MAGOR WITH UNDY TOWN COUNCIL
CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 8th June 2026

Adopted 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)	Apologies
Cllr Penny Kirkham	✓
Cllr Victoria Hammett-Johnson	✓
Cllr Paul Cawley (Deputy Chair)	✓
Cllr Dr Mario Bisi	Apologies
Cllr M James	✓
Cllr D James	✓
Cllr M Boyland	✓
Cllr O Hammett-Johnson	✓
Cllr Z Hilton	✓
Officers	
William Lewis – Clerk/RFO	✓
Rachel Jones – Business Support and Projects Officer	✓
Public attendance	
In Person	3
Remotely via ZOOM	4

PUBLIC OPEN FORUM

- A member of the public voiced concern in respect of the motion at Agenda item 7 (minuted 29.1) that removing the existing controls exposed risk to Council Meetings of 'Zoom Bombing' and referred to guidance from authorities in respect of controlled access to meetings.
- Cllr Donna James addressed the meeting referring to written communication from a resident wishing to remain anonymous, in support of Cllr motion at Agenda item 7 (minuted 29.1) suggesting that the current meeting protocol restrictions disadvantages people who fall into neurodivergent groups.

23 **Apologies for Councillor absence.**

23.1 To receive and accept any apologies.

1. Cllr Frances Taylor
2. Cllr Dr Mario Bisi

24 **Declarations of Interest**

24.1 To receive any declarations of interest in items on the agenda.
No declarations of interest were presented,

25 **Chairs Announcements**

25.1 To receive any update and feedback in respect of meetings, functions, events or matters arising.
The Deputy Chair referred to the delivery of the new unit at the MUGA and of the requirements for connection of services before it can be made available to users.

26 Correspondence

26.1 To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.
Council acknowledged service of documents.

27 Minutes of Previous meetings

27.1 To adopt the draft minutes of the Annual Meeting of 11th May 2026
Resolution.
Draft minutes of Annual Meeting 11th May 2026 were adopted as read.

27.2 To adopt the draft minutes of the Ordinary Meeting of 18th May 2026
Resolution.
Draft minutes of Ordinary Meeting 18th May 2026 were adopted as read.

28 Finances

28.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account between 1st to 31st May 2026
Resolution.
Records received and accepted.

28.2 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 between 1st to 31st May 2026 and to agree approved reports shall be signed by RFO and Cllr M James as soon as reasonably practicable.
Resolution.
Reports received and accepted. To be signed by RFO and Cllr M James as soon as is reasonably practicable.

28.3 To note that qualifying members of staff in accordance with their respective contracts of employment were entitled to a SCP salary incremental increase from 01st April 2026 as authorised by current LGS Pay Agreement. Their respective salaries were paid at end of May in line with increases and with adjustments for back pay to 01st April 2026.
Resolution.
Members noted that the salary adjustments had been actioned as stated.

29 Motion under Section 9 of Standing Orders

29.1 To receive written motion of 12th May 2026 from Cllr Mike Boyland for review of the Multi-location Meetings Protocol in respect of virtual attendance at Council meetings, proposing that the requirement under 4.2 of the protocol which requires that members of the public to request joining instructions is removed and that dial-in details are published routinely alongside the agenda on the Council's website.

Members robustly debated the proposals within this motion having due regard to presentations made and the presented motion.
The Clerk provided confirmation from One Voice Wales that the protocol meets the requirements of the Local Government and Elections (Wales) Act 2021 and on a statutory basis alone did not need to be changed.
The Clerk informed the meeting that since the updated protocol was introduced in September 2025 the link had been provided in response to over 100 requests made in accordance with the protocol. That three requests did not comply with the provisions of the protocol and the link was not provided. That on one occasion discretion was exercised and the link was provided following

a late request received from a Monmouthshire County Councillor, this being the only occasion outside of the provisions of the protocol.

The Chair – Cllr Paul Cawley addressed the meeting seeking consideration for the matter to be deferred consequent to representations received and proposals in respect of the protocol and how it may be amended

Resolution.
Business deferred to a future Council Meeting.

30 Human Resources and Health and Safety Consultants

31.1 To receive update in accordance with resolution 16.2 of meeting 18/05/26 and to agree actions necessary.

The Clerk reported that enquiries had been made with One Voice Wales.
Mr Paul Egan Deputy Chief Executive and Resources Manager (HR Professional) has confirmed that the Town Council as members of OVW can be provided with advice on all HR issues by Mr Egan or via OVW affiliation with Worknest on complex HR issues as necessary.
Complex issues relative to HR can also be handled by specialist consultants chargeable at a daily rate of £497.00.
OVW also uses an Associate Consultant who is fully qualified in health and safety and is able to provide, risk assessments and training. The daily rate for this service is also £497.00.

The Clerk recommended on this basis and the current establishment that Council did not need to go out to contract with an independent HR-H&S service provider as the provisions afforded to Council as members of One Voice Wales met Council obligations to HR and H&S.

Resolution.
In observance of the information provided and recommendation of the Clerk, the Council shall not seek to contract an independent Human Resource and Health and Safety Service provider. Should need arise the Council shall use the HR and H&S services provided by One Voice Wales.

31 Dignity at Work Policy

31.1 To agree to the addition of a sentence under 'Outcomes' section of the policy which was adopted at Ordinary Meeting of 18th May 2026 as follows:
"Where a member of the public's behaviour is deemed aggressive, abusive, or unreasonably persistent, the council will manage this in accordance with the Unacceptable Actions by Individuals Policy and may impose on such a person, sanction as detailed within that policy."

32 Annual Internal Audit

32.1 To note that the annual internal audit was conducted by IAC Audit and Consultancy on Friday 22nd May 2026 and that the Clerk is working through the observations to present response at a future meeting of the Council.
Council acknowledged this information.

33 Monmouthshire CC – Planning Consultations
https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN

33.1 To consider planning consultation DM/2026/00623 - Wilcrick Roundabout, Magor Interchange Magor, Monmouthshire, NP26 3FP - Provision of shipping containers to be used as self- storage by members of the public and agree upon responses.

Resolution.

Objections in respect of Material Planning Considerations shall be served on Monmouthshire Planning Department which opposes this planning consultation DM/2026/00623 - Wilcrick Roundabout, Magor Interchange, Magor, Monmouthshire, NP26 3FP

34 Date of Next meeting

34.1 To note that the next Ordinary Meeting is 1900 hrs Monday 13th July 2026 at Magor Baptist Chapel.

Noted by Council