

Magor with Undy Town Council
Annual Budget - By Centre
Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Income											
1076	Precept	336,100	336,100	0	0	350,000	0	350,000	233,333	0	0	0
1090	Interest Received	0	18,558	0	0	0	0	0	-6,131	0	0	0
1100	Grants & Donation Received	0	15,169	0	0	0	0	0	0	0	0	0
1110	Norton Lane	0	325	0	0	0	0	0	0	0	0	0
1120	Wayleaves	0	26	0	0	0	0	0	0	0	0	0
1990	Other Income	0	530	0	0	0	0	0	23,463	0	0	0
	Total Income	336,100	370,707	0	0	350,000	0	350,000	250,666	0	0	0
	Movement to/(from) Gen Reserve	336,100	370,707			350,000		350,000	250,666	0		
110	Administration											
4000	Staff Salary	58,330	51,866	0	0	133,828	0	133,828	23,508	0	0	0
4030	PAYE and NI	12,341	13,556	0	0	0	0	0	7,333	0	0	0
4040	Pension	20,357	20,287	0	0	0	0	0	7,023	0	0	0
4050	Staff Mileage & Benefits	430	181	0	0	480	0	480	38	0	0	0
4070	Staff other Expenses	150	131	0	0	200	0	200	0	0	0	0
4075	Staff PPE & Uniforms	400	0	0	0	400	0	400	0	0	0	0
4080	Training	3,000	1,227	0	0	3,500	0	3,500	42	0	0	0
4090	Councillors Allowances	4,780	1,259	0	0	4,780	0	4,780	645	0	0	0
4100	Bank Charges	498	136	0	0	500	0	500	43	0	0	0
4110	Audit Fees	5,650	1,220	0	0	5,000	0	5,000	-1,005	0	0	0
4115	Chepstow Accountancy (Bureau)	600	285	0	0	300	0	300	168	0	0	0
4120	Professional Fees	22,285	7,592	0	0	5,000	12,408	17,408	4,409	0	0	0
4125	Emergency/Ad Hoc	2,000	0	0	0	0	0	0	0	0	0	0

Continued on next page

Magor with Undy Town Council

Annual Budget - By Centre

Note: 31/08/2025

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4130 Subscriptions & Memberships	1,584	1,431	0	0	1,500	0	1,500	1,178	0	0	0
4140 Insurance	2,100	2,068	0	0	2,100	0	2,100	2,032	0	0	0
4150 Stationery & Office Equipment	550	381	0	0	800	0	800	153	0	0	0
4155 Photocopier	1,250	1,157	0	0	1,500	0	1,500	577	0	0	0
4160 Postage	60	17	0	0	60	0	60	0	0	0	0
4170 Telephone & Broadband	2,715	2,538	0	0	2,200	0	2,200	715	0	0	0
4180 Website	258	258	0	0	4,000	0	4,000	0	0	0	0
4185 Survey Monkey	420	330	0	0	420	0	420	0	0	0	0
4190 IT	3,877	3,862	0	0	4,000	0	4,000	2,056	0	0	0
4210 Grants & Donations Paid	58,215	56,169	0	0	35,000	0	35,000	8,488	0	0	0
4215 Youth Provision	0	0	0	0	20,000	0	20,000	793	0	0	0
4220 Hall Hire	400	263	0	0	1,000	0	1,000	160	0	0	0
4225 Hybrid Meetings	0	0	0	0	3,000	0	3,000	255	0	0	0
4230 Section 137 Expenditure	250	0	0	0	250	0	250	0	0	0	0
4250 PWLB Repayment	10,831	10,831	0	0	10,831	0	10,831	5,416	0	0	0
4260 Elections	4,366	0	0	0	0	4,366	4,366	0	0	0	0
4270 H & S Equipment - PPE & Defibs	96	96	0	0	2,500	0	2,500	102	0	0	0
4285 Newsletters	2,500	0	0	0	2,500	0	2,500	828	0	0	0
4365 Consultation Programme	500	29	0	0	500	0	500	0	0	0	0
4475 Confidential Waste Disposal	800	801	0	0	1,010	0	1,010	372	0	0	0
4485 Cemetery Surveys	4,000	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	225,593	177,970	0	0	247,159	16,774	263,933	65,328	0	0	0
Movement to/(from) Gen Reserve	(225,593)	(177,970)			(247,159)		(263,933)	(65,328)	0		
115 Council Office											

Continued on next page

Magor with Undy Town Council
Annual Budget - By Centre
Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4145	Office Accomodation	20,650	20,645	0	0	9,350	0	9,350	5,551	0	0	0
4200	Utilities	4,000	2,802	0	0	1,500	0	1,500	279	0	0	0
4205	Cleaning	1,040	841	0	0	1,200	0	1,200	486	0	0	0
4240	Rates	0	0	0	0	3,900	0	3,900	0	0	0	0
4300	Maintenance	0	0	0	0	300	0	300	0	0	0	0
4400	Furniture	404	379	0	0	500	0	500	0	0	0	0
Overhead Expenditure		26,094	24,666	0	0	16,750	0	16,750	6,315	0	0	0
Movement to/(from) Gen Reserve		(26,094)	(24,666)			(16,750)		(16,750)	(6,315)	0		
120	Allotments											
1200	Allotment Rent	500	640	0	0	1,000	0	1,000	1,534	0	0	0
Total Income		500	640	0	0	1,000	0	1,000	1,534	0	0	0
4245	Leases	45	45	0	0	45	0	45	0	0	0	0
4300	Maintenance	19,000	2,292	0	0	0	16,500	16,500	0	0	0	0
Overhead Expenditure		19,045	2,337	0	0	45	16,500	16,545	0	0	0	0
Movement to/(from) Gen Reserve		(18,545)	(1,698)			955		(15,545)	1,534	0		
130	Civic Service Events											
4350	Commonwealth Day	500	0	0	0	500	0	500	0	0	0	0
4355	Civic Events Other	1,000	666	0	0	2,000	0	2,000	131	0	0	0
4360	Remembrance Sunday	250	242	0	0	250	0	250	0	0	0	0
4370	Carol Service	500	0	0	0	500	0	500	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,250	907	0	0	3,250	0	3,250	131	0	0	0
	Movement to/(from) Gen Reserve	(2,250)	(907)			(3,250)		(3,250)	(131)	0		
140	Common Y Coed Development											
4300	Maintenance	750	0	0	0	0	4,000	4,000	0	0	0	0
	Overhead Expenditure	750	0	0	0	0	4,000	4,000	0	0	0	0
	Movement to/(from) Gen Reserve	(750)	0			0		(4,000)	0	0		
150	Outside Spaces											
4240	Rates	6	6	0	0	6	0	6	0	0	0	0
4245	Leases	3	3	0	0	3	0	3	0	0	0	0
4275	Sycamore Lane	15,500	0	0	0	5,000	15,500	20,500	0	0	0	0
4280	Notice Boards	5,000	207	0	0	10,000	4,975	14,975	0	0	0	0
4440	Service Level Agreement	63,621	61,333	0	0	65,000	0	65,000	27,535	0	0	0
4445	Grass Cutting	8,500	0	0	0	3,500	5,000	8,500	0	0	0	0
4450	Bin Bags	200	0	0	0	200	0	200	970	0	0	0
4455	Litter Bins & Benches (new)	4,000	100	0	0	0	3,000	3,000	0	0	0	0
4460	Bin Emptying (Dogs)	15,800	12,566	0	0	15,000	0	15,000	4,317	0	0	0
4465	Plants and Planters	5,000	137	0	0	8,000	0	8,000	6,694	0	0	0
4515	Environmental project	8,000	0	0	0	0	4,000	4,000	0	0	0	0
4560	Equipment	250	35	0	0	250	0	250	0	0	0	0
4800	Village Improvements	30,000	7,189	0	0	30,000	29,989	59,989	0	0	0	0
	Overhead Expenditure	155,880	81,577	0	0	136,959	62,464	199,423	39,517	0	0	0

Continued on next page

Magor with Undy Town Council
Annual Budget - By Centre
Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(155,880)	(81,577)			(136,959)		(199,423)	(39,517)	0		
160	<u>Play Parks</u>											
4245	Leases	120	120	0	0	240	0	240	0	0	0	0
4300	Maintenance	2,000	405	0	0	5,000	2,000	7,000	0	0	0	0
4550	Inspections	2,400	2,024	0	0	2,500	0	2,500	524	0	0	0
4560	Equipment	100,000	0	0	0	36,000	100,000	136,000	48,821	0	0	0
	Overhead Expenditure	104,520	2,549	0	0	43,740	102,000	145,740	49,345	0	0	0
Movement to/(from) Gen Reserve		(104,520)	(2,549)			(43,740)		(145,740)	(49,345)	0		
170	<u>Sycamore Sports Field</u>											
1300	MUGA Income	750	825	0	0	750	0	750	315	0	0	0
	Total Income	750	825	0	0	750	0	750	315	0	0	0
4200	Utilities	1,350	455	0	0	1,000	0	1,000	-2,284	0	0	0
4240	Rates	745	745	0	0	782	0	782	312	0	0	0
4245	Leases	5	5	0	0	5	0	5	0	0	0	0
4300	Maintenance	1,699	27	0	0	2,000	0	2,000	0	0	0	0
4550	Inspections	265	264	0	0	265	0	265	115	0	0	0
4600	MUGA Refurbishment	25,000	0	0	0	2,000	25,000	27,000	260	0	0	0
4601	MUGA Field Improvements	1,000	0	0	0	0	1,000	1,000	0	0	0	0
	Overhead Expenditure	30,064	1,496	0	0	6,052	26,000	32,052	-1,598	0	0	0
Movement to/(from) Gen Reserve		(29,314)	(671)			(5,302)		(31,302)	1,913	0		
175	<u>Procurators House</u>											

Continued on next page

Magor with Undy Town Council
Annual Budget - By Centre
Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4290	Procurators House	12,077	0	0	0	0	12,077	12,077	0	0	0	0
	Overhead Expenditure	12,077	0	0	0	0	12,077	12,077	0	0	0	0
	Movement to/(from) Gen Reserve	(12,077)	0			0		(12,077)	0	0		
180	<u>Village Booklet</u>											
4510	Walk & Cycle Path	3,500	0	0	0	0	3,500	3,500	0	0	0	0
	Overhead Expenditure	3,500	0	0	0	0	3,500	3,500	0	0	0	0
	Movement to/(from) Gen Reserve	(3,500)	0			0		(3,500)	0	0		
190	<u>Events</u>											
4200	Utilities	200	0	0	0	1,000	0	1,000	0	0	0	0
4202	Decoration (incl Bunting etc.)	0	0	0	0	1,000	0	1,000	122	0	0	0
4375	Village Produce Show	1,000	0	0	0	0	0	0	0	0	0	0
4700	Christmas	10,000	9,598	0	0	10,000	0	10,000	3,310	0	0	0
	Overhead Expenditure	11,200	9,598	0	0	12,000	0	12,000	3,432	0	0	0
	Movement to/(from) Gen Reserve	(11,200)	(9,598)			(12,000)		(12,000)	(3,432)	0		
200	<u>Potential Future Projects</u>											
4810	Allocated Dog Space	4,000	0	0	0	3,000	7,000	10,000	0	0	0	0
4812	Citizens Advice Bureau	0	0	0	0	3,000	0	3,000	0	0	0	0
4815	Community Services Project	25,000	1,768	0	0	0	0	0	0	0	0	0
4820	Dog Rails - Play Parks	3,000	0	0	0	0	0	0	0	0	0	0
4830	MUGA Courts - 2nd Phase	45,000	0	0	0	10,000	45,000	55,000	0	0	0	0

Continued on next page

Magor with Undy Town Council
Annual Budget - By Centre
Note: 31/08/2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4835	Toilets / Amenities	0	0	0	0	15,000	0	15,000	0	0	0	0
	Overhead Expenditure	77,000	1,768	0	0	31,000	52,000	83,000	0	0	0	0
	Movement to/(from) Gen Reserve	(77,000)	(1,768)			(31,000)		(83,000)	0	0		
	Total Budget Income	337,350	372,171	0	0	351,750	0	351,750	252,515	0	0	0
	Expenditure	667,973	302,868	0	0	496,955	295,315	792,270	162,469	0	0	0
	Movement to/(from) Gen Reserve	(330,623)	69,304			(145,205)		(440,520)	90,046	0		

Date:01/09/2025

Magor with Undy Town Council

Page 1

Time:07:59

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Current Bank A/c**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/08/2025		121,443.27
			<u>121,443.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			121,443.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			121,443.27
		Balance per Cash Book is :-	121,443.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/09/2025

Magor with Undy Town Council

Page 1

Time:07:59

User: BILL

Bank Reconciliation up to 31/08/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/08/2025	DD182	5,415.68		5,415.68		R ☐	Public Works Loan Board
01/08/2025	BACS 209	2,875.00		2,875.00		R ☐	DORIAN SAUNDERS
01/08/2025	BACS 210	3,780.00		3,780.00		R ☐	DORIAN SAUNDERS
04/08/2025	DD183	8.50		8.50		R ☐	Barclays Bank
04/08/2025	DD192	89.22		89.22		R ☐	Restore Datashred
04/08/2025	DD193	89.22		89.22		R ☐	Restore Datashred
04/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
05/08/2025	DD 184	15.59		15.59		R ☐	Zoom Video Communications
05/08/2025	BACS		350.00	350.00		R ☐	Receipt(s) Banked
05/08/2025	BACS		140.00	140.00		R ☐	Receipt(s) Banked
06/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
07/08/2025	BACS		175.00	175.00		R ☐	Receipt(s) Banked
08/08/2025	DD 185	308.00		308.00		R ☐	Mon CC
08/08/2025	BACS		140.00	140.00		R ☐	Receipt(s) Banked
15/08/2025	DD186	63.00		63.00		R ☐	Mon CC
15/08/2025	DD187	64.82		64.82		R ☐	EE LIMITED
18/08/2025	BACS		87.50	87.50		R ☐	Receipt(s) Banked
19/08/2025	BACS 194	6,354.13		6,354.13		R ☐	Mon CC
19/08/2025	BACS196	27.48		27.48		R ☐	Mon CC
19/08/2025	BACS200	1,164.24		1,164.24		R ☐	Merlin Environmental Services
19/08/2025	BACS201	305.00		305.00		R ☐	M.U.C.H.
19/08/2025	BACS202	110.00		110.00		R ☐	SQUEAKYCLEAN
19/08/2025	BACS208	224.16		224.16		R ☐	Microshade Bus Consultants Ltd
19/08/2025	BACS		358.75	358.75		R ☐	Receipt(s) Banked
19/08/2025	GR-CA		20,000.00	20,000.00		R ☐	Receipt(s) Banked
20/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
21/08/2025	BACS		70.00	70.00		R ☐	Receipt(s) Banked
22/08/2025	DD188	88.75		88.75		R ☐	Solutions in Technology
22/08/2025	DD189	63.35		63.35		R ☐	Solutions in Technology
27/08/2025	BACS 197	6,354.13		6,354.13		R ☐	Mon CC
27/08/2025	BACS 199	27.48		27.48		R ☐	Mon CC
27/08/2025	BACS	4,690.65		4,690.65		R ☐	Salaries
27/08/2025	BACS 205	1,467.18		1,467.18		R ☐	HMRC
27/08/2025	BACS 206	1,402.39		1,402.39		R ☐	Torfaen CBC
27/08/2025	BACS 207	22.00		22.00		R ☐	Chepstow Accountancy
27/08/2025	DCD 252	122.80		122.80		R ☐	FIRST RESCUE TRAIN
27/08/2025	BACS 253	37.80		37.80		R ☐	WILLIAM LEWIS
28/08/2025	DD190	44.83		44.83		R ☐	BRITISH GAS
29/08/2025	BACS		116,667.00	116,667.00		R ☐	Receipt(s) Banked
29/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
29/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
31/08/2025	BACS		35.00	35.00		R ☐	Receipt(s) Banked
		<u>35,215.40</u>	<u>138,198.25</u>				

Signatory 1:

NameSignedDate

Date:01/09/2025

Magor with Undy Town Council

Page 1

Time:08:10

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 10 - CCLA-PSDF**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA-PSDF	31/07/2025		473,104.58
			<u>473,104.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			473,104.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			473,104.58
		Balance per Cash Book is :-	473,104.58
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/08/2025 for Cashbook No 10 - CCLA-PSDF

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/08/2025	FP 233		1,692.41	1,692.41		R ☒	Receipt(s) Banked
		0.00	1,692.41				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/08/2025 for Cashbook No 2 - General/Reserve

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/08/2025	GR-CA	20,000.00		20,000.00		R ☒	Current Bank A/c
		20,000.00	0.00				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/09/2025

Magor with Undy Town Council

Page 1

Time:08:04

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 2 - General/Reserve**

User: BILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/08/2025		43,354.29
			<u>43,354.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			43,354.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			43,354.29
		Balance per Cash Book is :-	43,354.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

QUOTE
QUOTE

PHIL LEWIS

Your Reference

Order No
Order Date 30/04/25

Our Reference

Account QUOTE

COMPANY REGISTRATION No. 1047181

Qty	Part No.	Description	Price	Per	Discount	Nett
	1620110G 1001	10ft NATIONAL GATE GALV d/charge	132.50 30.00	Each	10.00 0.00	119.25 30.00
VAT ANALYSIS		Code	Goods	Rate	VAT	
		01	149.25	20.00	29.85	
						Total Goods
						149.25
						Total VAT
						29.85
						AMOUNT DUE
						179.10

BACS DETAILS

Quotation for Ritchie 10ft gate

sales@*****co.uk

Good Afternoon,

As per our call earlier;

Ritchie field gate, 7 rail, heavy duty 10" £169.00 inc. VAT.

Sadly I couldn't find a suitable photo to attach.

Kind regards

sales@*****.co.uk

Monmouth 01600 *****

Chepstow 0129 *****

CASH SALE
United Kingdom

Quotation

Quote Number: 1174
Quote Date: 17th Jul '25
Valid For: 30 Days
Account: CASH01
Quote Ref: MAGOR AND UNDY TOWN COUNCIL

Qty	Description	Unit Price	Total
1	Ashcombe field gate 10ft	82.00	82.00

Total Net Amount: £82.00
VAT @ 20%: £16.40
Quote Total: £98.40



MAGOR WITH UNDY TOWN COUNCIL

Grant Application Form

Tel: 01633 882 842 E-mail: admin@magorundy.org.uk

Council Office

3 Salisbury House, Magor Square, Caldicot, Monmouthshire NP26 3HY

Please refer to the Grant Funding Guidance Policy before submitting your application.
If you need any assistance please contact us.

Please indicate what type of funding you are seeking

Local Community Support Grant

considered half yearly by Council

☒

Local Youth Support Grant

initially considered by Council upon receipt

☐

Local Community Start-Up Grant

initially considered by Council upon receipt

☐

Name of Group / Organisation:

Stepping Stones Magor allotment

Main Contact Name:

Contact address:

Daytime phone number of contact:

Contact e-mail address:

Are you a newly formed group? (*less than 1 year*)

Yes ☒ No ☐

How long has your group been operating?

Where and when do you meet?

We are a nursery setting who would like to use the allotment regularly with the look at using it alongside other community groups and sharing produce grown within the community.

Do you have a voluntary management committee / steering group?

Yes ☐ No ☒

Does your group have a formal constitution or set of rules?

Yes ☐ No ☒

Does your group have an equal opportunities policy / statement?

Yes ☒ No ☐

Does your group have a Safeguarding policy / statement (Child & Vulnerable Adult protection)?

Yes ☒ No ☐

Does your group have any DBS checked leaders/organisers?

Yes ☒ No ☐

Does your group have any qualified First Aiders?

Yes ☒ No ☐

Does your group use the medium of Welsh?

Yes ☒ No ☐

Does your group have an annual record of accounts?

Yes ☐ No ☒

Please attach a copy of your most recent accounts or latest bank statement to your application

Have you applied for a grant from the previously named Magor with Undy Community Council or the Town Council previously before?

If so, please give details

Yes ☐ No ☒

Please describe your group's main activities/aims/objectives:

Please attach a copy of your organisations constitution or rules if available

We are a local nursery providing care for 2-4years. We hope to use the allotment to form a sense of belonging within the community and to provide a natural space where the children can have the opportunity to learn how to grow, look after and maintain plants. We also hope to encourage sustainability by composting and collecting water, giving the children a good start in life. When fully established we would like to invite other community groups to the allotment and to form a sense of belonging in the community of Magor/Undy.

Please tell us about your Finances:-

What are you main income sources? Where does your main expenditure go? Does your group/organisation levy a membership charge? How do you raise funds? What are your current or planned / future fund raising activities?

Income sources

We have income from childcare fee's and this mainly funds staff wages and resources for the children. We do not have any idea of any profit at this moment as we are only just getting up and running since April.

How much are you applying for?

£2000

When would you require payment?

Asap

What is the grant for, and what is the total cost of the project / item?

To make the allotment useable and to keep it maintained

Please provide a full breakdown of this project's costs and how they will be funded:

Item	Cost	Funded from
Bark/flooring and covering	£1400	Grant
Wood for planters	£600	Grant
Soil, plants, tools for gardening	£1000	Self-funded
Fencing	£3000	Early years grant

Shed	£1500	Funded by parents
Total project cost:	£7500	

Please continue on a separate sheet if necessary

Who in Magor and Undy will benefit from it?

Number of people? Will it have a long, or short term benefit?

This will be a long-term project that will have a long term benefit and will see at least 40 children per year using the site. We hope that the community will choose to use this area and also eventually providing fruit and vegetables to members of the community, working alongside the community fridge.

Who outside of Magor and Undy will benefit from it?

Number of people? Where do they come from? Will it have a long, or short term benefit?

N/A

Have any other bodies been approached for grant funding in relation to this specific application/project?

Yes ☒ No ☐

If yes please provide details including how much and whether your applications have been successful or are pending a decision etc.

We managed to secure a early years grant for fencing to make the site secure and safe.

Please detail any other source of grant funding (for other projects etc) received or applied for in the last 12 months and whether it was successful?

N/A

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Have you earmarked funds to proceed with part of this project? Please tell us what could be achieved if you only receive part funding.

We will continue to work with the community to hopefully secure resources alongside man power to get the site ready.

Please use this section if you would like to add any further comments or information to support your application.

We really hope that this grant can help bring our vision to life for the children in our local community.

If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name	
Sort Code	
Account Number	

Please read the following important terms and conditions carefully before signing this form.

By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Magor with Undy Town Council in accordance with the Data Protection Act to administer the grants process.

- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Magor with Undy Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Magor with Undy Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Magor with Undy Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- You will provide feedback or an assessment on projects, and photographs may be taken or requested where appropriate, for use by the Council in their Press releases/ publicity/ website/ Facebook pages etc. (When providing photos of children and/or vulnerable adults please provide the necessary written consent/authority for the photographs to be publicised.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.
- You confirm that the information given in this application is a fair and accurate description of your group and your proposed project.
- You are authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

I agree: *(Please tick the box*

☒

Signature:

Date:

Position in Organisation:

Please send your completed application form, a copy of your latest accounts or bank statement and any supporting information to:

**Magor with Undy Town Council, Council Office
3 Salisbury House, Magor Square, Caldicot, Monmouthshire NP26 3HY
Or e-mail: admin@magorundy.org.uk**

Further information about Magor with Undy Town Council and its grant making policy is available from: www.magorundy.org.uk

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

Summary of work undertaken by Town Council Staff, partners and members of the Town Council between 09th July 2025 and 03rd Sept 2025.

- Arrangement for attendance of officer of the Deaf Council for Wales with hearing loop provision at Council meeting 14/07/25.
- Liaison with local businesses, Cllr Taylor, Police and Mon CC regarding unauthorised occupation of land and associated incidents within the community.
- Preparation of Agendas and associated documents for Council Meetings,
- Completion of the minutes of meetings and discharge of resolutions.
- Assets Register: research on commensurate policy document as identified by Internal Audit. Asset register amendment work for presentation to Council. Preparation of Inventory Register (New document)
- Administrative work in respect of completion of Council Annual Reports of previous years.
- Working on Council Bio-Diversity Policy (due for review 2025)
- Review of Council Training Policy
- Full Audit Wales completion and delivery to Wales Audit Office, Cardiff
- FOI request received and associated admin work.
- Daily Management of Mon CC Town Team (Service Level Agreement) identifying jobs.
- Noticeboards - Extensive work involving Projects Office and Members of the TC working group undertaken regarding suppliers, installers and Monmouthshire CC for requisite siting licences of replacement and upgrading of Noticeboards within Magor and Undy.
- Finance matters regarding receipts and payments due and salary payments.
- Visit to supplier re Portacabin replacement.
- Responding to range of public enquiries and reports received by telephone, email and in person.
- Liaison with OVW, SLCC, PSOW and ICO on matters arising.
- Site meetings with Eibe Play re Playpark upgrade at Undy AFC. Completion signed off On 27/08/28
- Liaise with Undy AFC re leaseholds for playpark and skate park
- Allotment Inspections and invoicing of tenants for rent 25/26
- Summer Planting and Invoicing re payments to contractor.
- To note that during August Staff Annual Leave and illness resulted in reduced operational hours.
- Administration re Tender Notices to be published in respect of Grazing Rights at Norton Lane and collection of quotes for new gate to land.
- Arrangements with Mon CC processes for 'Casual Vacancies' in respect of Councillor resignations prior to Council meeting of 14/07/25.
- Administrative preparation for Remembrance Day 09/11/25 and Christmas 2025.
- Virtual and Physical meetings with appointed representative of OVW in respect of Minute ref 44.1 and 45.1 of EXOM 07/07/25.
- Election results on 11/09/25 Mr M Boyland (Magor West - contested) and Mrs Zuzka Hilton (Magor East – uncontested)

CHRISTMAS TREES 2025

Quotation 1

Description	Quantity	Unit Price	VAT	Amount
Supply, delivery, removal and disposal of 2x circa 20ft Christmas Trees + 1x circa 15ft Christmas Tree to be selected by Clerk and located at sites as directed by MUTC at: * Magor Square - siting & fixings to be agreed as not understood at this time * Undy Pound - pot already in situ * Potentially at corner/ grassed area of Main Road/Newport Road - MUTC owned concrete block to be delivered to site & used to secure tree at location.	3	£300	20%	£900
			Sub-total	£900
			VAT	£180
			Total	£1,080

Quotation 2

To supply, erect and dismantle

2 x 20ft Christmas Trees

1 x 15ft Christmas Tree

Total £1,850.00 plus VAT



6th June 2025

Quotation for Magor with Undy Town Council

Common-y-coed

Grass Cut - £350 plus vat

Hedge Cut - £300 plus vat

Tree Removal - £650.00 plus vat



European Working Time Directive:

The European Working Time Directive (EWTD) sets limits on maximum weekly working hours (usually 48 hours on average) and requires rest periods. While TOIL is a common practice, it must adhere to these regulations and ensure employees are not working excessive hours or being deprived of rest.

TOIL POLICY DRAFT.

Introduction

The success of this Council is founded on the skills, energies and commitment of its employees. Many, on occasions, are required to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the service. Without this goodwill and adaptability it would be impossible to provide a responsive service or cope with work demands.

However, the Town Council also recognises its duty to protect the health and safety of its staff by ensuring that they do not work too many hours and that they are recompensed by taking time off in lieu (TOIL) for any extra time that they do have to work. This policy seeks to set out both a definition of the TOIL system and some guidelines for its implementation.

Definition

Lieu time is time off which you are allowed to take in lieu of (i.e. instead of) overtime pay for hours worked beyond the working day (i.e. evenings and weekends). Under no circumstances can overtime be paid other than in time off, and all references to 'overtime' in this document mean unpaid overtime.

TOIL allows staff to respond flexibly to unexpected service or personal needs as well as respond to the occasional need to vary the timings of service provision, such as irregular weekend events or seminars.

For example, if a meeting occurs during lunch time, or there is a need to work after or before normal working hours to complete an urgent report or to attend a meeting, this time is logged and taken back within an agreed timeframe. However, all staff must have at least a 20 minute break if they work for six hours or more.

In addition, if a staff member has an unexpected commitment in their personal life, time off can be agreed and made up at a later date.

General Principles

TOIL is not a tool to be used to accrue time to enable extra days leave to be taken.

Most duties should be carried out as part of normal contractual working hours.

TOIL is an exceptional rather than a routine occurrence. It is to ensure that when staff attend meetings, conferences or events that extend beyond normal working hours, this time can be taken back. It also allows for staff to respond to crises in their personal lives.

TOIL should not result in changes to normal working arrangements, for example, every Friday afternoon becoming a 'TOIL' afternoon, or working through lunch times and leaving work early each day.

The scheme must be utilised in the best interests of effective service provision. This requires cooperation between staff to ensure adequate cover is provided as necessary. Some staff may be excluded by the nature of their workload, or variations agreed for operational reasons.

The success of the scheme is based on trust. Any member of staff who is found to have abused the TOIL scheme may have it withdrawn and be subject to disciplinary action

up to and including dismissal.

Rules on Accruing and Taking TOIL

Staff must agree with managers any time to be worked outside of normal working hours in advance. If this is not practical for any reason, staff must contact the Town Clerk as soon as possible afterwards.

Staff must obtain the Town Clerk's approval before taking any TOIL, in the same way that annual leave is approved.

Employees will be responsible for completing their own TOIL recording sheet. This will be kept by the employee, signed and passed to the Town Clerk for agreement at each credit/debit. The recording sheet should be readily available for the Town Clerk to see at any time.

Staff will not accrue more than twenty hours TOIL at any one time, except in exceptional circumstances and with prior consent of the Town Clerk. Lieu time accrued above this limit will be considered lost.

Existing procedures will remain for all other authorised absences, such as annual leave, sickness, or compassionate leave.

On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.

Time off must be equal to time actually worked: i.e. there is no provision for enhancement of time worked (EG Time plus a fraction of Double time. Etc).