	<i>It was noted that a bank transfer between two bank accounts had been recorded as an item of income and expenditure so income and expenditure had been overstated by the same amount.</i>	Bank transfers should not be recorded as income and expenditure as they are simply the movement of funds between two bank accounts (there is no movement of funds into or out of the Council). The incorrect entries should be reversed and the transaction should be correctly recorded.	Medium	This was coding error on RBS on 28/07/25 regarding the transfer of £15000 from Barclays Saving Acc to Barclays CA. It has been corrected.
2 Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have payments been approved as required under Council Financial Regulations?	Yes	<i>The Council has adopted the One Voice Wales Financial Regulations and has removed Regulation 6.10 as the process at the Council differs from that set out in the Model regulations. At present the Council financial Regulation do not set out how payments are to be approved.</i>	If the Council is not to use Financial Regulation 6.10 in its standard form the Council should draft an alternative version of 6.10 which sets out how the Council will approve payments.	High	6.10 of Financial Regulations read: The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (or finance committee). The council (or committee) shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialed immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. 6.7.(A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.) These paragraphs were removed from Model FR adopted by Council on 07/05/25 as it was not how the Council attended to this process: Proposal: to insert a new paragraph under 6.9 - At each ordinary meeting of the Council the RFO shall present as an item on the meeting agenda, detailed finance reconciliation reports of all receipts, payments made and authorised by a mandated bank counter-signatories during the preceding calendar month. The council shall review the finance reconciliation reports for compliance and, having satisfied itself, shall make a resolution, accepting the finance reconciliation reports as a true and accurate record of Council expenditure of the preceding calendar month.
2	Is the tender threshold set at £25,000 consistent with the Public Contract Regulations and OVW Model Financial Regulations?	No	<i>Financial Regulation set £60,000, Standing Orders £25,000</i>	The Council to review the tender level set in its Financial Regulations and Standing Orders and ensure that the tender level set in both is the same.	Medium	Financial Regulations paragraph 5.6 dictate £60,000 while Standing Orders under Paragraph 18a(v) states £25,000. While OVWales Model SO have not been reviewed to reflect the new FRs, the Internal Auditor has pointed out that Paragraph 18a(v) is not a mandated regulation and that it can be amended within our SO to reflect what is determined in Fin Regs i.e. £60,000
3	Have tenders been obtained as set out in Financial Regulations?	Yes	<i>The Council recorded the award of a tender in respect of a new playpark at a meeting held on 28th March 2025.. The Minutes record the name of the successful bidder, but do not record the value of the contract awarded.</i>	When awarding a tender or contract the Council should confirm both the name of the successful bidder and the value of the contract awarded in the Minutes of the relevant meeting.	Medium	Min 196.1 Resolution: a)To award the contract for upgrade of Magor with Undy Town Council Play Park at Undy AFC to Elbe Play Limited from EMR designated budget line 4560-160 Power to spend: Local Gov (Misc. Provisions) Act 1976 s.19. Proposal to include on the Ordinary Meeting Agenda 12th January 2026 so that cost £99,999.53 can be recorded.
5 Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have fees and charges been subject to review during the financial year?	No	<i>The Council does not have a formal annual process to review fees and charges.</i>	Schedule of Fees and Charges should be subject to annual review as part of the budget setting process.	Medium	MUGA & Allotment Fees were reviewed and increased under Min Nos 112.1 and 112.2 respectively of year 2023/24. Proposal that review of fees is scheduled for consideration at all annual Financial Meetings.
2	VAT has been promptly reclaimed	Yes	<i>It was noted that the VAT reclaim for 2024-25 has been posted to an income code 1990 Other Income.</i>	Council to note that a refund of VAT is not an item of income. The amount received should be credited against the debtor balance on nominal code 105.	Medium	This was a code error on RBS software on 15/04/2025. This has been corrected.

Appendix 2 – Minute 133.1

Future Energy Llanwern Presentation Summary of Council Members representations and questions

- What other land/sites were considered other than the sensitive Gwent Levels?
- Site Plan/Map could be construed as misleading and not representative of the scale and size of the project. Can it be improved upon? (*Future Energy Llanwern – to provide a response*)
- The scheme/project is being promoted by a private capitol company. What is expected income?
- Is this scheme simply for profit in consideration of the likely projected income of £250 million rather than just the provisions of renewable energy?
- Concerns of the schemes impact upon farming, loss of farming skills and loss of food production.
- What are the considerations regarding re-instating the land following the 40-year life span of the solar farms?
- What will the soil quality be after 15 years of commencement of the scheme? (*Future Energy Llanwern – to provide a response*)
- Concerns impact upon the Gwent Levels in respect of landscape and biodiversity.
- Why does it appear that the Gwent Levels are always the primary locations for such development.

