

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Annual Meeting of 19:00 hrs Monday 11th May 2026

Draft Minutes of above meeting of Magor with Undy Town Council At Magor Baptist Church and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance / Apologies / Absent
Mayor, Cllr Frances Taylor (Chair)	Yes
Cllr Penny Kirkham	Yes
Cllr Victoria Hammett-Johnson	Yes
Cllr Paul Cawley	Yes
Cllr Dr Mario Bisi	Yes
Cllr M James	Yes
Cllr D James	Yes
Cllr M Boyland	Yes
Cllr O Hammett-Johnson	Yes
Cllr Z Hilton	Yes – Joined at 7.15
Officers	
William Lewis – Clerk/RFO	Yes
Rachel Jones – Business Support and Projects Officer	Yes
Public attendance	
In Person	5
Remotely via ZOOM	2

Public Open Forum

In accordance with the Councils Standing Orders 3.3 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. However, they will not take part in any debate. Persons who wish to make comment shall not speak for more 5 minutes.

The Chair invited any representations.

No representations were received.

1 Apologies and Declarations of Interest

1.1 To receive any apologies for absence.

There were no apologies

1.2 To receive any declarations of interest.

There were no DOI

2 ELECTION OF MAYOR for Term of Office 2026/2027

2.1 To elect a member of the Council for the office of Mayor of Magor with Undy Town Council.

The Chair invited nominations.

Nominations were received and seconded for Cllr Frances Taylor and for Cllr Donna James who accepted nominations.

All attending members voted and a count was held.

Resolution

Cllr Frances Taylor was elected by a vote of 5 to 4 to hold the office of Mayor for year 2026/27.

- 2.2** The Declaration of Acceptance of Office in accordance with Standing Order 5.j.i. shall be signed by the elected officer.

Resolution

Declaration of acceptance of office of Mayor was duly signed by Cllr Taylor and witnessed by the Clerk.

3 ELECTION OF DEPUTY MAYOR for Term of Office 2026/2027

- 3.1** To elect a member of the Council for the office of Deputy Mayor for the year 2025/2026

The Chair invited nominations.

Nominations were received and seconded for Cllr Paul Cawley and for Cllr Donna James who accepted nominations.

All attending members voted and a count was held.

Resolution

Cllr Paul Cawley was elected by a vote of 5 to 4 to hold the office of Mayor for year 2026/27.

- 3.2** The Declaration of Acceptance of Office in accordance with **Standing Order 5.j.i.** shall be signed by the elected officer.

Resolution

Declaration of acceptance of office of Deputy Mayor was duly signed by Cllr Cawley and witnessed by the Clerk.

4 ANNUAL REPORT

- 4.1** To receive the Annual Report of Magor with Undy Town Council 2025/26.

Members noted the content of the annual report and points were raised in respect of information relating to Council Office and in respect of the term Eisteddfod.

Resolution

Council expressed their thanks to the Clerk and Office staff and agreed the Annual Report as presented.

5 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 5.1** To consider the Council's existing provisions and consider any actions necessary.

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'*

Resolution.

Members agreed the retention of this committee and Cllr Mike Boyland was added

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)*

Resolution.

Members agreed the retention of this committee.

5.4 Additional Committees

- a. To consider the need for the forming of any additional Committees and agree any actions necessary.

Resolution.

Members agreed that no additional committees were required to be formed at this time.

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.

Resolution.

The working groups of Amenities, Dog Walking Area and Branding shall be continued for the time being.

7 FINANCE

- 7.1** To review of End of Year Accounts for 2025-2026, together with the review of Section 137 expenditure.

Resolution.

Members agreed to accept accounts and Section 137 expenditure reports as read.

- 7.2** To note the Assets and Inventory registers at year end 31/03/26.

Resolution.

Members agreed to accept the presented Assets and Inventory register as read.

8 EXTERNAL BODIES AND ORGANISATIONS REPRESENTATION.

- 8.1** To review current appointment of members and agree actions as necessary.

Members noted the current arrangements and agreed introduction of amendment and additions.

Resolution

Enquiries shall be conducted by the Clerk in respect of arrangements with Monmouthshire Citizens Advice and National Resource Wales. The Council representation on External organisations and bodies register shall be amended to reflect agreements. (Appendix A)

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.

Resolution.

Ordinary meetings for this Council year shall be convened at Magor Baptist Church at 1900 hours on the second Monday of each calendar month save for August 2026 (no meeting). The annual meeting of 2027 shall be convened at 1900 hours on Monday 10th May 2027 subject to MUTC Standing Order 5 c.

APPENDIX A

Clr appointments to external organisations as agreed at Annual Meeting of 11th May 2026

Body/Organisation	Current Appointment
Monmouthshire Citizens Advice Bureau	Clr Zuska Hilton Clerk to liaise with MONCAB re arrangements of Outreach Sessions at The Hub
Undy Primary School Governor (<i>Minor Authority representatives – for term of Council</i>)	Clr Zuska Hilton
Magor CiW Primary School Governor (<i>Minor Authority representatives – for term of Council</i>)	Clr Victoria Hammett-Johnson
Emergency Contacts (Mon CC)	Mayor, Deputy Mayor and Clerk
Severnside Area Committee (Mon CC)	Clr Penny Kirkham and Clr Victoria Hammett-Johnson
Give Dog Fouling the Red Card Working Group (Mon CC)	Clerk
One Voice Wales	Clr Penny Kirkham and Clr D James
One Voice Wales - Larger Council's Committee	Clr Penny Kirkham and Clr D James
NRW Internal Drainage Board/ Caldicot and Wentlooge Levels <ul style="list-style-type: none"> • IDB Advisory Water Level Management Forum/Gwent Levels • Flood Defence Alliance/ Severn Estuary Partnership 	Clr Paul Cawley. Clerk to make enquiries with NRW re current arrangements of these forums.
MAGOR - Magor Action Group on Rail	Clr Mario Bisi
Magor Brewery	Clr Mario Bisi
Undy AFC	Clr M James & Clr Donna James
Placemaking Steering Group	Clr Taylor, Clr D James, Clr M James, Clr Kirkham, Clr Owen Hammett-Johnson and Clr Z Hilton
Planning Consultations for response between meetings.	Clr Paul Cawley, Clr Victoria Hammett Johnson and Clr Mike Boyland.