

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2021-22

I am writing to invite your council to renew its membership to join One Voice Wales from April 2021. Once again - whilst taking account of the challenges presented by the Covid pandemic the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meeting with the Minister for Housing and Local Government and we continue to represent the sector on the **Local Government Partnership Council**. During 2020-21 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed we played a significant role working with Welsh Government colleagues in getting the regulations in place to enable community and town councils to work remotely during the Covid pandemic. We have continued to develop even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales – we signed a joint working protocol regarding the Covid pandemic and collaborated with the WLGA and WCVA ensuring our members were regularly provided information and advice during this challenging year. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **WG Covid Recovery Group, Ystadau Cymru Working Group, the External Advisory Group on Community Asset Transfer, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageism, Welsh Government Diversity in Democracy Working Group, NAFW Cross Party Group on Fuel Poverty and the National Training and Advisory Group**. One Voice Wales is playing an ever-increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has delivered a data and information website resource for community and town councils with a population greater than 1,000 people – launched in October 2019 and the updated second version going live in December 2020. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel - who will be undertaking an important review of the sector in 2021, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. Work has already begun with Welsh Government colleagues in developing actions to address the new

requirements facing community and town councils and this will continue into our 2021/22 work programme.

Our representational role means that ***we have direct interface not only with the Minister for Local Government and Housing but other Ministers*** where our sector's remit extends. During 2020-21 we made several representations to the ***Minister for Housing and Local Government*** on a range of matters but importantly on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2020-21 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2021-22.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 87% of all councils in membership of One Voice Wales, or 639 out of the 735 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2021-22.
- Joint project with Keep Wales Tidy on Local Places for nature programme with over 200 community and town councils receiving £1,000 capital grant awards.

As current members are aware, we provide the following services, and we are aware from feedback from our ***Members Survey 2020*** by our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2020-21 with the development of webinar-based training. Under the auspices of the ***National Training Advisory Group***, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2020-21 we provided over 1,400 units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2020-21 – **at year end we had 639 local councils in membership or 87% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: admin@onevoicewales.org.uk

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2021-22.

Yours sincerely,



Lyn Cadwallader
Chief Executive



Area: Monmouth Council: Monmouth Town

Region South / ID: 1363

ONE VOICE WALES
The Voice of Community & Town Councils

Invoice / Membership Form

Please enter all details in block letters and return original form for our records

I write to inform you that my Council has decided to join One Voice Wales for 2020/21

Clerk to the Council Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: Please print name:

Name & Address of Council - Enter any amendments clearly alongside.

Ms Deborah McNeill, Clerk
 Monmouth Town Council
 Shire Hall
 Agincourt
 Monmouth
 NP25 3DY

Tel No's: 01600 715662 /

E-mail address: townclerk@monmouth.gov.uk

Website: www.monmouth.gov.uk

Please inform us if any of the above details change

Please tick the preferred language for future correspondence:

Welsh English Bilingual

Membership Fee: **£1827**

Based on 5282 chargeable dwellings @ **£0.346p** per dwelling
 (Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales
 Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:
 One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: tjilmartinward@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510

Date: 15/03/2021

Monmouth Town Council Current Year

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Lloyds TSB Combined

List of Payments made between 01/03/2021 and 15/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Monmouthshire County Council	5300	369.48		InstalBenchBeech Rd
01/03/2021	The Willows Usk Ltd	5298	2,646.00	Cont Del Auth	Floral Cont 100720-101020
01/03/2021	Konica Minolta	5299	104.26	Contr Del Auth	CopierLease 220221-210521
02/03/2021	Indeed	DC003	36.86	FC250121m176c	TC Advert
05/03/2021	Cartridge Ink	DC	57.66	DC Auth, Del Auth	Toner Cartridges Canon PH Home
08/03/2021	Microshade Business Consultant	5301	64.80		HostingRialtasMar 21 FC161120
08/03/2021	LGRC Associates	5302	5,797.56		LocumTC Feb 21 FC231120m98
08/03/2021	The Society of Local Council C	5303	404.40		TC Advert3weeksGold FC250121
08/03/2021	Rialtas Business Solutions Ltd	5305	807.60		RBS AnnSupp&Maint 21-22
08/03/2021	Monmouthshire County Council	5306	17,227.20		AnnChargeBlestiumToilets20-21
08/03/2021	P Hartley Exp	5307	33.38	Del Auth TC	Adobe Feb21, Trav Exp
08/03/2021	Small Business Payroll Service	5304	72.00	REc PaymentDel Auth	FeesPayroll010421-300621
08/03/2021	Small Business Payroll Service	5304	-72.00	REc Pay Del Auth	PayrollCont 010421-300621
08/03/2021	Small Business Payroll Service	5304	72.00	DelAuth REc Pay	PayrollCont010421-300621
08/03/2021	Inty Cascade	DD	84.05	Del Auth REc Pay	Office 365 Subs Mar21
11/03/2021	Amazon	005	167.00		EpsonPrinterF&P080321m25e
12/03/2021	J Treharne	5308	396.00	FC040121m155 IRPW	IRPW membpay JT SepApr2021
15/03/2021	Cartridge Ink	006	106.24		EpsonToner C13T03A94010 x 2
15/03/2021	Small Business Payroll Service	DD	4,332.67	Del Auth	Salaries March 21
15/03/2021	Torfaen CBC	DD	786.28	Del Auth	Pensions
Total Payments			33,493.44		

Late Payment List – Full Council 22.03.2021

Date Paid	Cheque/Ref Number	Payee	Amount	Description
22/03/2021	5309	Nigel Morris Cleaning	100.00	Contract for Sign Cleaning 2020-2021
22/03/2021	5310	MCC	81.60	Clean off Moss and Algae, Drybridge Park
22/03/2021	5311	MCC	340.80	Resite of gate and move litter bin Drybridge Park

Annual Budget - By Centre (Actual YTD Month 12)

Note: 15/03/2021

	<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>101 Administration</u>											
1054 Cluster grant funding	0	927	0	0	0	0	0	0	0	0	0
1176 Precept Received	0	388,308	0	0	396,395	0	396,395	396,395	383,261	0	0
1190 Interest Received	0	448	0	0	300	0	300	26	0	0	0
Total Income	0	389,683	0	0	396,695	0	396,695	396,421	383,261	0	0
4000 Salaries	110,000	75,813	0	-10,000	110,000	0	100,000	100,147	60,000	0	0
4001 Tax/NI and Pensions	0	0	0	0	0	0	0	0	25,000	0	0
4005 Payroll Contract	500	240	0	0	500	0	500	300	1,152	0	0
4007 Officer & Member Travel	250	26	0	0	250	0	250	48	250	0	0
4009 Staff training & Subsistence	3,000	522	0	0	3,000	0	3,000	208	3,000	0	0
4010 Conferences	200	160	0	0	200	0	200	0	200	0	0
4011 Member Training	2,000	320	0	0	2,000	0	2,000	150	2,000	0	0
4021 Stationery & Office Supplies	600	163	0	0	600	0	600	547	600	0	0
4022 Postage	500	406	0	0	450	0	450	68	250	0	0
4023 Copying	1,700	1,185	0	0	1,700	0	1,700	794	350	0	0
4024 Copier Consumables	0	0	0	0	0	0	0	0	850	0	0
4025 Insurance	1,930	1,897	0	0	1,700	0	1,700	2,414	1,700	0	0
4027 Subscriptions	1,800	1,728	0	0	2,000	0	2,000	2,029	2,000	0	0
4030 Website	0	0	0	0	0	0	0	0	250	0	0
4031 Publicity	3,750	1,708	0	0	2,000	0	2,000	1,868	1,750	0	0
4032 Cluster grant	0	927	0	0	0	0	0	0	0	0	0
4057 Audit	1,800	2,058	0	0	2,000	0	2,000	-139	2,500	0	0
4060 IT Contract	3,200	2,251	0	0	3,200	0	3,200	3,707	5,000	0	0

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Note: 15/03/2021

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062	IT Software,Subs & Finance Sys	0	0	0	0	0	0	0	0	1,500	0	0
4070	Office Equipment	4,000	305	0	0	2,500	0	2,500	1,720	5,000	0	0
4071	Shire Hall SLA annual payment	13,011	13,100	0	0	15,000	0	15,000	1,368	15,000	0	0
4081	Specialist advice services	3,100	529	0	0	3,100	0	3,100	5,701	3,100	0	0
4095	Clerks Contngency Fund	500	20	0	0	500	0	500	225	500	0	0
4200	Section 137	45	38	0	0	50	0	50	55	60	0	0
	Overhead Expenditure	151,886	103,394	0	-10,000	150,750	0	140,750	121,211	132,012	0	0
	Movement to/(from) Gen Reserve	(151,886)	286,288			245,945		255,945	275,211	251,249		
<u>102</u>	<u>Civic Affairs</u>											
4100	Mayor's civic expenses	3,000	608	0	0	3,000	0	3,000	0	3,000	0	0
4105	Civic Expenses	8,500	2,912	0	0	8,500	0	8,500	2,644	4,000	0	0
4107	Meetings Costs	0	0	0	0	0	0	0	0	2,500	0	0
4108	Professional Fees	0	0	0	0	0	0	0	0	2,000	0	0
4110	Mace Bearers	400	300	0	0	500	0	500	400	500	0	0
4115	Elections	5,000	1,500	0	0	3,000	0	3,000	-1,500	3,000	0	0
4120	Members' payments allowances &	8,500	4,119	0	0	8,500	0	8,500	2,463	6,500	0	0
	Overhead Expenditure	25,400	9,439	0	0	23,500	0	23,500	4,007	21,500	0	0
	Movement to/(from) Gen Reserve	(25,400)	(9,439)			(23,500)		(23,500)	(4,007)	(21,500)		
<u>201</u>	<u>Community Affairs</u>											
4093	CCTV	13,984	13,056	0	0	23,383	0	23,383	13,382	13,383	0	0
4202	Larger Community Project Grant	0	0	0	0	0	0	0	0	0	0	0
4203	Community Contributions	20,000	18,000	0	0	20,000	0	20,000	16,000	20,500	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: 15/03/2021

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4204	Community Grants combined	24,000	24,000	0	0	34,480	0	34,480	21,475	37,000	0	0
4205	Emergency Grant Funding	1,308	0	0	0	0	0	0	0	0	0	0
4206	Mind Partnership	0	0	0	0	0	0	0	0	15,000	0	0
4216	Christmas Festival/Monlight	5,508	5,508	0	0	7,000	0	7,000	1,875	7,500	0	0
4221	Events	50	50	0	0	1,500	0	1,500	1,146	0	0	0
4222	Armed Forces Covenant Funding	0	0	0	0	0	0	0	-1,792	0	0	0
4223	Communication/P	2,434	834	0	0	2,400	0	2,400	0	0	0	0
4229	MTC Newsletter	0	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	67,284	61,449	0	0	89,763	0	89,763	52,086	93,383	0	0
	Movement to/(from) Gen Reserve	(67,284)	(61,449)			(89,763)		(89,763)	(52,086)	(93,383)		
<u>301</u>	<u>Environmental Affairs</u>											
4306	New bridge area paving	0	-800	0	0	0	0	0	0	0	0	0
4307	Agincourt St. Toilets	23,107	24,093	0	0	23,570	0	23,570	0	25,500	0	0
4308	MCC Street Sweep	26,923	26,266	0	131	26,792	0	26,923	26,922	27,500	0	0
4309	Dog waste bins	7,050	6,735	0	0	8,160	0	8,160	7,183	8,550	0	0
4310	Town Maintenance Contract & Ex	8,650	8,645	0	0	9,474	0	9,474	2,640	4,500	0	0
4315	Street Decorations	29,360	24,360	0	-131	27,816	0	27,685	21,760	0	0	0
4317	Decorations & Town Centre Enha	7,541	3,440	0	0	7,000	0	7,000	719	2,500	0	0
4321	Blestium St. Toilets	23,107	14,356	0	0	23,570	0	23,570	14,356	24,000	0	0
4322	Plastic Free Monmouth	500	185	0	0	500	0	500	0	500	0	0
4323	Peds.Bridge over R Wye	500	51	0	0	500	0	500	0	500	0	0
4324	Climate Change Emergency	3,000	535	0	0	3,000	0	3,000	56	2,000	0	0
4350	Litter Bins	0	0	0	0	0	0	0	0	2,316	0	0

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Note: 15/03/2021

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4351	Street Furniture	0	0	0	0	0	0	0	0	3,000	0	0
4352	Christmas Lights & Trees	0	0	0	0	0	0	0	0	20,000	0	0
4353	Fountains	0	0	0	0	0	0	0	0	4,000	0	0
4354	Floral Contract	0	0	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	129,738	107,866	0	0	130,382	0	130,382	73,636	134,866	0	0
	Movement to/(from) Gen Reserve	(129,738)	(107,866)			(130,382)		(130,382)	(73,636)	(134,866)		
<u>401</u>	<u>Planning</u>											
4600	Plg extra meeting costs	2,000	1,252	0	0	2,000	0	2,000	150	1,500	0	0
	Overhead Expenditure	2,000	1,252	0	0	2,000	0	2,000	150	1,500	0	0
	Movement to/(from) Gen Reserve	(2,000)	(1,252)			(2,000)		(2,000)	(150)	(1,500)		
<u>901</u>	<u>Earmarked Reserves</u>											
9002	EMR Museum Contribution	5,576	5,576	0	0	0	0	0	0	0	0	0
9005	EMR Public Realm contribution	45,000	0	0	0	0	45,000	45,000	0	0	0	0
9006	EMR Elections	8,980	0	0	0	0	0	0	0	0	0	0
9007	EMR Cemetery	10,000	0	0	0	0	10,000	10,000	0	0	0	0
9008	EMR Agincourt St. Toilets Repa	1,330	1,330	0	0	0	0	0	0	0	0	0
9009	EMR Cycling Promotion	300	0	0	0	300	1,300	1,600	255	0	0	0
9010	EMR CILCA & ILCA Course Costs	449	0	0	0	0	888	888	888	0	0	0
9014	EMR Staff Absence Contingency	10,000	1,033	0	10,000	0	10,000	20,000	16,010	0	0	0
9015	EMR Chapter 8 Training	600	0	0	0	0	1,000	1,000	0	0	0	0
9016	EMR Welsh language	4,830	0	0	0	0	4,830	4,830	0	0	0	0
9017	EMR Mayoral Expenses Overrun	719	151	0	0	0	1,000	1,000	1,000	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: 15/03/2021

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9018	EMR Carbonne Twinning 2018/19	250	0	0	0	0	0	0	0	0	0	0
9019	EMR Place Plan Training	600	0	0	0	0	0	0	0	0	0	0
9020	EMR Office Management to QMSIS	928	928	0	0	0	10,000	10,000	0	0	0	0
9021	EMR Community Engt & resid. su	0	0	0	0	0	10,000	10,000	0	0	0	0
9023	EMR New bridge paving	0	0	0	0	0	800	800	0	0	0	0
9024	EMR MCC Grant play scheme	0	0	0	0	0	2,000	2,000	2,000	0	0	0
9025	EMR CCTV	0	0	0	0	0	928	928	0	0	0	0
9026	EMR 2x Notice Board provision	0	0	0	0	0	1,600	1,600	0	0	0	0
9027	EMR Emergency Grant Funding	0	0	0	0	0	1,308	1,308	0	0	0	0
9028	EMR Power Supply Costs Christm	0	0	0	0	0	5,000	5,000	0	0	0	0
9029	EMR Drinking Water Fountains	0	0	0	0	0	3,100	3,100	2,448	0	0	0
9030	EMR Air Quality Monitors	0	0	0	0	0	1,000	1,000	0	0	0	0
9031	EMR Highfield Rd-cut through p	0	0	0	0	0	350	350	0	0	0	0
9032	EMR IT upgrade	0	0	0	0	0	694	694	0	0	0	0
9033	EMR 19/20 4th Qtr Office Equip	0	0	0	0	0	4,087	4,087	825	0	0	0
9034	EMR ACE Mon Green spaces tools	0	0	0	0	0	300	300	0	0	0	0
9035	EMR MTC Covid-19 Recovery Fund	0	0	0	0	0	30,000	30,000	350	0	0	0
	Overhead Expenditure	89,562	9,018	0	10,000	300	145,185	155,485	23,776	0	0	0
6000	plus Transfer from EMR	0	9,018	0	0	0	0	0	9,575	0	0	0
	Movement to/(from) Gen Reserve	(89,562)	0			(300)		(155,485)	(14,201)	0		

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Annual Budget - By Centre (Actual YTD Month 12)

Note: 15/03/2021

	<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	0	389,683	0	0	396,695	0	396,695	396,421	383,261	0	0
Expenditure	465,870	292,417	0	0	396,695	145,185	541,880	274,865	383,261	0	0
Net Income over Expenditure	<u>-465,870</u>	<u>97,265</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-145,185</u>	<u>-145,185</u>	<u>121,556</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	9,018	0	0	0	0	0	9,575	0	0	0
Movement to/(from) Gen Reserve	<u>(465,870)</u>	<u>106,283</u>			<u>0</u>		<u>(145,185)</u>	<u>131,131</u>	<u>0</u>		

15/03/2021

Monmouth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 15/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1176 Precept Received	0	396,395	396,395	0			100.0%
1190 Interest Received	0	26	300	274			8.8%
Administration :- Income	<u>0</u>	<u>396,421</u>	<u>396,695</u>	<u>274</u>			<u>99.9%</u>
4000 Salaries	5,119	100,147	100,000	(147)		(147)	100.1%
4005 Payroll Contract	60	300	500	200		200	60.0%
4007 Officer & Member Travel	16	48	250	202		202	19.2%
4009 Staff training & Subsistence	0	208	3,000	2,792		2,792	6.9%
4010 Conferences	0	0	200	200		200	0.0%
4011 Member Training	0	150	2,000	1,850		1,850	7.5%
4021 Stationery & Office Supplies	137	547	600	53	0	53	91.2%
4022 Postage	0	68	450	382		382	15.0%
4023 Copying	87	794	1,700	906		906	46.7%
4025 Insurance	0	2,414	1,700	(714)		(714)	142.0%
4027 Subscriptions	0	2,029	2,000	(29)		(29)	101.4%
4031 Publicity	0	1,868	2,000	132		132	93.4%
4057 Audit	0	(139)	2,000	2,139		2,139	(6.9%)
4060 IT Contract	811	3,707	3,200	(507)	1,398	(1,905)	159.5%
4070 Office Equipment	139	1,720	2,500	780	60	720	71.2%
4071 Shire Hall SLA annual payment	0	1,368	15,000	13,632		13,632	9.1%
4081 Specialist advice services	0	5,701	3,100	(2,601)		(2,601)	183.9%
4095 Clerks Contingency Fund	0	225	500	275		275	44.9%
4200 Section 137	0	55	50	(5)		(5)	110.0%
Administration :- Indirect Expenditure	<u>6,369</u>	<u>121,211</u>	<u>140,750</u>	<u>19,539</u>	<u>1,458</u>	<u>18,082</u>	<u>87.2%</u>
Net Income over Expenditure	<u>(6,369)</u>	<u>275,211</u>	<u>255,945</u>	<u>(19,266)</u>			
102 Civic Affairs							
4100 Mayor's civic expenses	0	0	3,000	3,000		3,000	0.0%
4105 Civic Expenses	304	2,644	8,500	5,856		5,856	31.1%
4110 Mace Bearers	0	400	500	100		100	80.0%
4115 Elections	0	(1,500)	3,000	4,500		4,500	(50.0%)
4120 Members' payments allowances &	0	2,463	8,500	6,037		6,037	29.0%
Civic Affairs :- Indirect Expenditure	<u>304</u>	<u>4,007</u>	<u>23,500</u>	<u>19,493</u>	<u>0</u>	<u>19,493</u>	<u>17.1%</u>
Net Expenditure	<u>(304)</u>	<u>(4,007)</u>	<u>(23,500)</u>	<u>(19,493)</u>			
201 Community Affairs							
4093 CCTV	0	13,382	23,383	10,001		10,001	57.2%
4203 Community Contributions	0	16,000	20,000	4,000		4,000	80.0%

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4204 Community Grants combined	0	21,475	34,480	13,006		13,006	62.3%
4216 Christmas Festival/Monlight	0	1,875	7,000	5,125		5,125	26.8%
4221 Events	0	1,146	1,500	354		354	76.4%
4222 Armed Forces Covenant Funding	0	(1,792)	0	1,792		1,792	0.0%
4223 Communication/P	0	0	2,400	2,400		2,400	0.0%
4229 MTC Newsletter	0	0	1,000	1,000		1,000	0.0%
Community Affairs :- Indirect Expenditure	0	52,086	89,763	37,677	0	37,677	58.0%
Net Expenditure	0	(52,086)	(89,763)	(37,677)			
<u>301 Environmental Affairs</u>							
4307 Agincourt St. Toilets	0	0	23,570	23,570	23,570	0	100.0%
4308 MCC Street Sweep	0	26,922	26,923	1		1	100.0%
4309 Dog waste bins	0	7,183	8,160	977	189	788	90.3%
4310 Town Maintenance Contract & Ex	0	2,640	9,474	6,834		6,834	27.9%
4315 Street Decorations	2,205	21,760	27,685	5,925		5,925	78.6%
4317 Decorations & Town Centre Enha	0	719	7,000	6,281	5,369	912	87.0%
4321 Blestium St. Toilets	14,356	14,356	23,570	9,214	23,570	(14,356)	160.9%
4322 Plastic Free Monmouth	0	0	500	500		500	0.0%
4323 Peds.Bridge over R Wye	0	0	500	500		500	0.0%
4324 Climate Change Emergency	0	56	3,000	2,944		2,944	1.9%
Environmental Affairs :- Indirect Expenditure	16,561	73,636	130,382	56,746	52,698	4,048	96.9%
Net Expenditure	(16,561)	(73,636)	(130,382)	(56,746)			
<u>401 Planning</u>							
4600 Plg extra meeting costs	0	150	2,000	1,850		1,850	7.5%
Planning :- Indirect Expenditure	0	150	2,000	1,850	0	1,850	7.5%
Net Expenditure	0	(150)	(2,000)	(1,850)			
<u>901 Earmarked Reserves</u>							
9005 EMR Public Realm contribution	0	0	45,000	45,000		45,000	0.0%
9007 EMR Cemetery	0	0	10,000	10,000		10,000	0.0%
9009 EMR Cycling Promotion	0	255	1,600	1,345		1,345	15.9%
9010 EMR CILCA & ILCA Course Costs	0	888	888	0		0	100.0%
9014 EMR Staff Absence Contingency	5,242	16,010	20,000	3,990	300	3,690	81.6%
9015 EMR Chapter 8 Training	0	0	1,000	1,000		1,000	0.0%
9016 EMR Welsh language	0	0	4,830	4,830		4,830	0.0%
9017 EMR Mayoral Expenses Overrun	0	1,000	1,000	0		0	100.0%
9020 EMR Office Management to QMSIS	0	0	10,000	10,000		10,000	0.0%

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Detailed Income & Expenditure by Budget Heading 15/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9021 EMR Community Engt & resid. su	0	0	10,000	10,000		10,000	0.0%
9023 EMR New bridge paving	0	0	800	800		800	0.0%
9024 EMR MCC Grant play scheme	0	2,000	2,000	0		0	100.0%
9025 EMR CCTV	0	0	928	928		928	0.0%
9026 EMR 2x Notice Board provision	0	0	1,600	1,600		1,600	0.0%
9027 EMR Emergency Grant Funding	0	0	1,308	1,308		1,308	0.0%
9028 EMR Power Supply Costs Christm	0	0	5,000	5,000		5,000	0.0%
9029 EMR Drinking Water Fountains	0	2,448	3,100	652		652	79.0%
9030 EMR Air Quality Monitors	0	0	1,000	1,000		1,000	0.0%
9031 EMR Highfield Rd-cut through p	0	0	350	350		350	0.0%
9032 EMR IT upgrade	0	0	694	694		694	0.0%
9033 EMR 19/20 4th Qtr Office Equip	0	825	4,087	3,262		3,262	20.2%
9034 EMR ACE Mon Green spaces tools	0	0	300	300		300	0.0%
9035 EMR MTC Covid-19 Recovery Fund	0	350	30,000	29,650		29,650	1.2%
Earmarked Reserves :- Indirect Expenditure	5,242	23,776	155,485	131,709	300	131,409	15.5%
Net Expenditure	<u>(5,242)</u>	<u>(23,776)</u>	<u>(155,485)</u>	<u>(131,709)</u>			
6000 plus Transfer from EMR	5,242	9,575					
Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,201)</u>					
Grand Totals:- Income	0	396,421	396,695	274			99.9%
Expenditure	28,476	274,865	541,880	267,015	54,456	212,559	60.8%
Net Income over Expenditure	<u>(28,476)</u>	<u>121,556</u>	<u>(145,185)</u>	<u>(266,741)</u>			
plus Transfer from EMR	5,242	9,575					
Movement to/(from) Gen Reserve	<u>(23,234)</u>	<u>131,131</u>					

15/03/2021

Monmouth Town Council Current Year

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Nominal Ledger Report by ACCOUNT

User :PAULA

A/c Code	101 Debtors				Annual Budget	0
Centre	(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	0.00	
		Account Debtors		Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code	105 Vat Due				Annual Budget	0
Centre	(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	6,049.58	
12	26/02/2021	5299	Cashbook	CopierLease 220221-210521	17.38	
12	01/03/2021	5298	Cashbook	Floral Cont 100720-101020	441.00	
12	01/03/2021		Purchase Ledger	Daybook Page No : 15	4,050.26	
12	01/03/2021		Purchase Ledger	Daybook Page No : 16	60.77	
12	01/03/2021	5304	Cashbook	PayrollCont 010421-300621		12.00
12	01/03/2021	5304	Cashbook	PayrollCont010421-300621	12.00	
12	01/03/2021		Purchase Ledger	Daybook Page No : 17	27.83	
12	01/03/2021		Purchase Ledger	Daybook Page No : 18	17.71	
12	01/03/2021	DD	Cashbook	Office 365 Subs Mar21	14.01	
12	04/03/2021	DC	Cashbook	Toner Cartridges Canon PH Home	9.61	
12	08/03/2021	5307	Cashbook	Adobe Feb21, Trav Exp	2.86	
12	08/03/2021	5304	Cashbook	FeesPayroll010421-300621	12.00	
		Account Vat Due		Account Totals	10,715.01	12.00
		Centre		Net Balance Month 12	10,703.01	

A/c Code	110 Prepayments				Annual Budget	0
Centre	(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	0.00	
		Account Prepayments		Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code	201 Lloyds TSB Combined				Annual Budget	0
Centre	(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Refer to Cashbook For Details		

A/c Code 201 Lloyds TSB Combined

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Lloyds TSB Combined		Account Totals	
		Centre			Refer to Cashbook	

A/c Code 202 Lloyds TSB Treasury Deposit

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
				Refer to Cashbook For Details		
		Account	Lloyds TSB Treasury Deposit		Account Totals	
		Centre			Refer to Cashbook	

A/c Code 204 Monmouthshire Building Society

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
				Refer to Cashbook For Details		
		Account	Monmouthshire Building Society		Account Totals	
		Centre			Refer to Cashbook	

A/c Code 210 Petty Cash

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
				Refer to Cashbook For Details		
		Account	Petty Cash		Account Totals	
		Centre			Refer to Cashbook	

A/c Code 301 Current Year Surplus/Deficit

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
				Balance Brought Forward Month 11		0.00

A/c Code 301 Current Year Surplus/Deficit

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Current Year Surplus/Deficit	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 310 General Reserve

Centre (none)

Annual Budget 48

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		234,316.45
		Account	General Reserve	Account Totals	0.00	234,316.45
		Centre		Net Balance Month 12		234,316.45

A/c Code 320 EMR Utilities

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		0.00
		Account	EMR Utilities	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 321 EMR Museum Contribution

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		0.00
		Account	EMR Museum Contribution	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 322 EMR Cemetery

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		10,000.00

A/c Code 326 EMR Elections

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Elections	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 327 Dixton Field Water Supply

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Dixton Field Water Supply	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 328 Town Furniture

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Town Furniture	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 329 EMR Staff Absence Contingency

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Staff Absence Contingency	Account Totals	5,242.02	17,096.89
		Centre		Net Balance Month 12		11,854.87

A/c Code 330 EMR Chapter 8 Training

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		1,000.00

A/c Code 330 EMR Chapter 8 Training

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Chapter 8 Training	Account Totals	0.00	1,000.00
		Centre		Net Balance Month 12		1,000.00

A/c Code 331 EMR Welsh Language

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Welsh Language	Account Totals	0.00	4,830.00
		Centre		Net Balance Month 12		4,830.00

A/c Code 332 EMR Agincourt St Toilets Repai

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Agincourt St Toilets Repai	Account Totals	0.00	0.00
		Centre		Net Balance Month 12		0.00

A/c Code 333 EMR CILCA/ILCA Course Costs

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR CILCA/ILCA Course Costs	Account Totals	0.00	888.00
		Centre		Net Balance Month 12		888.00

A/c Code 334 EMR Cycling Promotion

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		1,345.00

A/c Code 334 EMR Cycling Promotion

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Account EMR Cycling Promotion	0.00	1,345.00
			Centre	Account Totals		
				Net Balance Month 12		1,345.00

A/c Code 335 EMR Mayoral Expenses Overrun

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		1,000.00
				Account EMR Mayoral Expenses Overrun	0.00	1,000.00
			Centre	Account Totals		
				Net Balance Month 12		1,000.00

A/c Code 336 EMR Carbonne Twinning 2018/19

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		0.00
				Account EMR Carbonne Twinning 2018/19	0.00	0.00
			Centre	Account Totals		
				Net Balance Month 12		0.00

A/c Code 337 EMR Place Plan Training

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		0.00
				Account EMR Place Plan Training	0.00	0.00
			Centre	Account Totals		
				Net Balance Month 12		0.00

A/c Code 338 EMR Office Mangt to QMS IS9001

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		10,000.00

A/c Code 338 EMR Office Mangt to QMS IS9001

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Office Mangt to QMS IS9001	Account Totals	0.00	10,000.00
		Centre		Net Balance Month 12		10,000.00

A/c Code 339 EMR New bridge paving

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR New bridge paving	Account Totals	0.00	800.00
		Centre		Net Balance Month 12		800.00

A/c Code 340 EMR MCC Grant play scheme

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR MCC Grant play scheme	Account Totals	0.00	2,000.00
		Centre		Net Balance Month 12		2,000.00

A/c Code 341 EMR CCTV

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR CCTV	Account Totals	0.00	928.00
		Centre		Net Balance Month 12		928.00

A/c Code 342 EMR 2x Notice Board provision

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		1,600.00

A/c Code 342 EMR 2x Notice Board provision

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR 2x Notice Board provision	Account Totals	0.00	1,600.00
		Centre		Net Balance Month 12		1,600.00

A/c Code 343 EMR Emergency Grant Funding

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Emergency Grant Funding	Account Totals	0.00	1,308.00
		Centre		Net Balance Month 12		1,308.00

A/c Code 345 EMR Power Supply Costs Christm

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Power Supply Costs Christm	Account Totals	0.00	5,000.00
		Centre		Net Balance Month 12		5,000.00

A/c Code 346 EMR Drinking Water Fountains

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Drinking Water Fountains	Account Totals	0.00	3,100.00
		Centre		Net Balance Month 12		3,100.00

A/c Code 347 EMR Air Quality Monitors

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		1,000.00

A/c Code 347 EMR Air Quality Monitors

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Air Quality Monitors	Account Totals	0.00	1,000.00
		Centre		Net Balance Month 12		1,000.00

A/c Code 348 EMR Highfield Rd-cut through p

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Highfield Rd-cut through p	Account Totals	0.00	350.00
		Centre		Net Balance Month 12		350.00

A/c Code 349 EMR IT upgrade

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR IT upgrade	Account Totals	0.00	694.00
		Centre		Net Balance Month 12		694.00

A/c Code 350 EMR 19/20 4th Qtr Office Equip

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR 19/20 4th Qtr Office Equip	Account Totals	0.00	3,262.00
		Centre		Net Balance Month 12		3,262.00

A/c Code 351 EMR Community Engt.& Resid. Su

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11		10,000.00

A/c Code 351 EMR Community Engt.& Resid. Su

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Community Engt.& Resid. Su	Account Totals	0.00	10,000.00
		Centre		Net Balance Month 12		10,000.00

A/c Code 352 ACE Mon Green spaces -tools

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	ACE Mon Green spaces -tools	Account Totals	0.00	300.00
		Centre		Net Balance Month 12		300.00

A/c Code 353 EMR MTC Covid-19 Recovery Fund

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR MTC Covid-19 Recovery Fund	Account Totals	0.00	29,650.00
		Centre		Net Balance Month 12		29,650.00

A/c Code 354 EMR Cycle Infrastructure Match

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR Cycle Infrastructure Match	Account Totals	0.00	6,000.00
		Centre		Net Balance Month 12		6,000.00

A/c Code 500 Creditors P/L

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account		Account Totals		369.48
		Centre		Net Balance Month 12		369.48
12	01/03/2021	5300	Cashbook	Monmouthshire County Council	369.48	
12	01/03/2021		Purchase Ledger	Daybook Page No : 15		24,301.56
12	01/03/2021		Purchase Ledger	Daybook Page No : 16		401.47
12	01/03/2021		Purchase Ledger	Daybook Page No : 17		167.00

A/c Code 500 Creditors P/L

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
12	01/03/2021		Purchase Ledger	Daybook Page No : 18		106.24	
12	08/03/2021	5301	Cashbook	Microshade Business Consultant	64.80		
12	08/03/2021	5302	Cashbook	LGRC Associates	5,797.56		
12	08/03/2021	5303	Cashbook	The Society of Local Council C	404.40		
12	08/03/2021	5305	Cashbook	Rialtas Business Solutions Ltd	807.60		
12	08/03/2021	5306	Cashbook	Monmouthshire County Council	17,227.20		
12	11/03/2021	005	Cashbook	Amazon	167.00		
12	15/03/2021	006	Cashbook	Cartridge Ink	106.24		
Account Creditors P/L					Account Totals	24,944.28	25,345.75
Centre					Net Balance Month 12		401.47

A/c Code 501 Creditors

Annual Budget 0

Centre (none)

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
						0.00	
Account Creditors					Account Totals	0.00	0.00
Centre					Net Balance Month 12		0.00

A/c Code 510 Accruals

Annual Budget 0

Centre (none)

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
						0.00	
Account Accruals					Account Totals	0.00	0.00
Centre					Net Balance Month 12		0.00

A/c Code 599 Opening Balance Suspense

Annual Budget 0

Centre (none)

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
						0.00	
Account Opening Balance Suspense					Account Totals	0.00	0.00
Centre					Net Balance Month 12		0.00

A/c Code	1176 Precept Received				Annual Budget	396,395	
Centre	101 Administration				Committed	0	
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11		396,395.00	
		Account	Precept Received		Account Totals	0.00	396,395.00
		Centre	Administration		Net Balance Month 12		396,395.00

A/c Code	1190 Interest Received				Annual Budget	300	
Centre	101 Administration				Committed	0	
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11		26.28	
		Account	Interest Received		Account Totals	0.00	26.28
		Centre	Administration		Net Balance Month 12		26.28

A/c Code	4000 Salaries				Annual Budget	100,000	
Centre	101 Administration				Committed	0	
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11	95,028.53		
12	01/03/2021	5304	Cashbook	PayrollCont 010421-300621		60.00	
12	08/03/2021	5304	Cashbook	FeesPayroll010421-300621	60.00		
12	15/03/2021	DD	Cashbook	Salaries March 21	4,332.67		
12	15/03/2021	DD	Cashbook	Pensions Feb 21	786.28		
		Account	Salaries		Account Totals	100,207.48	60.00
		Centre	Administration		Net Balance Month 12	100,147.48	

A/c Code	4005 Payroll Contract				Annual Budget	500	
Centre	101 Administration				Committed	0	
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11	240.00		
12	01/03/2021	5304	Cashbook	PayrollCont010421-300621	60.00		
		Account	Payroll Contract		Account Totals	300.00	0.00
		Centre	Administration		Net Balance Month 12	300.00	

A/c Code	4007 Officer & Member Travel				Annual Budget	250
Centre	101 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	31.91	
12	08/03/2021	5307	Cashbook	OfficerTrav	16.20	
		Account	Officer & Member Travel		Account Totals	48.11
		Centre	Administration		Net Balance Month 12	48.11

A/c Code	4009 Staff training & Subsistence				Annual Budget	3,000
Centre	101 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	208.00	
		Account	Staff training & Subsistence		Account Totals	208.00
		Centre	Administration		Net Balance Month 12	208.00

A/c Code	4011 Member Training				Annual Budget	2,000
Centre	101 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	150.00	
		Account	Member Training		Account Totals	150.00
		Centre	Administration		Net Balance Month 12	150.00

A/c Code	4021 Stationery & Office Supplies				Annual Budget	600
Centre	101 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	410.54	
12	04/03/2021	DC	Cashbook	Toner Cartridges Canon PH Home	48.05	
12	15/03/2021	025	Purchase Ledger	1011827/46/Stationery & Office	88.53	
		Account	Stationery & Office Supplies		Account Totals	547.12
		Centre	Administration		Net Balance Month 12	547.12

A/c Code	4022 Postage				Annual Budget	450
Centre	101 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	67.54	

A/c Code 4022 Postage

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account Postage		Account Totals	67.54	0.00
		Centre Administration		Net Balance Month 12	67.54	

A/c Code 4023 Copying

Centre 101 Administration

Annual Budget 1,700

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	707.07	
12	26/02/2021	5299	Cashbook	CopierLease 220221-210521	86.88	
		Account Copying		Account Totals	793.95	0.00
		Centre Administration		Net Balance Month 12	793.95	

A/c Code 4025 Insurance

Centre 101 Administration

Annual Budget 1,700

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	2,413.86	
		Account Insurance		Account Totals	2,413.86	0.00
		Centre Administration		Net Balance Month 12	2,413.86	

A/c Code 4027 Subscriptions

Centre 101 Administration

Annual Budget 2,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	2,028.80	
		Account Subscriptions		Account Totals	2,028.80	0.00
		Centre Administration		Net Balance Month 12	2,028.80	

A/c Code 4031 Publicity

Centre 101 Administration

Annual Budget 2,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	1,868.09	

A/c Code 4071 Shire Hall SLA annual payment

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Account Shire Hall SLA annual payment	Account Totals	1,368.21	0.00
				Centre Administration	Net Balance Month 12	1,368.21	

A/c Code 4081 Specialist advice services

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Annual Budget	3,100	
					Committed	0	
				Balance Brought Forward Month 11	5,701.47		
				Account Specialist advice services	Account Totals	5,701.47	0.00
				Centre Administration	Net Balance Month 12	5,701.47	

A/c Code 4093 CCTV

Centre 201 Community Affairs

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Annual Budget	23,383	
					Committed	0	
				Balance Brought Forward Month 11	13,382.40		
				Account CCTV	Account Totals	13,382.40	0.00
				Centre Community Affairs	Net Balance Month 12	13,382.40	

A/c Code 4095 Clerks Contngency Fund

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Annual Budget	500	
					Committed	0	
				Balance Brought Forward Month 11	224.73		
				Account Clerks Contngency Fund	Account Totals	224.73	0.00
				Centre Administration	Net Balance Month 12	224.73	

A/c Code 4105 Civic Expenses

Centre 102 Civic Affairs

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	8,500
					Committed	0
				Balance Brought Forward Month 11	2,340.35	
12	28/02/2021	014	Purchase Ledger	BT Conf FEb 21 9 conf.	303.84	

A/c Code	4105 Civic Expenses					Annual Budget	500
Centre	102 Civic Affairs					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	Civic Expenses		Account Totals	2,644.19	0.00
		Centre	Civic Affairs		Net Balance Month 12	2,644.19	

A/c Code	4110 Mace Bearers					Annual Budget	500
Centre	102 Civic Affairs					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11	400.00		
		Account	Mace Bearers		Account Totals	400.00	0.00
		Centre	Civic Affairs		Net Balance Month 12	400.00	

A/c Code	4115 Elections					Annual Budget	3,000
Centre	102 Civic Affairs					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11		1,500.00	
		Account	Elections		Account Totals	0.00	1,500.00
		Centre	Civic Affairs		Net Balance Month 12		1,500.00

A/c Code	4120 Members' payments allowances &					Annual Budget	8,500
Centre	102 Civic Affairs					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11	2,463.00		
12	22/02/2021	5282	Cashbook	Cllr/Cr Pay JT Sep/Mar69%net		396.00	
12	12/03/2021	5308	Cashbook	IRPW membpay JT SepAPr2021	396.00		
		Account	Members' payments allowances &		Account Totals	2,859.00	396.00
		Centre	Civic Affairs		Net Balance Month 12	2,463.00	

A/c Code	4200 Section 137					Annual Budget	50
Centre	101 Administration					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Balance Brought Forward Month 11	55.00		

A/c Code 4200 Section 137

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Section 137	Account Totals	55.00	0.00
		Centre	Administration	Net Balance Month 12	55.00	

A/c Code 4203 Community Contributions

Centre 201 Community Affairs

Annual Budget 20,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	16,000.00	
		Account	Community Contributions	Account Totals	16,000.00	0.00
		Centre	Community Affairs	Net Balance Month 12	16,000.00	

A/c Code 4204 Community Grants combined

Centre 201 Community Affairs

Annual Budget 34,480

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	21,474.50	
		Account	Community Grants combined	Account Totals	21,474.50	0.00
		Centre	Community Affairs	Net Balance Month 12	21,474.50	

A/c Code 4216 Christmas Festival/Monlight

Centre 201 Community Affairs

Annual Budget 7,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	1,874.99	
		Account	Christmas Festival/Monlight	Account Totals	1,874.99	0.00
		Centre	Community Affairs	Net Balance Month 12	1,874.99	

A/c Code 4221 Events

Centre 201 Community Affairs

Annual Budget 1,500

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	1,146.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4221 Events						
Centre 201 Community Affairs						
Account Events				Account Totals	1,146.00	0.00
Centre Community Affairs				Net Balance Month 12	1,146.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4222 Armed Forces Covenant Funding					Annual Budget	0
Centre 201 Community Affairs					Committed	0
				Balance Brought Forward Month 11		1,792.38
Account Armed Forces Covenant Funding				Account Totals	0.00	1,792.38
Centre Community Affairs				Net Balance Month 12		1,792.38

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4306 New bridge area paving					Annual Budget	0
Centre 301 Environmental Affairs					Committed	0
				Balance Brought Forward Month 11	0.00	
Account New bridge area paving				Account Totals	0.00	0.00
Centre Environmental Affairs				Net Balance Month 12		0.00

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4308 MCC Street Sweep					Annual Budget	26,923
Centre 301 Environmental Affairs					Committed	0
				Balance Brought Forward Month 11	26,922.27	
Account MCC Street Sweep				Account Totals	26,922.27	0.00
Centre Environmental Affairs				Net Balance Month 12	26,922.27	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4309 Dog waste bins					Annual Budget	8,160
Centre 301 Environmental Affairs					Committed	189
				Balance Brought Forward Month 11	7,182.59	

A/c Code	4309	Dog waste bins			Annual Budget	
Centre	301	Environmental Affairs			Committed	
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Dog waste bins	Account Totals	7,182.59	0.00
		Centre	Environmental Affairs	Net Balance Month 12	7,182.59	

A/c Code	4310	Town Maintenance Contract & Ex			Annual Budget	9,474
Centre	301	Environmental Affairs			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	2,639.57	
		Account	Town Maintenance Contract & Ex	Account Totals	2,639.57	0.00
		Centre	Environmental Affairs	Net Balance Month 12	2,639.57	

A/c Code	4315	Street Decorations			Annual Budget	27,685
Centre	301	Environmental Affairs			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	19,555.00	
12	01/03/2021	5298	Cashbook	Floral Cont 100720-101020	2,205.00	
		Account	Street Decorations	Account Totals	21,760.00	0.00
		Centre	Environmental Affairs	Net Balance Month 12	21,760.00	

A/c Code	4317	Decorations & Town Centre Enha			Annual Budget	7,000
Centre	301	Environmental Affairs			Committed	5,369
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	719.12	
		Account	Decorations & Town Centre Enha	Account Totals	719.12	0.00
		Centre	Environmental Affairs	Net Balance Month 12	719.12	

A/c Code	4321	Blestium St. Toilets			Annual Budget	23,570
Centre	301	Environmental Affairs			Committed	23,570
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	0.00	
12	02/03/2021	017	Purchase Ledger	AnnChargeBlestiumToilets20-21	14,356.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4321 Blestium St. Toilets						
Centre 301 Environmental Affairs						
Account Blestium St. Toilets				Account Totals	14,356.00	0.00
Centre Environmental Affairs				Net Balance Month 12	14,356.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4324 Climate Change Emergency					Annual Budget	3,000
Centre 301 Environmental Affairs					Committed	0
				Balance Brought Forward Month 11	56.00	
Account Climate Change Emergency				Account Totals	56.00	0.00
Centre Environmental Affairs				Net Balance Month 12	56.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 4600 Plg extra meeting costs					Annual Budget	2,000
Centre 401 Planning					Committed	0
				Balance Brought Forward Month 11	150.00	
Account Plg extra meeting costs				Account Totals	150.00	0.00
Centre Planning				Net Balance Month 12	150.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 5000 Transfers to EMR					Annual Budget	0
Centre (none)					Committed	0
				Balance Brought Forward Month 11	10,000.00	
Account Transfers to EMR				Account Totals	10,000.00	0.00
Centre				Net Balance Month 12	10,000.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 6000 Transfer from EMR					Annual Budget	0
Centre 901 Earmarked Reserves					Committed	0
				Balance Brought Forward Month 11		4,333.11
12	28/02/2021	002	Purchase Ledger	TC AdvertGold3weeks FC250121		337.00
12	28/02/2021	022	Purchase Ledger	40607142/44/EMR Staff Absence		36.86
12	28/02/2021	DC003	Cashbook	TC Advert Indeed Mar 21		36.86
12	02/03/2021	012	Purchase Ledger	Locum TC Feb 21 FC231120m98		4,831.30

A/c Code 6000 Transfer from EMR

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	Transfer from EMR		Account Totals	0.00	9,575.13
		Centre	Earmarked Reserves		Net Balance Month 12		9,575.13

A/c Code 9009 EMR Cycling Promotion

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	EMR Cycling Promotion		Account Totals	255.00	0.00
		Centre	Earmarked Reserves		Net Balance Month 12	255.00	

A/c Code 9010 EMR CILCA & ILCA Course Costs

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	EMR CILCA & ILCA Course Costs		Account Totals	888.00	0.00
		Centre	Earmarked Reserves		Net Balance Month 12	888.00	

A/c Code 9014 EMR Staff Absence Contingency

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	EMR Staff Absence Contingency		Account Totals	16,010.24	0.00
		Centre	Earmarked Reserves		Net Balance Month 12	16,010.24	

A/c Code 9017 EMR Mayoral Expenses Overrun

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Balance Brought Forward Month 11	1,000.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 9017 EMR Mayoral Expenses Overrun						
Centre 901 Earmarked Reserves						
Account EMR Mayoral Expenses Overrun				Account Totals	1,000.00	0.00
Centre Earmarked Reserves				Net Balance Month 12	1,000.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 9024 EMR MCC Grant play scheme					Annual Budget	2,000
Centre 901 Earmarked Reserves					Committed	0
				Balance Brought Forward Month 11	2,000.00	
Account EMR MCC Grant play scheme				Account Totals	2,000.00	0.00
Centre Earmarked Reserves				Net Balance Month 12	2,000.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 9029 EMR Drinking Water Fountains					Annual Budget	3,100
Centre 901 Earmarked Reserves					Committed	0
				Balance Brought Forward Month 11	2,448.00	
Account EMR Drinking Water Fountains				Account Totals	2,448.00	0.00
Centre Earmarked Reserves				Net Balance Month 12	2,448.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 9033 EMR 19/20 4th Qtr Office Equip					Annual Budget	4,087
Centre 901 Earmarked Reserves					Committed	0
				Balance Brought Forward Month 11	825.00	
Account EMR 19/20 4th Qtr Office Equip				Account Totals	825.00	0.00
Centre Earmarked Reserves				Net Balance Month 12	825.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
A/c Code 9035 EMR MTC Covid-19 Recovery Fund					Annual Budget	30,000
Centre 901 Earmarked Reserves					Committed	0
				Balance Brought Forward Month 11	350.00	

A/c Code 9035 EMR MTC Covid-19 Recovery Fund

Centre 901 Earmarked Reserves

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	EMR MTC Covid-19 Recovery Fund	Account Totals	350.00	0.00
		Centre	Earmarked Reserves	Net Balance Month 12	350.00	

15/03/2021

Monmouth Town Council Current Year

Order Dates From 01/02/2021 To 15/03/2021

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Purchase Order Listing - By Order Number

All Suppliers

< ----Expenditure Allocation--- >

<u>Order No</u>	<u>Date/Month</u>	<u>Supplier Name</u>	<u>Stage</u>	<u>Status</u>	<u>Comm</u>	<u>Item</u>	<u>Title Description</u>	<u>Item Total</u>	<u>Order Value</u>	<u>Code</u>	<u>Centre</u>	<u>Amount</u>
30	19/02/2021 (11)	Indeed	Posted	Complete	Yes	1	Online advert for TC role	15.56	15.56	9014	901	15.56
33	08/02/2021 (11)	BT Conferencing	Posted	Complete	Yes	1	Conference calls 010121-310121	392.64	392.64	4105	102	392.64
34	08/02/2021 (10)	Microshade Business	Posted	Complete	Yes	1	Hosting App Service	50.00	54.00	4060	101	54.00
						2	Hosting Rialtas	4.00				
35	02/02/2021 (11)	LGRC Associates	Posted	Complete	Yes	1	DM Locum TC 01.01-31.01.21	4,094.68	4,094.69	9014	901	4,094.69
						2	DM Locum TC Rounding	0.01				
36	09/02/2021 (11)	Ellis Whittam Ltd	Posted	Complete	Yes	1	Insurance	46.62	101.62	4025	101	101.62
						2	Admin Fee	55.00				
37	12/02/2021 (11)	Cycle-Works Ltd	Posted	Active	Yes	1	Solent Bike Shelter 6 cycles 3m x	3,635.00	5,174.20	4317	301	5,174.20
						2	Rounded A Rack 304 Brush	1,487.20				
						3	Delivery for A Racks	52.00				
38	01/02/2021 (11)	Monmouthshire County	Posted	Active	Yes	1	Clean Maint AgincourtSt	23,570.00	23,570.00	4307	301	23,570.00
39	01/02/2021 (11)	Monmouthshire County	Posted	Complete	Yes	1	Purchase & Instal Bench Beech Rd	307.90	307.90	4317	301	307.90
40	01/02/2021 (11)	Zoom Video	Posted	Complete	Yes	1	Zoom 230221-220321	14.39	14.39	4105	102	14.39
41	01/03/2021 (12)	Microshade Business	Posted	Complete	Yes	1	Hosted App Suite	50.00	54.00	4060	101	54.00
						2	Hosting Rialtas	4.00				
43	01/02/2021 (12)	Rialtas Business	Posted	Complete	Yes	1	AnnSuppo&Maint 160321-150322	673.00	673.00	4060	101	673.00
44	01/02/2021 (12)	Indeed	Posted	Complete	Yes	1	TC ADvert Payperclick	36.86	36.86	9014	901	36.86
45	01/02/2021 (12)	BT Conferencing	Posted	Complete	Yes	1	Ctee Meet Platform Feb 21 9 conf	303.84	303.84	4105	102	303.84
46	11/03/2021 (12)	Cartridge Ink	Posted	Active	Yes	1	Toner Cartridges Epson Printer	88.54	88.54	4021	101	88.54
47	11/03/2021 (12)	Amazon	Posted	Complete	Yes	1	Epson WF 2830 Printer	139.16	139.16	4070	101	139.16
48	15/03/2021 (12)	Monmouthshire County	Posted	Active	Yes	1	QTRA Inspection	195.00	195.00	4317	301	195.00
								<u>35,215.40</u>	<u>35,215.40</u>			<u>35,215.40</u>



MONMOUTH TOWN COUNCIL RISK MANAGEMENT POLICY

1. The council ensure that the necessary risk management systems are in place and all significant business risks are being managed effectively.
2. The Town Clerk/RFO will provide advice and guidance of the risks associated with operation and management decisions to the council.
3. The council will manage its risks utilizing the One Voice Wales Risk Assessment attached as Appendix A.
4. In line with this policy a risk register will be maintained.

Appendix 1

Monmouth Town Council –Annual Risk Assessment Last Full Review 11th May 2020

CQ=CONSEQUENCE, LK=LIKELIHOOD, H=HIGH, M=MEDIUM, L=LOW

1. The Protection of Physical Assets owned by the Council (Loss or Damage):					
AREA/RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
1.1 Town Field	M	L	Insurance -annually reviewed by Council	<ul style="list-style-type: none">• Dedicated as “Queen Elizabeth II Fields in Trust” Status to protect as public space	<ul style="list-style-type: none">• Councillors regularly inspect and report on physical assets within their wards• Area mown and inspected by MCC contractors• Tree survey undertaken in on an annual basis. Due to be done spring 2021
1.2 Drybridge Play Area <ul style="list-style-type: none">• Vandalism/Fire	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none">• Insurance updated 2011 to include specific equipment costs• Fencing to prevent vehicle access	<ul style="list-style-type: none">• Regular inspection undertaken by MCC on behalf of MTC and any emergency repairs completed. Other repairs carried out as and when.

				<ul style="list-style-type: none"> • New playground surface 2016/17 	
1.3 Litter Bins. <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Council decision not to include physical replacement on insurance (excess not warranted) (August 2011)	<ul style="list-style-type: none"> • Budgetary provision for repair/replace (Town Maintenance) 	
1.4 Dog Waste bins <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Council decision not to include physical replacement on insurance (excess not warranted) • Budgetary provision for repair/replace (Dog Waste Bins) 	<ul style="list-style-type: none"> • Full numbering system and plotting on Google Maps by office. • Stickers with numbers and office contact numbers placed by Ward member • Weekly emptying of bins undertaken by contractor on behalf of MTC
1.5 Benches <ul style="list-style-type: none"> • Vandalism/Fire 	L	M	Council decision not to include physical replacement on insurance (excess not warranted) (Aug 2011)	<ul style="list-style-type: none"> • Budgetary provision for repair/replace (Town Maintenance) 	<ul style="list-style-type: none"> • Councillors regularly inspect and report on physical assets within their wards
1.6 Floral Planters/ Raised Beds <ul style="list-style-type: none"> • Vandalism/Fire 	L	L	Council decision not to include physical	<ul style="list-style-type: none"> • Budgetary provision for repair/replace 	<ul style="list-style-type: none"> • 4 year floral contract in place with increased contractor responsibilities

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			replacement on insurance (excess not warranted) (August 2011)	(Town Maintenance)	
1.7 Christmas Lights and Pennants and Banners <ul style="list-style-type: none"> Vandalism/ other damage 	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> Installed, removed, repaired and stored securely by external contractors 	<ul style="list-style-type: none"> 4 year contract due to be put out to tender this year Post contract review undertaken and lessons learnt and documented Christmas lighting anchor points and catenary wires inspected as included in contract specification
1.8 Mayoral Regalia <ul style="list-style-type: none"> Damage/stolen 	H	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> Insurer informed/consulted if taken abroad Fire and intruder alarms operational in Shire Hall (MCC) 	<ul style="list-style-type: none"> Vigilance and care by Mayor /Deputy/Clerk Photographic record taken of all pictures Report/valuation received Oct 14 confirming value/condition of Mayor's Chain. Mayor's Parlour and cupboard kept locked

					(unless being used)during Shire Hall opening times
1.9 Office/ Mayors Parlour general furnitureand paintings <ul style="list-style-type: none"> • Damage/stolen 	L	L	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> • Fire and intruder alarms operational in Shire Hall 	<ul style="list-style-type: none"> • Photographic record ongoing as stored within Shire Hall securely • Mayor’s Parlour and cupboard kept locked(unless being used) during Shire Hall opening times • During COVID Shire Hall regularly inspected by MCC
1.10 Agincourt StreetPublic Conveniences <ul style="list-style-type: none"> • Vandalism 	M	M	Insurance -annually reviewed by Council.	<ul style="list-style-type: none"> • Call-out/urgent repair contract with MCC • Service contract with MCC notice of maintenance required 	<ul style="list-style-type: none"> • Condition of roof checked with ongoing adjacent work Dec 2016. • Repainted/redecorated May 2019 and closed to public whilst work ongoing • List of required repairs provided to MTC by MCC – repairs urgently needed

2. The risk of damage to third party property or individuals as a consequence of the council providingservices or amenities to the public (Public Liability):

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RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<p>2.1 Town Field</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Slips/trips/falls • Injury from Moving debris from machinery(eg mower, chainsaw) • Injury/drowning in adjacent river 	H	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Field inspected and maintained regularly by MCC as contractor for Town Maintenance • Pathway maintained without easy access route to river • Lifebelt provided on riverbank, inspected regularly • Tree survey & report commissioned Sept 2018. 	<ul style="list-style-type: none"> • Weekly inspection checks by MCC (Grounds Maintenance Contract) • Redundant skateboard park facilities now removed by MCC. • Ongoing debate about reinstatement of area use
<p>2.2 Drybridge Play Area</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Slips/trips/falls • Injury from faulty equipment • Play area contaminated by waste from bin/other debris • Injury to member of public during maintenance work • Play area flooding 	H	L	Public liability insurance cover in place	<ul style="list-style-type: none"> • Weekly checks made by contractor MCC and records kept by Town Clerk • Contract in place with Zurich Engineering for annual inspection of equipment and play area. • No maintenance work carried out whilst public in vicinity 	<ul style="list-style-type: none"> • Play area equipment repainted in 2020 • Items of equipment replaced in 2020 as per identified in report • Tree inspection in vicinity carried out by MCC as contractor • Any urgent repairs identified carried out immediately • No smoking sign implemented in Feb 21 as per govt. requirements • Gate re- sited in 2020 to remove possibility of public slipping on flooded area

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<ul style="list-style-type: none"> • Injury from moving vehicles in school area 				<ul style="list-style-type: none"> • Fencing around play area to prevent vehicle and animal access • Play area completely resurfaced with appropriate new safety surfacing Nov 16. • Bench re-sited to allow easier visibility/supervision of children whilst playing • New accessible swing unit supplied and fitted for inclusive access to facilities 	
<p>2.3 Litter Bins</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged bin • Sharps/hazardouswaste present 	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • Litter bins installed/maintained by reliable contractor (MCC) • External contract (MCC) in place with reliable contractor for weekly/daily empty-Blestium Street. • Police/MCC Emergency contact for hazardous waste. 	

<p>2.4 Dog Waste bins</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged bin • Sharps/hazardouswaste present 	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> • External contract in place for regular/weekly empty • Police/MCC Emergency contact for hazardous waste 	<ul style="list-style-type: none"> • Councillors regularly inspect and report on any damage within their wards • Dog waste contractor credentials/insurance checked and reported F and P Committee • Contractor to report any damage observed • Location map on google maps has been put in place and all bins have been numbered and stickers produced with MTC contact details
<p>2.5 Benches</p> <p>Injury to member of Public</p> <ul style="list-style-type: none"> • Damaged plinths/slats in bench • Footings damaged or unsecure 	L	L	Public liability insurance cover in place		<ul style="list-style-type: none"> • Councillors generally inspect and report on any damage within their wards. • Benches formally inspected and recorded by maintenance contractor (MCC) bi- monthly.
<p>2.6 Floral Planters/Raised Beds</p>					

Injury to member of Public	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> External contract in place to plant and maintain beds. External contractor insurance in place Regular inspections made by Floral working group members Any physical repairs required made by contractor/MCC Town Maintenance 	<ul style="list-style-type: none"> 4-year contract to 2022 awarded Contract reviewed by committee annually Councillors regularly inspect and report on any damage within their wards, working group in place to update. Some planters in view of CCTV cameras
2.7 Christmas Lights Injury to member of Public	M	M	Public liability insurance cover in place	<ul style="list-style-type: none"> External contractors insurance/certifications in place 	<ul style="list-style-type: none"> Four-year contract to 2021, includes annual inspection. About to be put out to tender for new contract 21 – 24. Christmas lighting fixings/anchor points inspected and tested December 2020, to be inspected annually included in new contract as awarded.
2.8 – Agincourt St /Blestium St Toilets	M	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> External contracts with MC 	<ul style="list-style-type: none"> Daily cleaning carried out by MCC Contractor including emptying of bins

<p>Injury to member of public</p>			<p>Agincourt Street on the asset list and covered by Public Liability</p> <p>Blestium St toilets under MCC ownership</p>	<ul style="list-style-type: none"> • Call-out/urgent repair contract with MCC • Service contract with MCC notice of maintenance required 	<ul style="list-style-type: none"> • General maintenance/repair is contracted out to MCC. • Agincourt St repairs needed. • Condition of the roof assessed by professional surveyors whilst work completed on adjacent building. • Asbestos survey carried out in 2013
<p>2.9 Mayoral Regalia</p> <p>Injury to member of Public</p>	<p>L</p>	<p>L</p>	<p>Public liability insurance cover in place.</p>		<ul style="list-style-type: none"> • Vigilance and care by Mayor/Deputy/Clerk • Any damage to be recorded and repaired as necessary • Mayor's discretion on safety of occasion for wearing regalia • (Personal safety and

					physical damage to chain)
2.10 Offices/ Mayors Parlour general furniture and paintings Injury to member of Public/staff	L	L	Public liability insurance cover in place.	<ul style="list-style-type: none"> Regular inspections of electrical equipment (MCC Shire Hall shared facilities) Maintenance contracts in place for IT equipment. 	<ul style="list-style-type: none"> Mayor's Parlour chairs repaired and re-upholstered (2012) Further repairs identified and Completed Dec 2013 Visual inspections ongoing.

3. The risk of Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)					
RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
3.1 Annual review of risk and adequacy of cover. Ensuring the robustness of insurance providers	L	L	Insurance provision in place	<ul style="list-style-type: none"> Use of recognised suppliers Ensure contractors have appropriate insurance 	<ul style="list-style-type: none"> Obtain references for new suppliers Re-appraise contracts/suppliers regularly
3.2 Financial risk of non-receipt of precept	H	L	General reserves availability in emergency/unforeseen circumstances	<ul style="list-style-type: none"> Maintenance of agreed (TBC) level of general reserves to cover 	Currently no borrowing- any future should be subject to financial risk identification

				essential budget commitments <ul style="list-style-type: none"> • Ear marked reserves held for specific projects 	
Financial risk of institution failure and protection of MTC funds	H	L	FSCS protects council funds up to £85000 per institution	<ul style="list-style-type: none"> • Spread funds around different banking institutions in order to mitigate risk and maximise income. 	<ul style="list-style-type: none"> • Moved funds from Lloyds bank to Monmouthshire Building Society in 2020 and 2021 • Investment Strategy to be reviewed in 2021

4. Loss of cash through theft or dishonesty

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
4.1 Annual review of risk and adequacy of cover Implement recommendations of internal/external auditors	H	L	Insurance (fidelity) provision in place	<ul style="list-style-type: none"> • Requirement for all cheques to be signed by 2 signatories (Chairs of Committees) on checking invoice/voucher • All payments above £25 to be made by cheque • Bank reconciliations reported regularly to council 	<ul style="list-style-type: none"> • Introduction of debit card payments in 2021 with Internal Controls document reviewed by internal auditor • Payments authorized by TC/RFO and one councillor • BACS or electronic banking to be embraced in 2021 but authorization still required from 2 councillors

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				<ul style="list-style-type: none"> • Schedule of all payments presented to council regularly • Standing Orders/Financial Regulations reviewed every 12 months. Latest Standing Orders reviewed fully in 2020, updated and to be reviewed again in 2021 • Financial Regulations reviewed Jan 2021 • Nominated Councillors (Chair & Dep of Finance & Policy Cttee) carry out half yearly internal audits. 	
4.2 Risk of bank no longer accepting cheques	H	L	Card use/BACS/CHAPS payments	Cheque use to continue at present	Financial Regs amended for use of bank cards and electronic payments which will be introduced in 2021

5. Legal Liability as a consequence of asset ownership (public liability)					
RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED

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Annual review of risk and adequacy of cover	L	L	Insurance provision in place	Inspections made and recorded on physical condition of assets	<ul style="list-style-type: none"> Consider contracting out ongoing maintenance /repair contract for Agincourt Street conveniences
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6. Legal Liability as a consequence of slander, libel, defamation or bullying of the Council, Councillors, or Officers (public liability)

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
Financial, reputation, legal, personal	M	M	Staff risk aware. Code of conduct. Press releases and publications reviewed by Town Clerk before publication	Councillors made aware of risk management by adoption of risk management strategy.	Staff training should be reviewed.

7. Loss of delivery of service

RISK	CQ	LK	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
Risk of loss of standard and quality of service due to loss of	M	M	Organisation structure in place.	<ul style="list-style-type: none"> Employment contracts with notice periods. 	Written office procedures to be put in place in 2021

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key staff				<ul style="list-style-type: none"> • All staff have job descriptions & work lists. Staff development training relevant to the role undertaken to enable cover. • Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC 	
Risk of loss of service due to IT breakdown or loss of key passwords, staff or administration users	H	L	IT Contractor in place	<ul style="list-style-type: none"> • New contract 2021 for period of 3 years 	<ul style="list-style-type: none"> • Properly managed procedures and instructions • Training of key staff to understand IT set up and for knowledge to be cascaded to other staff

(TABLE 2) Areas where there may be scope to work with a third party to help manage risk

<i>Practitioners' Guide Recommended Internal Controls:</i>	Monmouth Town Council:
<i>Standing Orders and financial regulations</i>	Reviewed every 12-months, last reviewed Jan 2021
<i>Regular reporting on performance by suppliers/contractors/providers</i>	Reported to Committees with delegated responsibility for contract
<i>Annual review of contract</i>	Reviewed annually
<i>Clear statements of management responsibility for each service</i>	Within the contract documents
<i>Regular scrutiny of performance against targets</i>	Staff appraisal, contract conditions/specifications introduced with advice by Ellis Whittam – HR/H & S consultants
<i>Adoption of and adherence to codes of practice for procurement and investment</i>	Standing Orders/Financial regulations
<i>Arrangements to detect and deter fraud and/or corruption</i>	Nominated councillors (2) carry out half yearly audits, internal and external audits
<i>Regular bank reconciliation, independently reviewed</i>	Monthly bank reconciliations for all cash books verified by council

1.Security for vulnerable buildings, amenities or equipment	M	L	<ul style="list-style-type: none"> Contracted out to principal authority/owners (Shire Hall) 		External audit undertaken by EW
2. Maintenance for vulnerable buildings, amenities or equipment <i>Annual review of contract Regular reporting on performance by suppliers/contractors/providers Adoption of and adherence to codes of practice for procurement and investment Standing Orders and financial regulations</i>	L	L	<ul style="list-style-type: none"> Contracted out to principal authority/owners (Shire Hall) Maintenance of Drybridge Play area and Town Field – MCC contracted 		Standing Orders and Financial regulations adopted and reviewed annually
3.The provision of services being carried out under agency/partnership agreements with principal authorities <i>Clear statements of management responsibility for each service</i>	L	L	<ul style="list-style-type: none"> MCC –various Torfaen CBC Pension fund and purchasing 		<ul style="list-style-type: none"> Shire Hall Service Level Agreement confirmed and currently under review. Staff aware of their rights under the Pension Act of 2016 to choose their pension arrangements and direct online access to Pension providers available. Review of pension discretions underway

4. Banking arrangements, including borrowing or lending <i>Regular bank reconciliation, independently reviewed and reported regularly to Finance and Audit Committee</i>	M	L	<ul style="list-style-type: none"> • Bank • Advice from One Voice Wales, SLCC, Internal auditor 	<ul style="list-style-type: none"> • Standing Orders (33) and Financial Regs reviewed and adopted 	<ul style="list-style-type: none"> • Relatively low levels of income banked • References in place for all staff • Banking undertaken within 2 days and separation of duties exist
5. Ad hoc provision of amenities /facilities for events to local community groups N/A					
6. Markets management N/A					
7. Vehicle or equipment lease hire N/A					
8. Trading units (leisure centres, playing fields etc) Town Field <i>Clear statements of management responsibility for each service</i>	M	L	<ul style="list-style-type: none"> • User provides event risk assessment and insurance confirmation • Requests for use made to Council 	<ul style="list-style-type: none"> • Vehicle access gated 	Copies of Insurance and Risk assessments to be provided to Council by users.
9. Professional services (architects, planning, accountancy etc) <i>Clear statements of management responsibility for each service</i> <i>Annual review of contract</i>	L	L	<ul style="list-style-type: none"> • MCC contracts • Salary payments contracted out 	<ul style="list-style-type: none"> • Access to wide range of MCC professional services for advice • GPDR advice provided from a specialist on the implications of the new regulations 	

10.Long term provision of Council accommodation after 10 years	M	M	<ul style="list-style-type: none"> Ongoing negotiations with MCC over SLA after 2021 	<ul style="list-style-type: none"> Investigation of Users' rights 	
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(TABLE 3) Areas where it may be better to self manage the risk

Practitioners' Guide Recommended Internal Controls:	Monmouth Town Council:
<i>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</i>	Financial regulations within Standing Orders
<i>Recording in the minutes the precise powers under which expenditure is being approved</i>	
<i>Regular returns to HM Revenue and customs, contracts of employment for all staff, annually reviewed by the council, systems of updating records for any change in relevant legislation</i>	

<i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues</i>	RFO completes, checked by Chair F & P
<i>Regular budget monitoring statements</i>	Reported at every Finance and Policy Committee meeting
<i>Developing systems of performance measurement</i>	Staff Appraisal – undertaken by Town clerk with advice from Ellis Whittam
<i>Procedures for dealing with and monitoring grants or loans made or received</i>	Grant applications undertaken
<i>Minutes properly numbered and paginated with a master copy kept in safekeeping</i>	Administrative Office completes, checked by Town Clerk
<i>Documented procedures to deal with enquiries from members of the public</i>	All enquiries through the Town Clerk and documented via email
<i>Documented procedures to deal with responses to consultation requests</i>	All passed to appropriate committee with date of response required

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<i>Documented procedures for document receipt, circulation response, handling and filing</i>	All documents listed on correspondence and scanned for archive
<i>Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received</i>	Registers held
<i>Adoption of Codes of Conduct for members and employees</i>	Agreed with acceptance of office and in year reminder on the Code of Conduct

RISK REGISTER

RISK	C	L	RISK PRIMARILY MANAGED BY:	MTC ADDITIONAL MEASURES/CONTROLS	ADDITIONAL MEASURES IDENTIFIED
<p>1.Keeping proper financial records in accordance with statutory requirements</p> <p><i>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</i></p>	M	L	<ul style="list-style-type: none"> Recognised computerised Finance system (RBS) Membership of SLCC and One Voice Wales as sources of advice 	<ul style="list-style-type: none"> Regular financial reports to Finance and Policy Committee Support for on-going training to ensure members/staff are aware of changes to requirements/good practice etc 	<ul style="list-style-type: none"> To be reviewed as part of the Whole Office Review in 2021
<p>2.Ensuring all business activities are within legal powers applicable to local councils</p> <p><i>Recording in the minutes the precise powers under which expenditure is being approved</i></p>	M	L	<ul style="list-style-type: none"> Council Membership of SLCC Membership of One Voice Wales as sources of advice Support for Clerk to become CiLCA qualified Support for office staff on ILCA qualification 	<ul style="list-style-type: none"> Support for on-going training to ensure members/staff are aware of changes to requirements/good practice etc 	<ul style="list-style-type: none"> Precise powers under which non routine expenditure is approved to be recorded in minutes Important to record the s137 expenditure Support for ongoing training to ensure staff are aware of the changes and best practice guides
<p>3.Complying with restrictions on borrowing</p> <p><i>Procedures for dealing with and monitoring</i></p>	L	L	<ul style="list-style-type: none"> Council Membership of One Voice Wales/SLCC as sources of advice Bank 	<ul style="list-style-type: none"> Standing Orders (33) procedures in place 	

<i>grants or loans made or received</i>					
<p>4. Ensuring that all requirements are met under employment law and regulations</p> <p><i>Regular returns to HM Revenue and customs, contracts of employment for all staff , annually reviewed by the council, systems of updating records for any change in relevant legislation</i></p> <p><i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues</i></p>	H	L	<ul style="list-style-type: none"> • Council • Membership of One Voice Wales/SLCC 		<ul style="list-style-type: none"> • New 3 year Contract HR/Personnel consultancy service in Jan 2019 to ensure current best practice and legal requirements in place • Review of the arrangement to be undertaken by the Staffing Sub Committee
<p>5.Ensuring all requirements are met under HM Revenue and Customs notices and regulations (Income Tax, National Insurance, and VAT)</p>	M	L	<ul style="list-style-type: none"> • Council • Membership of One Voice Wales/SLCC as sources of advice • Salary payments contracted out 	<ul style="list-style-type: none"> • VAT returns submitted quarterly • Regular reporting of payments and VAT reclaimed 	<ul style="list-style-type: none"> • HR/Personnel consultancy service contracted in 2019 for 3-year contract

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<i>Regular returns of VAT, training the RFO in the matters of VAT and other taxation</i> Regular returns of VAT, training the RFO in the matters of VAT and other taxation issues <i>on issues</i>					
6. Ensuring the adequacy of the annual precept within sound budgeting arrangements <i>Regular budget monitoring statements</i>	M	L	<ul style="list-style-type: none"> • Council • Regular budget monitoring reports to Committees and all to Finance and Policy Committee 	<ul style="list-style-type: none"> • Report on Reserves made to Finance and Policy Committee twice yearly • Adequate reserves maintained between 33.5 and 100% of precept 	Review of the level of General reserves and earmarked reserves to be undertaken at the half year point
7. Monitoring of performance against agreed standards under partnership agreements <i>Developing systems of performance measurement</i>	L	L	<ul style="list-style-type: none"> • Council 	<ul style="list-style-type: none"> • Maintenance contracts performance specifications 	All contracts reviewed in Feb 21
8. Ensuring the proper use of funds granted to local community	M	M	<ul style="list-style-type: none"> • Council • Community Grants Scheme 		Reported as required re the section 137 expenditure limits

bodies under specific powers or under section 137 <i>Procedures for dealing with and monitoring grants or loans made or received</i>			procedure/criteria in place to ensure proper use of grants		
9. Proper timely and accurate reporting of council business in the minutes <i>Minutes properly numbered and paginated with a master copy kept in safekeeping</i>	L	L	<ul style="list-style-type: none"> • Council • Minutes paginated 	<ul style="list-style-type: none"> • All minutes at agreed and signed at following meeting 	
10. Responding to electors wishing to exercise their rights of inspection <i>Documented procedures to deal with enquiries from members of the public</i>	M	L	<ul style="list-style-type: none"> • Council • Correspondence reported to Council • Office hours advertised 		<ul style="list-style-type: none"> • Freedom of Information Act document retention policy to be developed and approved • Procedures for dealing with enquires to be documented and monitored
11. Meeting the laid down timetables when	M	L	<ul style="list-style-type: none"> • Council 	<ul style="list-style-type: none"> • Town Council /committee meetings 	<ul style="list-style-type: none"> • Procedures for dealing with responses to

<p>responding to consultation invitation</p> <p><i>Documented procedures to deal with responses to consultation requests</i></p>			<ul style="list-style-type: none"> • Consultative documents reported to appropriate Committee or Full Council stating response date 	<p>work on 6/7 week cycle, so some delays possible. Consultation invitees informed, or extra meetings called if necessary.</p>	<p>consultation papers to be documented and monitored</p>
<p>12. Proper document control</p> <p><i>Documented procedures for document receipt, circulation response, handling and filing</i></p>	H	L	<ul style="list-style-type: none"> • Council • All correspondence recorded date received, recorded on distributed correspondence lists to councillors 		<ul style="list-style-type: none"> • Procedures for document receipt, circulation, response, handling and filing to be documented
<p>13. Register of Members' interests, gifts and hospitality complete, accurate and up to date</p> <p><i>Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received</i></p>	L	L	<ul style="list-style-type: none"> • Council • Register of Interests, Gifts, Hospitality maintained 	<ul style="list-style-type: none"> • Registration of Interest forms completed as made, published on website 	<ul style="list-style-type: none"> • Register of interests of Cllrs published on The Town Council website. Social media policy needs to be adopted

<p>14. Adoption of codes of conduct for members and employees</p> <p><i>Adoption of Codes of Conduct for members and employees</i></p>	L	L	<ul style="list-style-type: none"> • Council • Members code of conduct formally adopted and accepted by members with acceptance of office, as amended 2016 (Wales) adopted Dec 2016 • Staff code of conduct automatically applied 	<ul style="list-style-type: none"> • Copy of Code of Conduct issued to all members and acceptance signed and agreed • Complaints procedure within Standing Orders 	<ul style="list-style-type: none"> • Copy of Code of Conduct issued to all members and acceptance signed and reminder issued in May 2017 on the code. • Complaints Policy and procedure adopted in 2017. New staff contingencies budget for cover
<p>15. GDPR Consideration</p>	H	M	<ul style="list-style-type: none"> • Council Members and Office Staff • An awareness of the legal obligation • Computer usage policy in place. • Staff policy for Data Protection and use of personal data. • Annual renewal of registration with Information Commissioners Office 	<ul style="list-style-type: none"> • Training for officers (Oct 19) • Cascade information from training to Council Members • Firewall in place on network – managed by IT contractor • Home working policy • Freedom of Information Policy, procedure and information request log in place. • Charging policy and fee notice for large amounts of information. 	<ul style="list-style-type: none"> • Update training regularly • Employee Data Protection Statement to be introduced

<p>16. Ensuring security and provision of council funding</p>	<p>H</p>	<p>L</p>	<ul style="list-style-type: none"> • Council • Officers monitoring financial accounts • FSCS £85000 per institution protection 	<ul style="list-style-type: none"> • General reserve levels sufficient to provide basic and essential budget commitments • EMRs for specific projects • Actions to increase spread of council funds required 	<ul style="list-style-type: none"> • Treasury Managements report and recommendation of further accounts and spreading risk to be actioned in 2021 as part of whole Office Review
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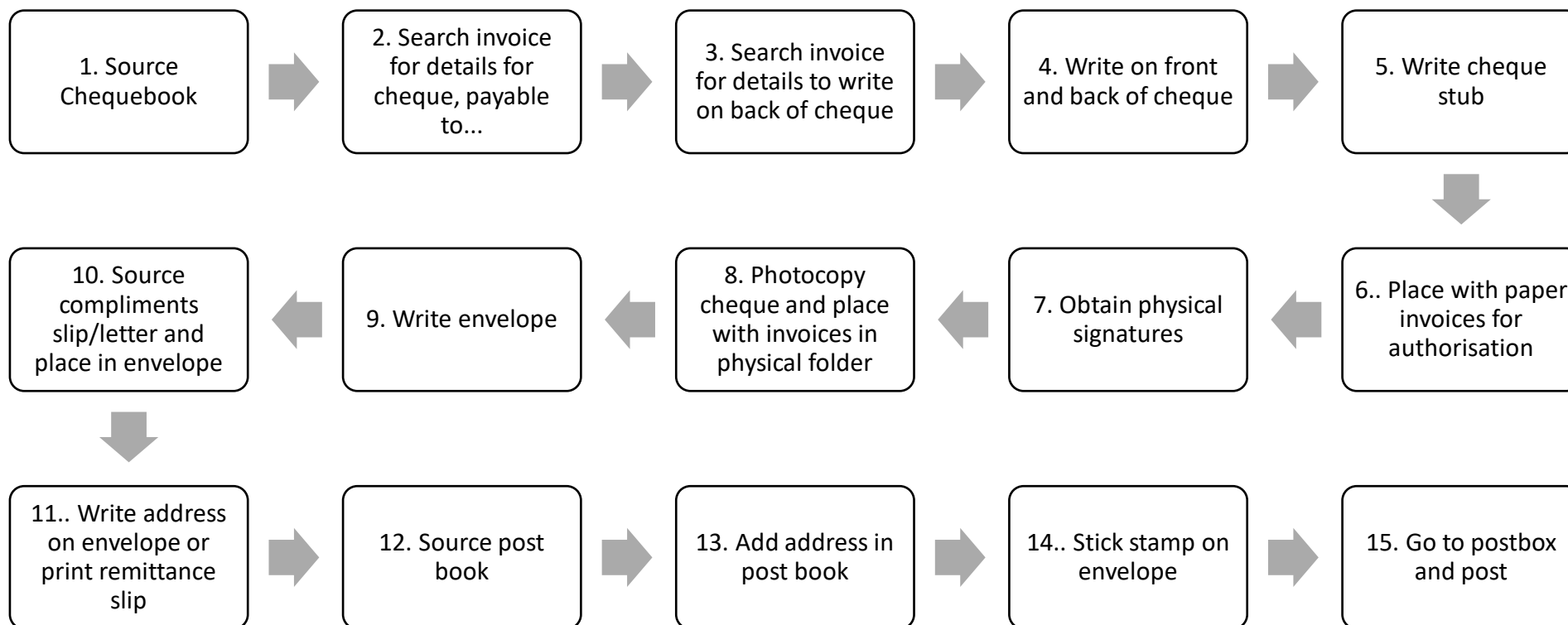
Version Control

No	Reason for change	Amendments Made	Date	Initials
1	Full Review	Adoption of OVW template document	16/09/2019	SJ
2	Created 27/01/2020	Updated with GDPR	11/05/20	SJ
3	Amended	Updated with loss due to libel, slander, defamation, bullying, IT breakdown and loss of key staff	02/03/21	PH

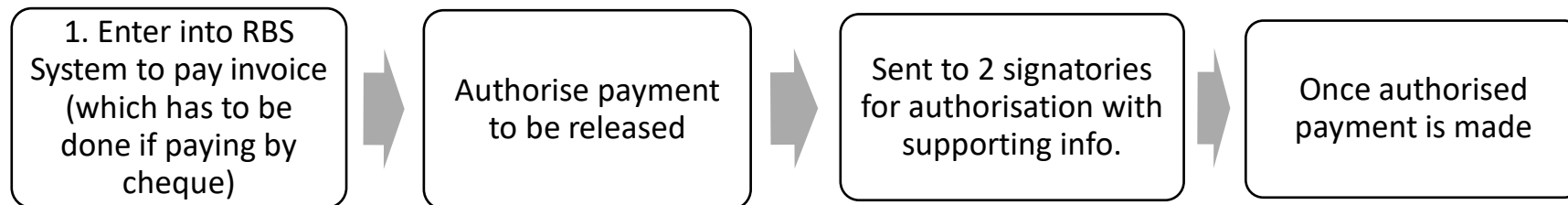
Report on Internet Banking

Background

Currently MTC use cheques as a method of payment. Each cheque written results in the following process:



If MTC change to Internet Banking whereby the payments are made electronically, this would change the process to the following:



As above, this reduces the number of steps from 15 to 3, (as step 1 is carried out for both processes).

Internet banking advantages:

1. Quicker process
2. Suppliers receive their payments quicker.
3. No cheque will be lost in the post.
4. Saves on stationery and stamp costs.
5. More secure.

6. Less chance of error, as the payment details are set up in the system for the supplier and used every time, whereas each cheque is handwritten individually.
7. No postage charges.
8. It provides another level as security as the Councillor signatories will be able to view the bank accounts at any point, this will not just be reserved for the Office.

Internet Banking Disadvantages:

1. There is a degree of set up to go through: Each Councillor/signatory is sent a link which enables them to register for on-line banking which can be daunting, however, PH will provide the necessary details and guide Councillors through the process if necessary.
2. If the signatory already holds an account with Lloyds, they are asked for their existing account number, however, it has no connection with the MTC account, Lloyds are only using for identification purposes.
3. Each signatory must wait twelve days before authorization is granted, whereby they are sent a card and card reader for logging in.
4. Some signatories may be nervous about having access to the account, however, all that is required is the authorizing of payments: each payment is authorized by the RFO/Deputy and the payment must be authorized and signed by 2 Councillors before it is released.
5. The funds in the MTC bank account are released quicker and will therefore not be gaining interest, which at 0.01% is minimal.

Recommendations

Internet banking has been discussed previously and delayed due to COVID and other factors, however, the time saving and security to be achieved by Internet Banking is unquestionable and if MTC wish to improve and update processes, make it easier and quicker for administration, it must be done as soon as possible.

MONMOUTH TOWN COUNCIL

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Email: townclerk@monmouth.gov.ukwww.monmouth.gov.ukDate: 10th March 2021**Report to Full Council****Subject:** Committee Structure and Working Groups Review Update**Prepared by:** Deborah McNeill, Locum ClerkIntroduction

1. At the 22nd February meeting of Full Council, all the recommendations from the task and finish group were adopted with a number of residual items left to consider. These included
 - a) further considerations of the recommendations for reducing committee workloads
 - b) a review of clerk/committee delegations (separating committee responsibilities out from Standing Orders and providing a standalone document),
 - c) a review of Standing Orders (including Friday rule)
 - d) a review of Financial Regulations
 - e) consideration of a name for the new combined committee.
2. It will also be necessary to approve committee membership prior to the new committee structure starting in April.

Recommendations for Reducing Committee Workloads

3. This process is aimed at streamlining the operation of the Council without compromising good governance.
4. Both committees – Environmental Affairs and Community Affairs - tend to have long agendas and concern had been expressed that in combining them, the meetings would be extremely lengthy. Proposals have been made which are designed to reduce the combined committee's workload and keep the agendas manageable. There are a number of proposals:
 - a. Frequency of Meetings - Currently each committee normally meets on a six-week schedule so that in any three month cycle, each committee would meet twice making four meetings in total. The new committee (as per the meeting schedule approved at the February meeting) would meet monthly so that in the same three-month cycle, there would be three meetings.

The agendas of both committees for the past 12 months have been reviewed and any items which seem to be common to most agendas have been assessed to determine whether they would be suitable for alternative options (see Appendix A):

- b. Delegation to the Clerk – covered at point 5
- c. Policies for Common Items – suggestions include benches (new, replacement, repairs); Christmas trees (number, location, co-ordination with lights installation etc);

derelict and heritage buildings; use of town field; dog waste bins; H&S works (trees, Drybridge Park, banners etc); drinking fountains; cigarette litter; library newspapers and CCTV cameras.

There would be a considerable amount of work in drafting and approving these policies (and not all suggestions might be practical). However once they were in place, the Clerk/RFO could use the policies to make decisions, which would save committee workload in the longer term. The policies would need to be reviewed regularly but this is a very effective way to separate out strategic decision making by councillors from operational decision making by the Clerk/RFO. It also streamlines the work of the council and improves efficiency.

- d. Procedures for Common Items – many of the items proposed for procedures are also proposed for a policy but those not listed above include the installation of signs and noticeboards in wards.

It is recommended that the Council consider setting up a task & finish group, supported by an Officer, to consider these suggestions and where appropriate, prepare draft policies and procedures for approval by Finance & Policy.

- e. Transfer to Action Summary or database of actions and bring back to council when action required – this proposal is for items that are on every agenda for an update even when there is nothing to report. **It is recommended** that these items could be transferred to an action summary, which itself is regularly reported to committee(s). When a matter requires a decision, it can be added as a specific agenda item.
- f. Co-ordinate with MCC/other third party – this is proposed for town maps, events, and flooding.
- g. Partnership Agreement – Examples of where this could be useful include with the Christmas trees supplier/builders merchants etc, annual tree inspection QTRA, and library newspapers.

It is recommended that consideration be given to other ways in which co-ordination with third parties and further partnership agreements can be used to reduce the new committee workload.

Delegation to the Clerk

5. One of the proposals is for Council to consider increased delegation to the Clerk through amendments to Financial Regulations and as specified in the draft Scheme of Delegation.
6. Currently the Clerk/RFO has delegated authority to spend on any administration item up to £3,000 within budget on revenue expenditure and up to £500 otherwise, in conjunction with the relevant committee chair. The issue arises when the purchase of an item for the office (for example) such as a shredder, printer or laptop, would be considered capital expenditure which is not currently included for delegation in Financial Regulations (see page 7).

The Internal Auditor provided this information:

“A local authority's capital expenditure is the money it spends on providing or improving non-current assets, which include land, buildings and equipment, which will be of use or benefit in providing services for more than one financial year.”

And recommended consulting with One Voice Wales.

7. One Voice Wales suggested that Financial Regulations could be amended to include revenue 'and capital' expenditure in the 'Budgetary Control and Authority to Spend' section of FR's at section 4.1 (page 7). Further guidance on whether the delegated authority amounts should be reviewed is still awaited.
8. It is therefore **recommended** that the words 'and capital' expenditure are added to 4.1 of the Financial Regulations (page 7). See Appendix B.

Delegation to Committees

9. When considering delegations to committees, there are certain things the Council may not delegate which include: setting the budget; approving the end of year accounts, in particular the Annual Governance and Accountability Return; authorisation of borrowing; incurring capital expenditure not specifically included in the Council's annual budget; adopting or changing policies including Standing Orders, Financial Regulations and the Scheme of Delegation; appointment of and to committees; and any other function which must by law be undertaken by 'the Council meeting as a whole'.
10. It is considered best practice to clearly set out the delegations to committees including specific responsibilities, quorum and membership. A draft Scheme of Delegation will be provided as a late paper.

Standing Orders

11. Committee remits are proposed to be removed from Standing Orders as they now form part of a standalone document. Therefore revised Standing Orders are included at Appendix C for approval.
12. Whilst reviewing these, a revision to the wording around the amount of time required for members of the public to notify of a wish to speak at meetings is proposed for amendment as it is believed that the 'Friday before a meeting' requirement is meant for meetings held on a Monday. Some meetings are held on other days of the week eg planning or extraordinary meetings so it is suggested to amend the wording to 'the working day before the meeting' (See page 5).
13. It is **recommended** that the revisions to Standing Orders are approved.

Summary of Recommendations

14.
 - a) **It is recommended** that the Council consider setting up a task & finish group, supported by Officers, to consider suggested options and where appropriate, prepare draft policies and procedures for approval by Finance & Policy
 - b) **It is recommended** that items that are on every agenda for an update even when there is nothing to report could be transferred to an action summary, which itself is regularly reported to committee(s). When a matter requires a decision, it can be added as a specific agenda item.
 - c) **It is recommended** that consideration be given to other ways in which co-ordination with third parties and further partnership agreements can be used to reduce the new committee workload.
 - d) It is **recommended** that the words 'and capital' expenditure are added to 4.1 of the Financial Regulations (page 7) and to consider any recommendations for a review of delegated expenditure limits.
 - e) It is **recommended** that the revisions to Standing Orders are approved.

Conclusion

15. The purpose of the review of committee structure is to improve the efficiency of the Council and streamline decision making.
16. These new arrangements should be regularly reviewed to ensure the new structure is fit for purpose and working in the way it was intended with further amendments agreed as required.

MONMOUTH TOWN COUNCIL

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DELEGATION TO COMMITTEES AND SUB-COMMITTEES

Full Council

The following matters are reserved for decision by Full Council. It may consider recommendations on any matters listed below from the appropriate Committee(s).

- a) Approval of the budget and setting the precept
- b) Approval of the Annual Return and Audit of Accounts
- c) Approval of internal controls
- d) Approval of IRPW recommendations
- e) Authorisation of borrowing
- f) The power of incurring capital expenditure not specifically included in the Council's annual budget
- g) Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- h) To adopt a long term Strategy
- i) Approval of the Annual Report
- j) Approval of the annual PSB Wellbeing report
- k) Making of orders under any statutory powers
- l) Making, amending or revoking by-laws
- m) Filling of vacancies occurring on any Sub-Committee of the Council during the year
- n) The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a member of the Council or the Committee
- o) Appointing or nominating Council representatives to outside bodies
- p) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan
- q) Nomination or appointment of representatives of the Council on matters affecting the Town, excluding matters specific to a Committee
- r) The appointment or dismissal of the Town Clerk, through the establishment of the appropriate Recruitment or Grievance/Disciplinary Panel.
- s) Dates of meetings
- t) Prosecution or defence in a court of law other than an Employment Tribunal
- u) All other matters which must, by law, be reserved to the Full Council.

Delegation to Committees

1. The following matters are delegated to the Council's Committees to make decisions on behalf of the Council.
2. Delegated decision making by Committees MUST be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and within the Committee's budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.
3. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
4. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to make a decision it may make a recommendation to Council.
5. The Council and each Committee is authorised to establish sub-Committees, working groups or task and finish groups and to appoint advisers as and when necessary to assist in its work. The work of a working group or task and finish group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference including membership. Each working group will report back with recommendations to Full Council or the Committee that formed it
6. The quorum for each committee shall be three or a third of members appointed to the committee, whichever is the greater (see quorum table at Appendix A).

Finance & Policy Committee

A minimum of eight members including the Chairpersons of the two other committees (plus Mayor and Deputy Mayor ex officio) to meet four times per year or more frequently as required.

Overview

The purpose of the Finance & Policy Committee is to ensure that the organisation and finances of the town council are efficient, effective, open and transparent and accountable to the council and the wider public.

The Finance & Policy Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes
- b) Ensuring the Annual Return (statement of accounts) is completed in accordance with requirements and recommend to Council accordingly
- c) All other matters relating to Finance (excluding setting precept or borrowing or approval of unbudgeted expenditure) and banking arrangements
- d) Budget monitoring, taking action where required to vire unspent provision to ensure that the overall budget strategy is maintained
- e) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- f) All matters relating to internal and external audit for approval by Full Council, including recommendations for any actions required by the internal and/or external auditors
- g) To ensure adequate and effective system of internal controls are recommended to Full Council, including effective risk management systems: the risk register; appropriate insurance cover; asset register; review of the appointment of the internal auditor; and any other control measures
- h) To make recommendations to Council on the review of Council's Financial Regulations, Standing Orders and Scheme of Delegation
- i) To oversee Invitations to Tender and Contracts
- j) To oversee the Council's requirements around Health & Safety
- k) To ensure accountability and transparency in Council decision making
- l) To monitor and oversee debt monitoring and recovery
- m) To maintain a fixed asset register and safe custody and upkeep of all assets and objects of interest or value in the ownership or custodianship of the Council
- n) To be responsible for the maintenance and safe custody of the civic regalia and robes
- o) To oversee Council administration and policy
- p) To identify and prepare new policies and to review existing policies
- q) To make annually make budgetary recommendations to Council
- r) To be responsible for all matters relating to Human Resources including staff terms and conditions and pension arrangements.
- s) To make recommendations to Council for any proposed changes to the staffing structure and/or the appointment of the Town Clerk
- t) To carry out the annual review of salaries
- u) To have an overview of the training requirements for staff, councillors and other volunteers
- v) Any other matter which may be delegated to it by the Council from time to time

'New' Committee

A minimum of eight members with the committee scheduled to meet initially monthly throughout the year except August.

Overview

To ensure the council plays its full role in promoting the cleanliness and safety of the town and its open spaces and supports and strengthens community activities, participation and events.

The 'New' Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct record
- b) Civic and Community activities organised by the Council
- c) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- d) To oversee any future partnership agreements and monitor existing partnership agreements
- e) To implement a community grants scheme/criteria with adequate criteria to support organisations that add value to the community.
- f) To help develop and support existing and new community events including providing financial or practical support.
- g) To respond to issues with regard to the community safety, recreational or environmental issues that have an impact on the built environment or the open spaces of the town.
- h) To develop the council's approach to community safety and environmental issues.
- i) To develop the council's environmental and economic development policies including promotion of the town as a premier tourism destination.
- j) To implement street decorations including Christmas lights.
- k) To oversee development of the 'social inclusion' policies of the council with particular regard to young people, people with disabilities and older residents along with race, gender and sexuality.
- l) To develop new initiatives to encourage volunteering and fund raising.
- m) To help establish organisations that contribute to the economic, social well-being of the town.
- n) To liaise with voluntary and statutory bodies to help develop community events and activity.
- o) To maintain a list of all local interest groups for the purpose of community liaison.
- p) To be responsible for marketing, promotion and community engagement including oversight of the website, annual report, press releases and any other form of engagement with the community.

- q) Preparation of a proposal to Finance & Policy Committee for the following year's budget based on evidence of potential spend and need
- r) To prepare a response to all relevant consultations

Planning Committee

A minimum of eight members. To meet as and when required to consider planning applications received.

Overview

To ensure that planning matters are exercised in accordance with the legislative and policy requirement of the council with due regard for the individuals and communities affected, the economic effects and environmental impacts.

- a) To consider planning applications.
- b) To make recommendations on planning applications to the County Council.
- c) To play a full role in responding to planning guidance and planning regulations.
- d) To set the councils policy with regard to individual and general planning matters including design statements and overall purpose of the council's policy.
- e) To play a full role in developing local section 106 agreements.
- f) To develop a response to planning applications
- g) To develop our transport and land use policies.
- h) To arrange site visits and other responses as necessary and to develop policies for same.
- i) To arrange training for Council members on planning matters.
- j) To have an input on community Infrastructure Levy – the Committee to play a full role on larger developments

Delegation to Officers

Introduction

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

The powers and duties set out in this scheme are delegated to the Town Clerk/RFO.

1. Extent of Delegation

- a) All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- b) The Town Clerk/RFO will exercise these powers in accordance with:
 - Approved budgets
 - The Council's Financial Regulations
 - The Council's Contract Procedure Rules
 - The Council's Procurement Strategy
 - The Council's Policy Framework and other adopted policies of the Council
 - All statutory common law and contractual requirements
- c) The Town Clerk/RFO may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- d) In addition the Town Clerk/RFO is authorised to undertake the day to day administration of the Council to include:
 - Emergency expenditure up to 1% of the precept whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
 - Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisations are not possible
 - Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances)

2. Urgent Decisions of Council

- a) Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.
- b) Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.
- c) Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

3. Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time and the Local Government Act 1972 s151.

4. Town Clerk (Proper Officer)

Furthermore, the Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- a) Receive declarations of acceptance of office
- b) Retain a copy of every Councillor's register of interest
- c) Receive and retain plans and documents
- d) Sign notices and other documents on behalf of the Council
- e) Receive and retain copies of by-laws
- f) Sign summonses to attend meetings of the Council
- g) Keep proper records for all meetings
- h) Receive all correspondence on behalf of the Council
- i) Be responsible for the Council's seal (if applicable)
- j) Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting in consultation with the Mayor or chairman of the Committee or Task Group.
- k) Receive from MCC Monitoring Officer any documents in relation to complaints received under the Code of Conduct and report this at the next convenient meeting of the Council

In addition, the Town Clerk has delegated authority to undertake the following matters on behalf of the Council:

- i) Day to day administration of services
- ii) Management of all Council staff in accordance with Council's adopted policies including approval of annual leave, annual appraisal, minor disciplinary action, performance management and task allocation
- iii) Oversee the appointment of employees in consultation with the Chair of the Staffing Sub-Committee/Chair of Finance & Policy Committee
- iv) To delegate any aspect of these delegations to another officer and to act in their absence
- v) To seek expert advice (eg solicitors, Counsel, agents etc) and instruct the services for same as and when required within the available budget and in accordance with Financial Regulations
- vi) To operate the Council's banking arrangements and to transfer funds between accounts as required for prudent fiscal management
- vii) To pay salaries and allowances including IRPW payments in accordance with Council's agreed policy
- viii) To exercise (so far as may be lawful) the powers of the Council to borrow and invest; and to lend and to determine rates of interest and terms of repayment on such loans as may be required or prudent from time to time
- ix) To pay all sums properly authorised as due
- x) To collect all income due to the Council, including appropriate interest and costs.

- xi) Authorisation of regular expenditure within the agreed budget.
- xii) Incur expenditure on any item for which provision is made in the appropriate budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial Regulations and Standing Orders and is reported to the next appropriate meeting of committee or Council
- xiii) Authorisation to call any extra meetings of the Council or any Committee as necessary having consulted with the Mayor and/or Chair of the appropriate Committee
- xiv) Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or one of its Committees
- xv) Respond to any Freedom of Information requests or Subject Access Requests under GDPR
- xvi) Deal with matters specifically delegated by Council or Committee
- xvii) Deal with complaints in line with the Council's adopted Complaints Procedure
- xviii) Be responsible for the overall management of all budgets in accordance with Council policies
- xix) To make decisions on any activities of the Council implementing the Council adopted policies and report regularly to the relevant committee/Council
- xx) Authorised to issue press releases on any Council activity exercised in accordance with Council policy
- xxi) Editorial control of the Council's website and social media presence
- xxii) Negotiate and enter into contractual arrangements for performers in relation to events organised by the Town Council.
- xxiii) Any other matters which may from time to time be delegated to the Town Clerk/RFO

Appendix A

Quorum Table

Number of Members Appointed to a Committee	Quorum for that Committee
9 or less	3
10 - 12	4
13 - 15	5
16	6

MONMOUTH TOWN COUNCIL

Standing Orders

Reviewed 14.12.20

INTRODUCTION

- 1.1 These 'Standing Orders' provide the framework under which meetings of the Council are held. They are based on the model Standing Orders 2018 (Wales) produced by the National Association of Local Councils and issued in August 2019. These Standing Orders were approved at the meeting of the Council on 14.12.20. Some of the content is required by law, this being indicated by the use of **bold**.
- 1.2 The Officers and agents of the Council must act as the Council's executive and carry out its decisions / instructions. The Council's instructions are conveyed by resolutions passed at meetings.
- 1.3 These Standing Orders will normally be fully reviewed and submitted for approval annually. The maximum allowed period between reviews is 18 months. Changes may be made in between routine reviews by approving amendments or addenda. Details of these must be recorded in the Revision History at the commencement of the document.
- 1.4 The Town Clerk will issue a copy of these Standing Orders to all Councillors and may issue them to potential candidates for staff and Councillors.
- 1.5 Preferred dress code for all meetings is smart casual.
- 1.6 Where these orders indicate notice in writing, this can be by email with members' prior agreement.
- 1.7 Full Council and Committee meetings are only recorded with the consent of the Council, and subject to Monmouth Town Council's Policy on Recording of Meetings.
- 1.8 The Chairperson of a Town Council is entitled to use the title "Town Mayor" if decided by the Town Council they shall be so addressed. Titles confer no additional powers on the Chairperson, and in particular has no implications for his/her conduct at meetings.
- 1.9 Whenever in these Standing Orders words are used in the masculine, feminine or neutral gender, they shall be read and construed as in the masculine, feminine or neutral gender, whenever they should so apply.

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1 Rules of debate at meetings

- a Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of an item, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chairperson of the meeting.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Full Council, Committee and Sub-Committee Meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda by giving notice to the chairperson or deputy chairperson of that meeting in writing no later than the **Friday working day** before the meeting when BT conferencing is used for hosting the meeting, otherwise not less than 15 minutes in advance of the meeting.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 10 minutes.

- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i At a Full Council meeting a person shall raise their hand when requesting to speak and stand if they so wish when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present** in accordance with Public Bodies (Admission to Meetings) Act 1960. For reasons of security and fairness any press person will be required to provide the council with full and satisfactory written evidence of their bona fide press status prior to any meeting.
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his/her absence be done by, to or before the Vice-Chairperson of the Council (if any).**
- o **The Chairperson, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- q **The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of Councillors present and absent.
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- t **A councillor who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. A quorum of the Council meeting as a whole shall be six.**
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not continue past 9pm and shall not exceed a period of two hours.
- x Apologies for absence from Councillors unable to attend meetings shall be submitted to the office. Answerphone messages will be acceptable. Reasons for absence must be given.
- y Questions
- A member may ask the Mayor, the chairperson of Council Committees or the Clerk any question concerning the business of the Council, provided notice is submitted to The Clerk in writing two working days prior to the meeting, and the response will be printed within the minutes of the meeting.
- A member shall only ask one question per meeting concerning the functioning of the office and shall not repeat the same question in any of the three subsequent meetings.
- Every question shall be put and answered without discussion.
- Answers to verbal questions put to the Mayor, Chairperson of committees or the Town Clerk may be deferred until no later than the next meeting of that committee or sub-committee.
- No supplementary questions will be allowed.
- z Before any presentation is made to the Council or a committee of the Council from a person who is not a member of the Council the Chairperson shall first accept apologies for absence and any declarations of interest. He/she will invite a proposal to suspend standing orders before the presentation is made and re-instate them at the conclusion of the presentation.

4 Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**

- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - x. may dissolve a committee.
 - xii. The Council may at its Annual Town Council Meeting appoint standing committees and may at any other time appoint such other committees or advisory committees as are necessary, but subject to any statutory provision on that behalf: -
 - xiii. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - xiv. May appoint persons other than members of the Council to any Committee in a non-voting capacity, apart from the Finance and Policy committee.
 - xv. May, subject to 12.1 and 12.2 above, at any time dissolve or alter the membership.
 - xvi. Committees will be appointed in accordance with the terms of reference for standing committees at the appendix.
 - xvii. All committees will be subordinate to the Full Council and will act within clear terms of reference and delegated authority and budgets set by Full Council.
 - xviii. The democratic scrutiny and overall responsibility for all committees rests with the Full council notwithstanding the legal obligations of the position of Town Clerk.
 - xix. The Town Mayor and Deputy Town Mayor shall be Chairperson and Deputy Chairperson of the full Council, but will thereafter hold the same rights as other Councillors in committee selection and participation
 - xx. Every committee shall at its first meeting before proceeding to any other business, elect a Chairperson and may elect a Deputy Chairperson who shall hold office until the next

- Annual Meeting of the Council, and shall settle its proposed meeting dates for the year as soon as is practicable.
- xxi. The Mayor and all Chairmen of Council Committees will keep their deputies fully informed of their actions at all times.
 - xxii. Every committee may appoint sub-committees or working groups for purposes to be specified by the committee. The Chairperson and Deputy Chairperson of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
 - xxiii. An advisory committee may make recommendations and give notice thereof to the Council. An advisory committee may consist wholly of persons who are not members of the Council.
 - xxiv. Except where the Council has resolved otherwise and has indicated so in a written constitution / terms of reference, the requirements of these Standing Orders and the Financial Standing Orders and all adopted policies of the Council apply equally to Council committees, sub-committees and advisory committees. The Town Clerk shall inform the members of each advisory committee of the constitution / terms of reference.
 - xxv. All Council Members can attend meetings of all committees.
 - xxvi. Chairs of Committees and Sub Committees shall in the case of an equality of votes have a second or casting vote.

5 Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairperson and Vice-Chairperson (if any) of the Council.**
- f The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairperson of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairperson of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council**

but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairperson of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chairperson of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairperson of the Council and must give a casting vote in the case of an equality of votes.**

- j** Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

 - i. In an election year, delivery by the Chairperson of the Council and Councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Define the quorum of each committee;
 - ix. Determine the frequency of meetings;
 - x. Determine a calendar of meetings;
 - xi. Appointment of any new committees in accordance with standing order 4 above;
 - xii. Review and adoption of appropriate standing orders and financial regulations;
 - xiii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xiv. Review of representation on or work with external bodies and arrangements for reporting back;
 - xv. Review of inventory of land and assets including buildings and office equipment;
 - xvi. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xvii. Review of the council's and/or staff subscriptions to other bodies;
 - xviii. Review of the council's complaints procedure;
 - xix. Review of the council's procedures for handling requests made under the Freedom of Information and Data Protection legislation
 - xx. Review of the council's policy for dealing with the press/media; and
 - xxi. Determining the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of full council.

- K** In every year, normally in September or October but not later than the meeting at which the estimates for the next year are settled the Finance and Policy Committee shall review the pay

and conditions of service of existing employees. The review must be considered at the next Full Council meeting.

6 Extraordinary meetings of the council and committees and sub-committees

- a **The Chairperson of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairperson of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairperson of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d Unless extraordinary mitigating factors exist, an Extraordinary Meeting should not take precedence over a normal scheduled meeting.
- e If the Chairperson of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within five days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote

taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least six clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11 Handling confidential or sensitive information

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda or prior to the issuing of the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also standing order 3(t) above.

- a **Councillors and non-Councillors with voting rights shall observe the code of conduct and policies adopted by the council.**
- b **All councillors must attend at least one committee meeting every six months unless granted consent for absence from Full Council.**
- c All Councillors shall be issued with a copy of the Code of Conduct and policies and encouraged to undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- d **Dispensation requests shall be in writing and submitted to the standards committee of Monmouthshire County** as soon as possible before the meeting that the dispensation is required for.

14 Code of conduct complaints

- a Upon notification by the Public Services Ombudsman for Wales dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

- c. The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. Indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - **serve on councillors by delivery or post at their residences** or if the Council resolves to do so and each member has confirmed same in writing, by electronic delivery a **signed summons confirming the time, place and the agenda; and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other

- legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the-Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- See also standing order 23.*

16 Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each committee the most up to date information regarding:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each committee with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end June. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner appropriately
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council

or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR Finance & Policy Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson of Finance & Policy Committee or, if he is not available, the vice-Chairperson of the Finance & Policy Committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Policy Committee at its next meeting.
- c The Chairperson of the Finance & Policy Committee or in his absence, the vice-Chairperson shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The Chairperson shall report annually to the Finance & Policy Committee that a review has taken place and whether the review was satisfactory or not.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chairperson of Finance & Policy Committee or in his absence, the vice-Chairperson in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chairperson or vice-

Chairperson of the Finance & Policy Committee, this shall be communicated to another member of the committee.

- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairperson of the Council or the Chairperson of the Finance & Policy Committee.
- J These Standing Orders will be amended/modified in accordance with changes to the contents of the Green Book.

20 Responsibilities to provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council [County Borough] OR [County Council] representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

Unless authorised by a resolution, no councillor shall issue orders, instructions or directions and will direct all communication through the relevant Chairperson. All Councillors will act in the best interest of the Council at all times.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- c The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.

27. ~~Scheme of delegation to committees~~

~~All committees will be subordinate to the Full council and will act within clear terms of reference and delegated authority and budgets set by council and incorporated into the council's standing orders.~~

~~The democratic scrutiny and overall responsibility rests with the Full council notwithstanding the legal obligations of the position of Town Clerk/ Responsible Financial Officer.~~

~~Chairs of committees will be expected to submit full minutes with clearly outlined recommendations and resolutions to full council.~~

~~Chairs of the Planning, Environment Affairs and Community Affairs Committees will automatically become members of the Policy & Finance Committee.~~

~~Working parties/ groups~~

~~Each committee shall be empowered to establish whatever working parties or working groups they think necessary to carry out their tasks. The working parties or groups will be subsidiary to the main committee and may include non Councillors with full participation rights, these may be on a task and finish basis and may be disbanded as and when the main committee sees fit.~~

~~Finance and Policy~~

~~It is intended that there should be a minimum of eight full members including the Chairpersons of the three other committees (plus Mayor and Deputy Mayor ex officio) meets normally six weekly or more often as required at the midpoint of the council cycle.~~

~~Aim~~

- ~~To ensure that the organisation and finances of the town council are efficient, effective, open and transparent and accountable to the council and the wider public.~~

~~Objectives~~

- ~~Develop the budget and propose the annual budget and precept to the Full Council~~
- ~~Set the policy framework for our work across all areas.~~
- ~~Manage standing orders.~~
- ~~Manage budgetary and financial affairs.~~
- ~~Allocate spending authority to the councils' committees and its officers and agents.~~

- ~~Develop procedures and protocols for the smooth running of the council including procurement policies.~~
- ~~There will be a standing Protocol working group, whose approved recommendations will be included as per annexed to these Standing Orders~~
- ~~Provide support and guidance to the Town Clerk through the Chairperson and Deputy Chairperson.~~
- ~~In co-operation with the Clerk advise on the agenda of the full council meetings.~~
- ~~Maximise funding from elsewhere for the Council's projects. (By obtaining match funding or grants).~~
- ~~Act as the body to resolve grievance and disciplinary matters of staff.~~
- ~~Resolve disputes between Councillors and complaints about conduct of council affairs.~~
- ~~Develop and oversee relationships with outside organisations and partnerships~~

Planning Committee

~~It is intended that there should be a minimum of eight full members. Meets Monthly (or more often as necessary).~~

Aim

- ~~To ensure that planning matters are exercised in accordance with the legislative and policy requirement of the council with due regard for the individuals and communities affected, the economic effects and environmental impacts.~~

Objectives

~~The Planning committee Can:~~

- ~~Consider planning applications.~~
- ~~Make recommendations on planning applications to the County Council.~~
- ~~Play a full role in responding to planning guidance and planning regulations.~~
- ~~Set the councils policy with regard to individual and general planning matters including design statements and overall purpose of the council's policy.~~
- ~~Play a full role in developing local section 106 agreements.~~
- ~~Develop a response to planning applications~~
- ~~Develop our transport and land use policies.~~
- ~~Arrange site visits and other responses as necessary.~~
- ~~Arrange training for Council members on planning matters.~~
- ~~Community Infrastructure Levy — the Committee to play a full role on larger developments~~

Environmental Affairs

~~It is intended that there should be a minimum of eight full members, meets at least SIX WEEKLY.~~

Aim

- ~~To ensure the council plays its full role in promoting the cleanliness and safety of the town and its open spaces.~~

Objectives

The Environmental Affairs committee will:

- Respond to issues with regard to the community safety, recreational or environmental issues that have an impact on the built environment or the open spaces of the town.
- Develop the council's approach to community safety and environmental issues.
- Develop the council's environmental and economic development policies including promotion of the town as a premier tourism destination.
- Implement street decorations including Christmas lights.

Community Affairs

It is intended that there should be a minimum of 8 full members, meets at least SIX WEEKLY.

Aim

- To support and strengthen community activities, participation and events.

Objectives

The Community affairs committee will:

- Oversee development of the 'social inclusion' policies of the council with particular regard to young people, people with disabilities and older residents.
- Oversee funding arrangements for community events.
- Oversee the funding arrangements for community contributions.
- Help develop and support existing and new community events.
- Implement a community grants scheme/criteria with adequate criteria to support organisations that add value to the community.
- Develop new initiatives to encourage volunteering and fund raising.
- Help establish organisations that contribute to the economic, social well-being of the town.
- Liaise with voluntary and statutory bodies to help develop community events and activity.
- Maintain a list of all local interest groups for the purpose of community liaison.

Schedule of Meetings

Committee	Meeting	Agenda issued	Last notification of agenda items
Full council	Monday every six weeks	Tuesday prior to meeting	5 Working days prior to meeting.
Policy and Finance	Monday every six weeks	Tuesday prior to meeting	5 Working days prior to meeting.

Planning	Monthly and or Fortnightly Monday	Tuesday prior to meeting	5 Working days prior to meeting.
Environmental affairs	Monday every six weeks	Tuesday prior to meeting	5 Working days prior to meeting.
Community Affairs	Monday every six weeks	Tuesday prior to meeting	5 Working days prior to meeting.

Appendix

Section A – Guidelines for Selection of committees

1. ~~The names of all committees are abbreviated to Finance, Environment, Community and Planning.~~
2. ~~The Town Clerk as returning officer will arrange all procedures so that the committees will be appointed at the Annual Meeting. In the year of the election this will be deferred to a subsequent Council Meeting.~~
3. ~~The Mayor and Deputy Mayor will be ex officio members of The Finance and Policy Committee of which they can also be chair.~~
4. ~~Chairmen of committees must be elected by a majority of the full members of that committee, if that is not obtainable the Mayor, whether or not she/he is a member of that committee must give a casting vote.~~
5. ~~No member shall chair more than one committee.~~
6. ~~Every Councillor must be a member of at least two committees.~~
7. ~~No one other than a Councillor may be a member of the Finance Committee.~~
8. ~~Councillors may apply to any committee or sub-committee to participate for any agenda item on which he/she has special interest and explain the reason for the request and the Committee must agree to this request by majority vote. They will be able to speak but not vote on this issue. A verbal request at the commencement of the meeting will suffice.~~
9. ~~Resignations from any committee will be given to the Chairperson of the committee and The Mayor with a resulting vacancy being circulated to all members by The Clerk.~~
10. ~~Any change of membership of a committee must be confirmed by the full Council. All appointments to committees are for that year of the Council only with the exception of 8 above.~~
11. ~~Agendas of all committees and sub-committees will be sent with the required notice to all Councillors~~

~~Section B: Procedure for Deciding the Memberships of the Four Committees.~~

- ~~1 — After considering the rights to request participation, Councillors shall inform the Clerk in writing of the committees for which they wish to be nominated as full members. Members should nominate themselves for at least two committees but there is no other restriction.~~
- ~~2 — The Clerk shall endeavor to ensure that there are sufficient nominees for each committee. If this cannot be achieved she will inform the full Council. Nominees will be automatically appointed to committees for which there have been eight or less nominations.~~
- ~~3 — The nominations shall be circulated to all councilors.~~
- ~~4 — At the Annual Meeting the Council will appoint the full members of the committees for the following year unless deferred.~~
- ~~5 — All committees will elect their Chairperson and Deputy Chairperson at their first meeting; these will be as soon as is convenient after the Annual Meeting.~~
- ~~6 — No member may be a chair of more than one committee. Membership of the Finance and Policy Committee will be amended as necessary after the election of the Chairmen of the other three committees as soon as practicable.~~

Monmouth Town Council Standing Orders

Revision History

Revision Date	Revised by	Reason
5.12.16min 15&16	Full Council (18v and 18c rec. by F&P 7/11/16 min 9	18v and 18c value of contract/tender to £25,000 in line with Financial regs 3w a meeting shall not start before 6pm 3z order of agenda items allowing presentations
27.2.17min12	Full Council (rec. by F&P 13/2/17 min11)	4xiii Clarification of rights of non- committee members to vote at a committee meeting to agree with meaning of Appendix A8
01.10.2018	Full Council	Full review
05.08.2019	Full Council	Addition of 6.d. Clarification of impact of Extraordinary Meetings on scheduled meetings
16.09.2019	Full Council	Amendment of 3.m. to include relevant Act of Law
27.1.2020	Full Council (from F&P 13/1/2020 review recs)	Full review including NALC Model SO 2018 (Wales)
11.09.2020	Annual FC Meeting	Amendment to 13b as per legislation
14.12.2020	Full Council (minute no. 140)	3 e public participation at meetings 3 u specify quorum of Council 3 w length of meetings 3 x apologies - reasons for absence 4 d.v. delete – Council to appoint committee chairs 5 j add viii, ix & x council to determine quorum of committees, agree frequency and calendar of meetings 5 j xxi council to determine time and place of standing committees 15 b i. provision for electronic agendas
22.03.21	Full Council (minute no. xxx)	3 e public participation at meetings

		27 scheme of delegation to committees (remove)
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As reviewed 27.1.2020

**MONMOUTH TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Full Council at its Meeting held on 27.1.2020

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to influence employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. In the absence of the RFO, the Clerk will act as RFO accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the Council;

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approval of the Annual Risk Assessment
- approving an annual governance statement and the statutory Annual Report;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council, or approved Committee of the Council, must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance & Policy Committee of the Council not later than the end of October each year including any proposals for revising the forecast. Full details of proposals should be included and this should be the final budget proposal of each committee, with ~~no~~ further additions or amendments only to be considered with the agreement of the Chair of Finance & Policy committee, Clerk & RFO.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

A committee of the council has full control of funding within the delegated budget for that committee approved by Full Council, provided the proposed expenditure falls within the terms of reference of that committee

4.1. Expenditure on revenue **and capital** items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £25,000;
- a duly delegated committee of the Council for items over £500 or
- the Clerk, in conjunction with Chair of Council or Chairman of the appropriate committee, for any items below £500.
- The Clerk, for all administration budget expenditure (within the Finance & Policy Committee budget), up to a maximum of £3000 and within the approved budget cost codes.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Formal contracts or official orders for goods/services should not be issued prior to this authority being granted.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council (having previously considered the full implications for public services), unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in-September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of clear emergency which present certain risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of 1% of the precept. The Clerk shall report such action to the Council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and/or the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council or Finance & Policy Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process. When setting the precept/budget commitment, Council should always take into account the level of reserves and balances.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. All cheques shall be signed by 2 approved signatories, who will normally be the Chairs of Committees.
- 5.2. The RFO shall prepare a schedule of payments requiring final authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and Policy Committee. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise release of payment by a resolution. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have joint (not individual) delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or finance committee; or
 - c) Fund transfers within the Councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or finance committee and such transactions are properly documented and in accordance with the Council's procedures.
 - d) Where the placing of the order has been agreed previously by committee, the final cost is consistent with the order agreed and where it would not be practical to delay release of payment until the next appropriate Council or Committee meeting (provided that a list of such payments shall be submitted to the next appropriate Council or Committee meeting).
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or Finance & Policy committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.
- 5.7. (Removed at review 27/02/2017).
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be approved by the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be confirmed in writing by the supplier and subsequently approved by two Members who are authorised signatories, prior to being actioned by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two member[s] of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. (Removed at review 27/02/2017).
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members (who should be authorised signatories) and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. Payments by banker's Standing Order not approved or adopted at this review. With reference for future review only, and if thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, certain payments may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer, provided an appropriate audit trail of authorisation and approval has been established. The authorisation of approved transfers should be restricted to approved signatories.

- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors who should be approved signatories. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member (who is an authorised signatory). A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Payments by debit card not approved or adopted at this review.
With reference for future review only:
Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.
- 6.18. Payments by a pre-paid debit card not approved or adopted at this review. With reference for future review only:
A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance Committee. Transactions and purchases made will be reported to the Council or relevant committee and authority for topping-up shall be at the discretion of the Council or relevant committee.

- 6.19. Payments by any corporate credit card or trade card not adopted at this review. With reference for future review only:
Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- 6.20. The RFO may provide petty cash to officers and members for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
 - d) Record must be kept of member signatory who cashes cheque (together with RFO) to maintain petty cash float use by signing cheque stub accordingly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee, which should recommend such changes for approval to Full Council (pink paper).
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record of payroll information. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before changing staffing levels and structures, the Finance & Policy Committee must consider a full business case and present its recommendations to Full Council, for approval.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council should keep under consideration the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.

- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers as promptly as possible.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].
- 9.11. A Mayor's Charity account may be held solely for the deposit of donations for the Mayors' Charities during the Mayor's term of office, and distribution of donations accordingly at the end of the term. This will be kept entirely separate from general

Town Council funds, bank accounts and not subject to these Financial Regulations other than any 2 existing signatories shall be required to authorise release of funds.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Official orders shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants, human resources and other professional consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18c and d, and shall refer to the terms of the Bribery Act 2010.
- When it is to enter into a contract of: less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply);
 - where the value is below ~~£3,000~~ and above £250 the Clerk or RFO shall strive to obtain 3 estimates.
 - Otherwise, Regulation 10.3 above shall apply.
- g. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- h. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- 11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property to be included within the Council's asset list, shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. The Council will review the level of resources required to maintain these arrangements, should they arise.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. The Council will undertake an annual review of its Financial Regulations and will consider more substantial structural revision of these regulations every 18 months. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

18.2. The Council may, if duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *

REVIEWS:

13/2/17 Finance & Policy Committee recommendations

27/2/17 min 13 Full Council reviewed and adopted. To be further reviewed in 2 months with consideration of Internal auditors comments.

23/10/17 min 110c Full Council- full review and adopted.

11/03/2019 FC from F&P recs. Of 4/3/19 4.0 addition,11 a numbering correction, 6.20d addition

29/04/2019 FC min144 4.1 Additional bullet point re.Clerk's authority & admin budget

27/1/2020 (from F&P review at 13/1/20) Full review including from August 2019 OVW model: Update model doc references to MTC document, 4.1 references to Chairman, to Chair, 4.5 council, 11g inclusion of bullet points & update of thresholds.

22/03/2021 Committee Structure Review; review of delegations to Clerk/RFO and Committees

As reviewed 22.03.21

**MONMOUTH TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Full Council at its Meeting held on 22.03.21

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to influence employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. In the absence of the RFO, the Clerk will act as RFO accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the Council;

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approval of the Annual Risk Assessment
- approving an annual governance statement and the statutory Annual Report;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council, or approved Committee of the Council, must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance & Policy Committee of the Council not later than the end of October each year including any proposals for revising the forecast. Full details of proposals should be included and this should be the final budget proposal of each committee, with no further additions or amendments only to be considered with the agreement of the Chair of Finance & Policy committee, Clerk & RFO.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

A committee of the council has full control of funding within the delegated budget for that committee approved by Full Council, provided the proposed expenditure falls within the terms of reference of that committee

4.1. Expenditure on revenue **and capital** items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £25,000;
- a duly delegated committee of the Council for items over £500 or
- the Clerk, in conjunction with Chair of Council or Chairman of the appropriate committee, for any items below £500.
- The Clerk, for all administration budget expenditure (within the Finance & Policy Committee budget), up to a maximum of £3000 and within the approved budget cost codes.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Formal contracts or official orders for goods/services should not be issued prior to this authority being granted.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council (having previously considered the full implications for public services), unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in-September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of clear emergency which present certain risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of 1% of the precept. The Clerk shall report such action to the Council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and/or the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council or Finance & Policy Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process. When setting the precept/budget commitment, Council should always take into account the level of reserves and balances.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. All cheques shall be signed by 2 approved signatories, who will normally be the Chairs of Committees.
- 5.2. The RFO shall prepare a schedule of payments requiring final authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and Policy Committee. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise release of payment by a resolution. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have joint (not individual) delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or finance committee; or
 - c) Fund transfers within the Councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or finance committee and such transactions are properly documented and in accordance with the Council's procedures.
 - d) Where the placing of the order has been agreed previously by committee, the final cost is consistent with the order agreed and where it would not be practical to delay release of payment until the next appropriate Council or Committee meeting (provided that a list of such payments shall be submitted to the next appropriate Council or Committee meeting).
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or Finance & Policy committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.
- 5.7. (Removed at review 27/02/2017).
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be approved by the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be confirmed in writing by the supplier and subsequently approved by two Members who are authorised signatories, prior to being actioned by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two member[s] of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. (Removed at review 27/02/2017).
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members (who should be authorised signatories) and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. Payments by banker's Standing Order not approved or adopted at this review. With reference for future review only, and if thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, certain payments may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer, provided an appropriate audit trail of authorisation and approval has been established. The authorisation of approved transfers should be restricted to approved signatories.

- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors who should be approved signatories. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member (who is an authorised signatory). A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Payments by debit card not approved or adopted at this review.
With reference for future review only:
Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.
- 6.18. Payments by a pre-paid debit card not approved or adopted at this review. With reference for future review only:
A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance Committee. Transactions and purchases made will be reported to the Council or relevant committee and authority for topping-up shall be at the discretion of the Council or relevant committee.

- 6.19. Payments by any corporate credit card or trade card not adopted at this review. With reference for future review only:
Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- 6.20. The RFO may provide petty cash to officers and members for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
 - d) Record must be kept of member signatory who cashes cheque (together with RFO) to maintain petty cash float use by signing cheque stub accordingly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee, which should recommend such changes for approval to Full Council (pink paper).
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record of payroll information. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before changing staffing levels and structures, the Finance & Policy Committee must consider a full business case and present its recommendations to Full Council, for approval.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council should keep under consideration the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.

- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers as promptly as possible.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. ***Any income arising which is capital in nature (ie from the sale of a capital asset) exceeding the value of £25,000 shall be treated as a capital receipt and ring fenced for future capital expenditure to be approved by Council. It may not be used to cover day to day expenditure.***
- 9.11. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority)

will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].

- 9.12. A Mayor's Charity account may be held solely for the deposit of donations for the Mayors' Charities during the Mayor's term of office, and distribution of donations accordingly at the end of the term. This will be kept entirely separate from general Town Council funds, bank accounts and not subject to these Financial Regulations other than any 2 existing signatories shall be required to authorise release of funds.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Official orders shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants, human resources and other professional consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18c and d, and shall refer to the terms of the Bribery Act 2010.
 - When it is to enter into a contract of: less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply);
 - where the value is below ~~£3,000~~ and above £250 the Clerk or RFO shall strive to obtain 3 estimates.
 - Otherwise, Regulation 10.3 above shall apply.
 - g. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - h. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- 11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
 - a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property to be included within the Council's asset list, shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].

- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. The Council will review the level of resources required to maintain these arrangements, should they arise.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. The Council will undertake an annual review of its Financial Regulations and will consider more substantial structural revision of these regulations every 18 months.

The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

- 18.2. The Council may, if duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *

REVIEWS:

13/2/17 Finance & Policy Committee recommendations

27/2/17 min 13 Full Council reviewed and adopted. To be further reviewed in 2 months with consideration of Internal auditors comments.

23/10/17 min 110c Full Council- full review and adopted.

11/03/2019 FC from F&P recs. Of 4/3/19 4.0 addition, 11 a numbering correction, 6.20d addition

29/04/2019 FC min144 4.1 Additional bullet point re.Clerk's authority & admin budget

27/1/2020 (from F&P review at 13/1/20) Full review including from August 2019 OVW model: Update model doc references to MTC document, 4.1 references to Chairman, to Chair, 4.5 council, 11g inclusion of bullet points & update of thresholds.

22/03/2021 Committee Structure Review; review of delegations to Clerk/RFO and Committees

DATED



Monmouth Town Council

and

The Monmouth Savoy Trust

Organisation Logo

PARTNERING AGREEMENT

of The Monmouth Savoy Trust in Monmouth

AGREEMENT

DATED:

BETWEEN:

- (1) **Monmouth Town Council** Shire Hall, Agincourt Square, Monmouth, NP25 3DY (the "Council").
- (2) **The Monmouth Savoy Trust**, Church St. Monmouth, Monmouthshire, NP25 3BU (Charity Reg. 1136359)

1 PARTNERSHIP AIMS

- (A) Monmouth Town Council has statutory duties under the Well Being of Future Generations Act and has identified a number of organisations that can help the Town Council fulfil their duties. The Monmouth Savoy Trust is one such organisation.
- (B) The Monmouth Savoy Trust can help the Council support young people in our community by providing free access to the cinema once a month.
- (C) Monmouth Town Council is committed to supporting The Monmouth Savoy Trust to ensure the theatre can survive financially following the Covid 19 restrictions which have threatened its long term future.
- (D) In return for the Agreed Annual Sum, the beneficiary shall provide free cinema passes to the Monmouth primary school children, ages 5-11 for one Saturday per month over the 12-month period.
- (E) The administration of the scheme is to be provided for by Monmouth Town Council working with the Monmouth town primary schools, namely:
 - Kymin View
 - Overmonnow
 - Osbaston
 - Boys school prep
 - Girls school prep

2 PARTNERSHIP SERVICES

- 2.1 During the Term of this Agreement, the Council shall provide funding to support the work of the charity/organisation as set out in Annex 1.
- 2.2 The Monmouth Savoy Trust is to take appropriate steps to ensure value for money when letting contracts and that appropriate management arrangements are put in place to ensure that the quality of work is to a specified standard.
- 2.3 The agreement is to incorporate:
 - 2.3.1 Revenue funding from the Town Council to contribute to the provision of free cinema passes to the Monmouth primary school children, ages 5-11 for one Saturday per month over the 12-month period.
 - 2.3.2 Presence of Monmouth Town Council on the [organisation's Trustee Board/Board of Directors/management committee/other (please specify) OR appointment by the Town Council as a representative to the organisation]

3 DELIVERABLES

3.1 The Monmouth Savoy Trust is to deliver the deliverables as set out in Annex 2.

4 TERM AND TERMINATION & INDEMNITIES

4.1 Subject to earlier termination in accordance with its terms, this Agreement shall commence on the 1st April 2021 and shall continue until 31st March 2024.

4.2 This agreement may be terminated at any time by either party giving at least 12 months' clear written notice to the other party.

4.3 Either party may terminate this agreement with immediate effect for non-performance by delivering notice of the termination to the other party. In the event that either party wishes to terminate this agreement, that party must first provide to the other party prior written notice of the non-performance and afford that party no less than ninety (90) business days within which to rectify any problems, defaults or deficiencies in its performance. If no progress has been made within the ninety (90) business day period following the delivery of the notice of non-performance, then the aggrieved party shall notify the other party of failure to make progress and may terminate the agreement effective with such notice of failure to make progress against the desired deliverables and outcomes set out in Annex 2.

4.4 There will be a review point every 12 months during the term of this agreement.

4.5 The Monmouth Savoy Trust should notify the Council at the earliest opportunity should the charity/organisation be considering closing down the project or that the project is in financial difficulty. This would enable the Council to consider its options regarding future funding.

4.6 The Monmouth Savoy Trust should have in place appropriate insurances which includes public liability insurance. The Monmouth Savoy Trust has sole responsibility for dealing with any claims from accidents or other events resulting in loss or injury even if the activity was partially funded using Council funding.

4.7 The Monmouth Savoy Trust will have in place a safeguarding policy [where appropriate] and will ensure that this policy is adhered to in the delivery of services and is periodically reviewed.

5 PAYMENT

5.1 The Council will pay £15,000 in 2021/2022 in two instalments; the first following the signing of the agreement and the second instalment in October.

5.2 Thereafter the Council will pay the annual sum in two instalments; the first instalment by 30th April and the second instalment by 31st October.

6 VARIATION TO THE AGREEMENT

6.1 Should either party wish to discuss a significant variation to the agreement, representatives shall meet to agree such variations. Significant variations will need to be approved at a Full Council meeting of Monmouth Town Council following which the agreed variation(s) will be added to this Agreement as supplementary appendices.

7 PERFORMANCE MANAGEMENT

7.1 As a minimum, the Council and representatives from The Monmouth Savoy Trust will meet annually. [This will involve a presentation by the charity, incorporating the

performance measures as set out in Annex 3 (determine whether appropriate)].

- 7.2 One week before the presentation, an update report will be sent to the Town Clerk for circulation. The annual report [structured under the four well-being objectives (determine whether appropriate OR whether some other form of objectives are relevant)] should capture what has worked well and also what hasn't worked well. It is important for partners to be open and transparent to aid greater understanding. This report will form the basis for any changes to the deliverables for the coming year.
- 7.3 During the year, copies of The Monmouth Savoy Trust newsletters [or specify other relevant publicity] should be emailed to the Town Clerk for circulation to all Councillors.

Partnership Meetings

- 7.4 Both parties are able to request that a partnership meeting is convened. This could be to discuss and explore potential issues or new proposals. Both parties are encouraged to view this as a meaningful partnership, with both parties wanting the same outcome.

8 RESOLUTION OF DISPUTES

- 8.1 If there is a dispute between the parties concerning any matter arising from or in connection with this Agreement, the parties will use reasonable endeavours to settle the matter in accordance with the dispute resolution procedure set out below.
- 8.2 Any dispute which has not been resolved between the Town Clerk and **Director** of The Monmouth Savoy Trust within fourteen (14) days of the matter being raised, may be escalated by either party to the **Chair of the Trustees** and Monmouth Town Mayor by notice in writing.

9 PUBLICITY

The Monmouth Savoy Trust will acknowledge the support of the Town Council, using the Monmouth Town Council crest with appropriate prominence whenever possible on their website, social media, printed materials etc.

Signed on behalf of Monmouth Town Council) Signature:

By Name:) Date:

Signed on behalf of The Monmouth Savoy Trust) Signature:

By Name:) Date:

ANNEX 1

PARTNERSHIP FUNDING

£15,000 funding 2021/2022

£15,000 funding 2022/2023

£15,000 funding 2023/2024

ANNEX 2

DELIVERABLES

In line with MTC's Well Being Objectives

Give Children & Young People the Best Possible Start in Life

- To provide the children of Monmouth with access to the arts through provision of free cinema passes to Monmouth primary school children, aged 5-11 for one Saturday per month over a 12-month period.

Communities and businesses to be part of an economically thriving and well-connected county

- To sustain the Savoy Theatre, the oldest surviving theatre in Wales, in the longer term and to ensure its ability to survive following the Covid 19 lockdown

APPENDIX A

1. The administration of the scheme is to be provided for by MTC (working with the Monmouth town primary schools, namely:
 - a. Kymin View
 - b. Overmonnow
 - c. Osbaston
 - d. Boys school prep
 - e. Girls school prep
2. The concept is to provide "loyalty cards" with 12 spaces/ boxes, representing the 12 months.
3. The 12 spaces/boxes will allow for a stamp and therefore each bearer can visit the Savoy to see a film once in any calendar month free of charge.
4. If the film is a 12a certification, an adult must be present.
5. The card will be stamped on visiting the cinema and any further visits that calendar month will incur normal charges.
6. It will be valid from Sept 1st to Aug 31st to fit in with the academic year.
7. The first issue (possibly May or June 2021) may be issued ahead of the full September roll-out, allowing for sooner delivery to the children.
8. It will be re-issued each year with a different colour to prevent children who fall out of the age range re-using it.
9. Design of the card to be agreed mutually.
10. Press and publicity at each parties own discretion.

Covid-19 restrictions:

Due to the unknown timing for the relaxation of social distancing measures this agreement will proceed on a best-efforts basis. If restrictions persist meaning that the Benefactor is unable to perform its obligations, alternative arrangements shall be sought by mutual agreement.

ANNEX 3

PERFORMANCE MEASURES

1. Regular reporting to the Council by the Beneficiary on the number of children taking up the offer of a free Saturday cinema ticket
2. At least annually, providing the Beneficiary's annual financial report
3. In March, presentation either in person or in writing to Council on the performance of the Savoy Theatre for the previous year

Responses from the schools..

Kymin View: (165)

“What a super idea. I am more than happy to play my part in this in distributing the cards to the children. I am sure they will be greatly received by our pupils and families. Thank you.”

Overmonnow: (332)

“This sounds like a lovely idea – and something to look forward to when cinemas can reopen. I’m happy to fully support it and the distribution of cards etc.”

Osbaston: (210)

“We would love to be able to help with this wonderful scheme.”

Habs: (272)

“This is a wonderful idea and Mr Shaw would be delighted to help in any way. Please let us know what/when we can do to support this.”

Number of children this year is 979, so approximately. 1,000

Points for consideration –

1. Should we implement a short-term card (paper) scheme for the summer months ahead of the full plastic card roll out in September?
2. Can we agree to print 1,100 cards each year, in case of uptick?
3. Have we missed anyone out?
4. Application process for those not attending schools in Monmouth but reside in town.

				Qty		Qty		Qty	
Supplier	Product	Qualities	5000	unit	15000	unit	1100	unit	
Plastic Card People	Bio PVC	Aerobic landfill or anaerobic	£ 1,189.98	£ 0.24	£ 2,159.98	£ 0.14	£ 358.50	£ 0.33	
Plastic Card Services	Eco PVC (SICOECO)	Anaerobic, composting, recycled	£ 1,399.47	£ 0.28	£ 2,061.62	£ 0.14	£ 457.10	£ 0.42	
Reward It	Bio Teslin	Anaerobic enviroment	£ 1,050.00	£ 0.21	£ 2,520.00	£ 0.17	£ -	£ -	
Solopress	Cardboard	short term	1500	Qty	£49.76	£0.03			

ESTIMATE

Plastic Card Services Limited
Redwood Court
Tytherington Business Park
Macclesfield
Cheshire



Tel: 0044 (0)1625 504000
Fax: 0044 (0)1625 504001
Email: sales@plasticcardservices.co.uk

Mat Feakins
Mat Feakins

Quote ref: 52634/ PH

Date: 15/03/2021

Dear Mat

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title: Membership cards - Eco PVC
Size/spec: CR80 ISO Standard laminated plastic card, 86mm x 55mm
Origination: Electronic artwork supplied to PCS artwork specification, press-ready
Proof: Electronic PDF proof
Printing: Digital Print
Colours to face : 4 colour process
Colours to reverse : 4 colour process
Materials: Card thickness : 760 micron Eco PVC
Finishing: Gloss lamination with full Eco PVC overlays
Add signature panels to both front and reverse of card

Quantity	Price (£)
1,100	£457.10

Delivery: Delivery charge included to a single UK address.
Notes: Terms 30 days nett for account customers. Pro-forma invoice for all non-account customers.
Terms: All prices exclude VAT (where applicable), are valid for 30 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our standard Terms & Conditions, available at <http://www.plastic-card-services.co.uk/terms.pdf> (Vers 1.2). Total number of produced cards may be subject to +/- 5% variance. All prices are exclusive of carriage unless specified above.

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Assuring you of our best attention

A handwritten signature in blue ink, appearing to read 'Paul Hansford'.

Paul Hansford
Sales Director

Our PVC is 100% recyclable,
please recycle responsibly.



ESTIMATE

Plastic Card Services Limited
Redwood Court
Tytherington Business Park
Macclesfield
Cheshire



Tel: 0044 (0)1625 504000
Fax: 0044 (0)1625 504001
Email: sales@plasticcardservices.co.uk

Mat Feakins
Mat Feakins

Quote ref: 52612/ PH

Date: 11/03/2021

Dear Mat

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title: Membership cards - Eco PVC
Size/spec: CR80 ISO Standard laminated plastic card, 86mm x 55mm
Origination: Electronic artwork supplied to PCS artwork specification, press-ready
Proof: Electronic PDF proof
Printing: Colours to face : 4 colour process
Colours to reverse : 4 colour process
Materials: Card thickness : 760 micron Eco PVC
Finishing: Gloss lamination with full Eco PVC overlays
Add signature panels to both front and reverse of card

Quantity	Price (£)
5,000	£1,399.47
15,000	£2,061.62

Delivery: Delivery charge included to a single UK address.
Notes: Terms 30 days nett for account customers. Pro-forma invoice for all non-account customers.
Terms: All prices exclude VAT (where applicable), are valid for 30 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our standard Terms & Conditions, available at <http://www.plastic-card-services.co.uk/terms.pdf> (Vers 1.2). Total number of produced cards may be subject to +/- 5% variance. All prices are exclusive of carriage unless specified above.

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Assuring you of our best attention

A handwritten signature in blue ink, appearing to read 'Paul Hansford'.

Paul Hansford
Sales Director

Our PVC is 100% recyclable,
please recycle responsibly.





**Bilcare
Rigid PVC Films for
Cards**



What is SICOECO?

SICOECO is a rigid PVC film produced with an additive making it degradable.

About PVC

PVC is a plastic made of **sea salt (57%)** and 43% crude oil.
It is less dependent from oil than any other plastics



43% oil



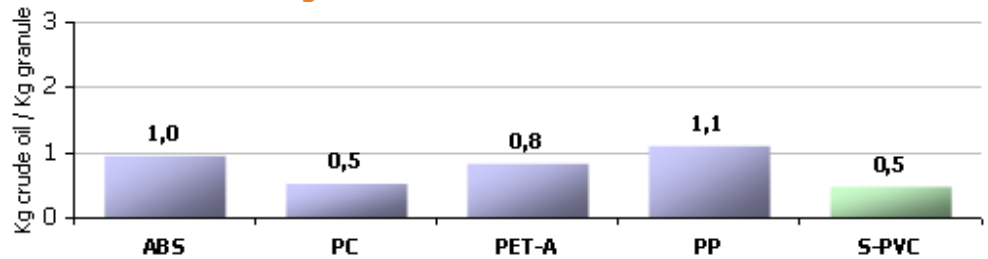
57% salt



= PVC

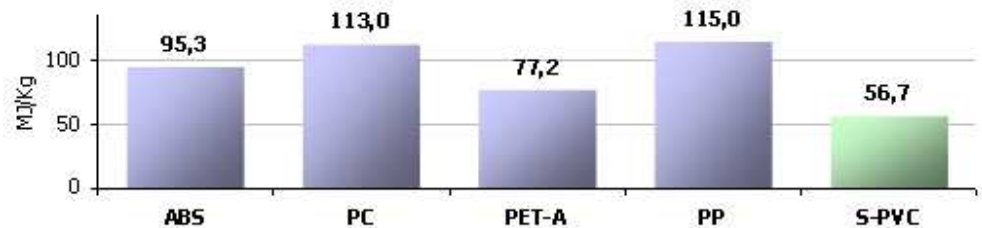
**Gross primary fuels –
crude oil in Kg
required to produce 1
kg of polymer**

Less crude oil consuming



**Gross Energy in MJ
required to produce 1
kg of polymer**

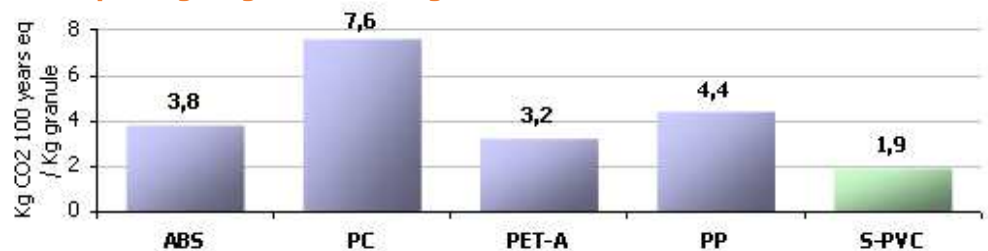
Less gross-energy



**Gross air emissions
associated with the
production of
1 kg of polymer
Kg CO₂ 100 years eq**



Less impacting on global warming



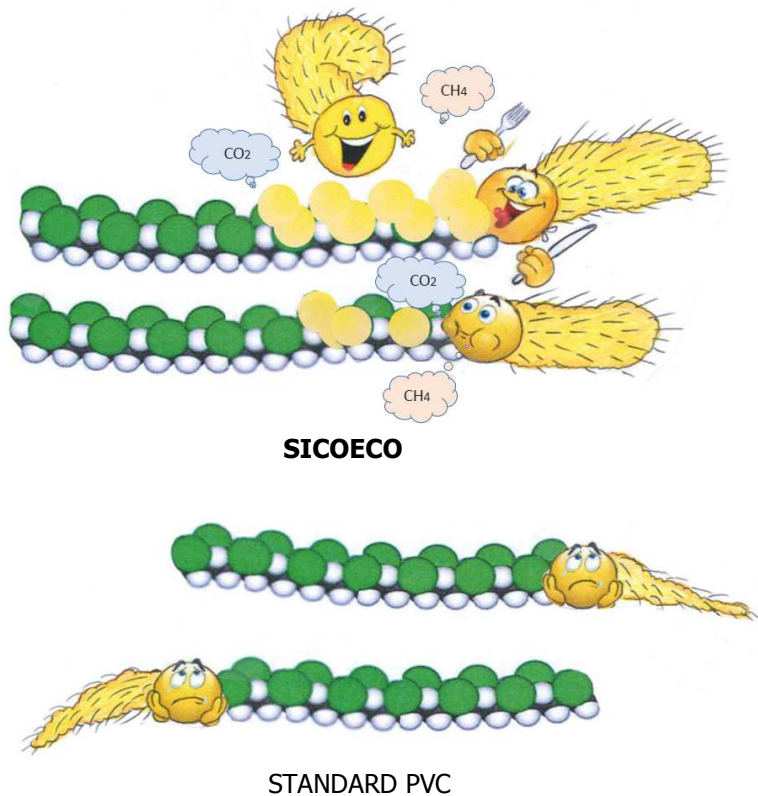
Sources Boustead, Plastics Europe Eco Profiles



SICOECO properties

SICOECO has the same technical properties, physical characteristics and excellent printability like all other PVC films supplied by Bilcare and it does not require any change in customer processes: same lamination conditions, same printing parameters. If SICOECO is left in organic compost, it degrades. The additive accelerates the degradation of treated plastics in microbe rich environments, such as a biologically active landfill. It attracts microbes to the product allowing them to colonize on the surface of the plastic. Once the microbes have colonized on the plastic, they secrete acids that break down the polymer chain. Microbes utilize the carbon backbone of the polymer chain as an energy source and utilize plastic as food.

How does it work?



Degradation test

The degradation test according to Method **ASTM D5511** – Standard Test Method for Determining Anaerobic Biodegradation of Plastic Materials Under High-Solids Anaerobic-Digestion Conditions was carried out by Northeast Laboratories, Inc. on SICOECO film. The following test conditions were used:

- Organic Compost –New Milford Farms, New Milford, CT
- Mattabasset Waste Treatment Facility Anaerobic Digestion
- Solid Content 22%
- pH 8.2
- Volatile Fatty Acids 0.7 g/kg
- Ammonia Nitrogen 1.0 mg/kg
- Volatile Solids 24.9 %

Procedure:

1. Three weighed replicates of the test material were prepared by placing them into 1000 grams of inoculum in containers, which were then attached to the gas measuring devices. Incubation temperatures of 52 ± 2°C were maintained by placing the containers in temperature controlled incubators.
2. Three blanks containing only inoculum, were prepared as described in (1) above, as were three positive controls each containing 20 grams of thin layer grade cellulose. Three negative controls were also run utilizing untreated samples supplied by Northeast Laboratories.



3. Samples were incubated for sixty days in the dark, or at times, diffused light. Daily, gas volumes were determined. Carbon Dioxide and Methane concentration were also determined. Temperature and room atmosphere pressures were monitored during the course of incubation.

Results: (avg of 3)	Gaseous Carbon Recovered	Theoretical Grams	(%) Biodegradation Days 1-45
SICOECO	0.72	9.61	7.49 %
Negative Control (PE)	0	21.4	0 %
Positive Control	8.56	8.8	97.3 %

Results: (avg of 3)	Gaseous Carbon Recovered	Theoretical Grams	(%) Biodegradation Days 1-60
SICOECO	0.92	9.61	9.57 %
Negative Control (PE)	0	21.4	0 %
Positive Control	7.81	8.8	88.8 %

SICOECO films **can be recycled** into reusable material as well as to win back new energy.

PVC **can be incinerated** under controlled conditions, like all plastics.

Waste-to-energy recycling is carried out in state-of-the-art household waste incinerators.



Official Partner



www.vinylplus.eu

Storage conditions

For any additional information regarding the recycling of PVC or for the addresses of PVC recycling companies please log on: www.recoviny.com/certified_recyclers

Bilcare is an active member of VinylPlus – The Voluntary Commitment of the European PVC industry is a 10 year programme to enhance sustainability of its product and production over the full life cycle.

For more information please log on to: www.vinylplus.eu

Shelf-life: max **12 months** from make-date (shown on the label).

Storage conditions are the same as standard PVC films: to be stored in the original packaging at temperatures >15°C up to 30°C (>59°F up to 86°F) and 40-60% max relative humidity. Avoid the exposure to moisture and direct sunlight.

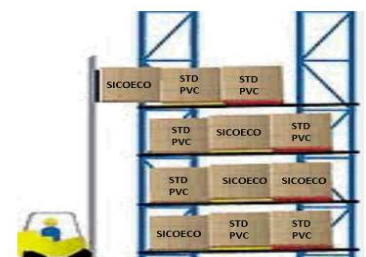
Re-wrapping of already used material to avoid dust and sun light.

Conditioning 24-48 hours before using at room temperatures (15-30°C / 59-86°F).

Stock rotation is recommended.

Suitability test for purpose after that period is strongly recommended.

No special transport conditions are needed



**THE
PLASTIC
CARD
PEOPLE**

Unit 1, Home Farm, Mill Lane, Stillington, North Yorkshire, YO61 1NG
0800 622 6744 **hello@theplasticcardpeople.co.uk**

For the attention of :
Mat Feakins
6 Glendower Street Monmouth NP25 3DG

Date: Monday 15 Mar 2021
Ref. Number: 21030160699-02

Quotation

Thank you for your enquiry. We have the pleasure in submitting the following quotation:

Quote Description	Quantity	Cost (ex. vat)
760 Micron Degradable PVC Plastic Card 86mm x 54mm Full colour print to both sides Gloss lamination Rounded corners as standard + Signature strip (double sided)	1100	£ 358.50

FREE delivery to a UK mainland address

Our quotations are valid for 30 days from the date shown and are subject to sight of artwork. All prices shown are exclusive of VAT.

The Printing People Limited t/a The Plastic Card People
Unit 1, Home Farm, Mill Lane, Stillington, North Yorkshire, YO61 1NG.
www.theplasticcardpeople.co.uk

**THE
PLASTIC
CARD
PEOPLE**

Unit 1, Home Farm, Mill Lane, Stillington, North Yorkshire, YO61 1NG
0800 622 6744 hello@theplasticcardpeople.co.uk

For the attention of :

Matt

6 Glendower Street Monmouth NP25 3DG

Date: Thursday 04 Mar 2021

Ref. Number: 21030160699

Quotation

Thank you for your enquiry. We have the pleasure in submitting the following quotation:

Quote Description	Quantity	Cost (ex. vat)
760 Micron Plastic Card Degradable Teslin stock 86mm x 54mm Full colour print to both sides Gloss lamination Rounded corners as standard + Signature strip (double sided)	5000	£ 1150.00
	15000	£ 2477.50
760 Micron Degradable PVC Plastic Card 86mm x 54mm Full colour print to both sides Gloss lamination Rounded corners as standard + Signature strip (double sided)	5000	£ 1189.98
	15000	£ 2159.98

FREE delivery to a UK mainland address

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BioPVC Specification

PVC sheet and PVC card are more and more widely applied in many applications, such as promoting, marketing, loyalty, hospitality, enterprise, etc. With bringing convenience to people, it also increases white pollution damage to environment.



BioPVC is a 100% Oxo biodegradable PVC, it could biodegrade in a landfill condition without creating methane gas even in an oxygen-free environment, which the degradation resulting from oxidative cleavage of macromolecules followed by biodegradation.

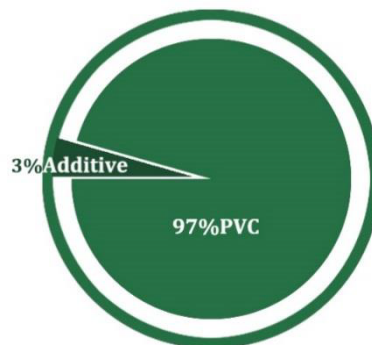


Trade mark registered in Europe



BioPVC is now registered in Europe as a trade mark.

Composition of

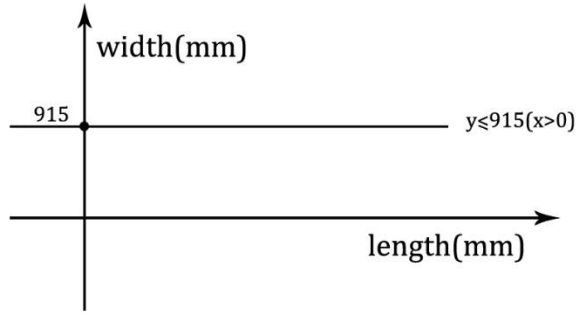


Composition of BioPVC;

PVC + dessicant + a metal salt as active substance (additive).

Remark: the metal salt is legal and not heavy metal, in fact necessary as trace-element in human diet.

SIZE

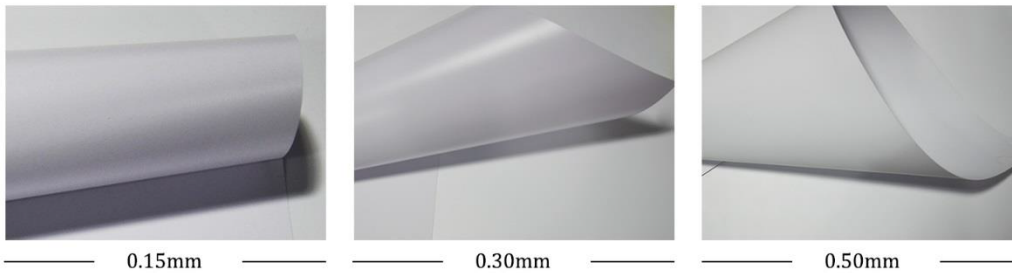


Widest -- 915 mm Longest -- no limit

Standard Sample Size	460*305*0.38 mm
Weight	0.4 kg/5 pcs
Density	1.43
Length	No limit
Width	915 mm the widest
Thickness	0.15-0.6 mm
Capacity	500 tons/month

THICKNESS

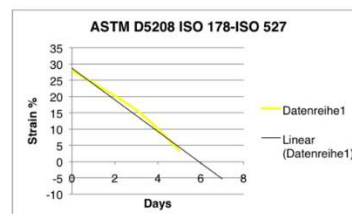
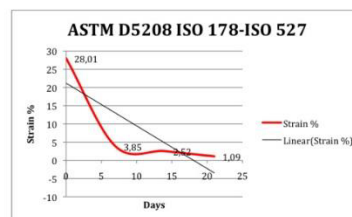
Customized thickness, 0.15-0.6mm available



BioPVC has been tested by ASTM D3826 and ASTM D5208-1 of American Society of Testing and Materials and well verified by Gema Polimer' lab at Istanbul and is now being widely applied to variety of PVC cards. The biodegrading aspect will not affect the function of the cards.

TESTING

PASSED
ASTM Testing
INTERNATIONAL



QUOTE NUMBER
1231

DATE
March 1, 2021

VALID UNTIL
March 31, 2021 at 12:42PM

FOR
Monmouthshire County Council

TO
Matt Feakins

EMAIL
mrfeakins@yahoo.com

FROM
Richard Wylie
Reward-It
53 Tenter Road
Moulton Park
Northampton
NN3 6AX
www.reward-it.co.uk

PHONE
020 8266 1600

COMPANY NUMBER
07927310

VAT NUMBER
GB130829427

Printed Cards

<ul style="list-style-type: none"> ● Pre -printed Bio Teslin cards - Kid's Cinema Club - 5,000 5,000 (1 year) Bespoke - Pre printed cards 760 Micron Full colour front with signature panel for child's name Full colour reverse with 12 writable signature panels for cinema stamp 	<p>0.21 x 5,000 1,050.00</p>
<ul style="list-style-type: none"> ● Pre -printed Bio Teslin cards - Kid's Cinema Club - 15,000 15,000 (3years) Bespoke - Pre printed cards 760 Micron Full colour front with signature panel for child's name Full colour reverse with 12 writable signature panels for cinema stamp 	<p>0.168 x 15,000 2,520.00 Not selected</p>
<ul style="list-style-type: none"> ● Pre -printed PVC 760 Micron cards - Kid's Cinema Club - 15,000 15,000 (3years) Bespoke - Pre printed cards 760 Micron PVC Full colour front with signature panel for child's name Full colour reverse with 12 writable signature panels for cinema stamp 	<p>0.13 x 15,000 1,950.00 Not selected</p>
<ul style="list-style-type: none"> ● Pre -printed PVC 760 Micron cards - Kid's Cinema Club - 5,000 5,000 (1 year) Bespoke - Pre printed cards 760 Micron PVC Full colour front with signature panel for child's name Full colour reverse with 12 writable signature panels for cinema stamp 	<p>0.17 x 5,000 850.00 Not selected</p>
<p>SHIPPING SHIPPING</p>	<p>6.50 x 1 6.50</p>

Options selected

1 of 4

Subtotal

1,056.50

VAT 20%

211.30

Total GBP including VAT

£1,267.80

PPG TESLIN® Biodegradable* Substrate



A durable synthetic paper that's helping to enable a greener world

PPG TESLIN® Biodegradable* substrate is an environmentally-responsible material that enables you to manufacture products that meet the ever-growing demand for “green” performance without sacrificing the rugged-durability, print ease and quality, thermal stability and built-in security that standard-grade *Teslin* substrate is known for.

Independently tested to ASTM standard D5511, *Teslin* substrate is designed to biodegrade when you want it to and not before. The material breaks down into environmentally acceptable components like carbon dioxide and water only when placed in an anaerobic (no oxygen) environment containing microbes that “eat” polymers.

Teslin Biodegradable substrate requires no special handling or processing—use it like you would standard *Teslin* substrate to get the same high levels of performance.

It isn't just tough, it's *Teslin Tough*.



Vanguard ID Systems earned a prestigious Élan Award from the International Card Manufacturers Association for a biofuel facility RFID access card produced using PPG TESLIN® Biodegradable substrate.

For more information visit
www.teslin.com

* Will break down into microbe-consumable particles in anaerobic conditions. Studies have shown 7.8% degradation over 74 days with continued break down expected.



Membership card (front & back)



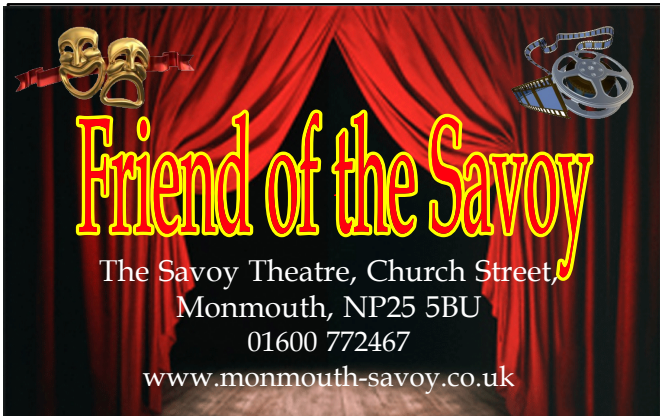
Name:

No Valid until:

As a Friend of the Savoy you are entitled to:

- * 10% off purchases from our own Savoy Bar
- * 10% off confectionary and drinks at Savoy Kiosk
- * See 4 separate films and see the 5th one free
- * Exclusive Friends e-news and updates
- * Brochures sent direct to your door
- * Special discounts on certain live shows and films
- * Monday - *Friends Film Night* - an extra £1 discount

Loyalty card (front & back)



Name:

No..... Valid until.....

**See 4 separate films -
see the 5th one free**



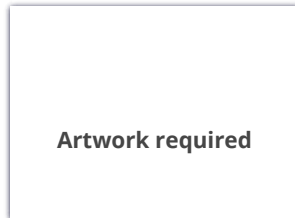
Home / Basket

Your Basket

You have **2** items in your basket**£85.81**

incl. VAT

Artwork	Product	Price
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Business Cards

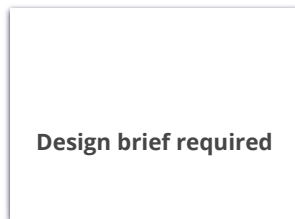
Quantity	1500
Options	Loyalty Cards
Size	85 x 55 mm (Standard)
Sides	Double Sided
Paper	400gsm Silk
Artwork	No thank you
Versions	1
Deadline	Standard - 12noon
Turnaround	5 Day

£26.10

incl. VAT

[Delete](#)**£21.75**

excl. VAT

Election printing - [more info](#)

Business Cards

Quantity	1500
Options	Loyalty Cards
Size	85 x 55 mm (Standard)
Sides	Single Sided
Paper	400gsm Silk
Artwork	Yes please - One side (Your delivery date may be affected)
Versions	1
Deadline	Standard - 12noon
Turnaround	5 Day

£59.71

incl. VAT

[Delete](#)**£49.76**

excl. VAT

Election printing - [more info](#)

Discount Code

[Been referred by a friend?](#)

Total Price

£85.81

incl. VAT

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DATED



Monmouth Town Council

and

Monmouthshire County Citizens Advice

Organisation Logo

PARTNERING AGREEMENT

of Monmouthshire County Citizens
Advice

AGREEMENT

DATED:

BETWEEN:

- (1) **MONMOUTH TOWN COUNCIL** of Town Hall, Cross Street, Abergavenny (the “Council”).
- (2) **MONMOUTHSHIRE COUNTY CITIZENS ADVICE BUREAU LTD.**

PARTNERSHIP AIMS

- (A) Monmouth Town Council has statutory duties under the Well Being of Future Generations Act and has identified a number of organisations that can help the Town Council fulfil their duties. Abergavenny Community Trust is one such organisation.
- (B) The Local Citizens Advice (LCA) can help the Council support vulnerable people of all ages faced with difficult social circumstances. Priority areas for the Council are children & young people and addressing the challenges of demographic change.
- (C) Monmouth Town Council is committed to retaining a Citizens Advice office in the town that can provide a service that is responsive, accessible and relevant.
- (D) The LCA seeks security of funding to enable the organisation to have a sustainable future and to create increased capacity around benefit advice to respond to the changing nature of enquiries.

1 PARTNERSHIP SERVICES

- 1.1 During the Term of this Agreement, the Council shall provide revenue funding to support the work of the Trust as set out in Annex 1.
- 1.2 The Trust is to take appropriate steps to ensure value for money when letting contracts and that appropriate management arrangements are put in place to ensure that the quality of work is to a specified standard.
- 1.3 The agreement is to incorporate:
 - 1.3.1 Revenue funding from the Town Council to contribute to running costs such as staffing, overheads and premises at a level of £XX,000 each year.
 - 1.3.2 Potential future benefit specialist for Monmouthshire (pro rata for Monmouth) as currently the service is brought in from Torfaen CAB for 2 days a week and demand is on the increase. A proposal to be prepared by Monmouthshire CAB and discussed
 - 1.3.3 Presence of Monmouth Town Council on the Management Board of Monmouthshire CAB

2 DELIVERABLES

- 2.1 The LCA is to deliver against the four Monmouthshire PSB Well-Being Objectives and the Town Council Strategy & Action Plan. Details of deliverables are set out in Annex 2.

3 TERM AND TERMINATION & INDEMNITIES

- 3.1 Subject to earlier termination in accordance with its terms, this Agreement shall commence on the XXX 2021 and shall continue until 31st March 20XX
- 3.2 This agreement may be terminated at any time by either party giving at least 12 months' clear written notice to the other party.
- 3.3 There will be a review point every 12 months during the term of this agreement.
- 3.4 The Trust should notify the Council at the earliest opportunity should the Trust be considering closing down the project or that the project is in financial difficulty. This would enable the Council to consider its options regarding future funding.
- 3.5 The Trust should have in place appropriate insurances which includes public liability insurance. The Trust has sole responsibility for dealing with any claims from accidents or other events resulting in loss or injury even if the activity was partially funded using Council funding.
- 3.6 The Trust will have in place a safeguarding policy and will ensure that this policy is adhered to in the delivery of services and is periodically reviewed.

4 PAYMENT

- 4.1 The Council will pay £XX,000 in 2021/22 in two instalments; the first following the signing of the agreement and the second instalment in October.
- 4.2 Thereafter the Council will pay the annual sum in two instalments; the first instalment in May and second instalment in October. Future year payments will be subject to satisfactory annual review.

5 VARIATION TO THE AGREEMENT

- 5.1 Should either party wish to discuss a significant variation to the agreement, representatives shall meet to agree such variations. Significant variations will be added to this Agreement as supplementary appendices.

6 PERFORMANCE MANAGEMENT

- 6.1 As a minimum, the Council and the CAB will meet annually. This will involve a visit by the CAB Chief Executive to the Council to make a presentation incorporating the performance measures as set out in Annex 3.
- 6.2 One week before the presentation, an update report will be sent to the Town Clerk for circulation. The annual report structured under the four well-being objectives should capture what has worked well and also what hasn't worked well. It is important for partners to be open and transparent to aid greater understanding. This report will form the basis for any changes to the deliverables for the coming year.
- 6.3 During the year, copies of CAB newsletters should be circulated to the Town Clerk for circulation to all Councillors.

Partnership Meetings

- 6.4 Both parties are able to request that a partnership meeting is convened. This could be to discuss and explore potential issues or new proposals. Both parties are encouraged to view this as a meaningful partnership, with both parties wanting the same outcome.

7 RESOLUTION OF DISPUTES

- 7.1 If there is a dispute between the parties concerning any matter arising from or in connection with this Agreement, the parties will use reasonable endeavours to settle the matter in accordance with the dispute resolution procedure set out below.
- 7.2 Any dispute which has not been resolved between the Nominated Representatives (to be nominated by the Town Council at the May Council meeting) within fourteen (14) days of the matter being raised, may be escalated by either party to the Chair of the Management Board and Full Council Committee by notice in writing.

8 PUBLICITY

- 8.1 The CAB will acknowledge the support of the Town Council, using the Monmouth Town Council crest with appropriate prominence whenever possible on their website, social media, printed materials etc.

Signed on behalf of Monmouth Town Council) Signature:

By Name:) Date:

Signed on behalf of Monmouthshire Citizens) Signature:
Advice Bureau

) Date:
By Name:

ANNEX 1

PARTNERSHIP FUNDING

£XX,000 Revenue funding 2021/22

£ XX,000 Revenue funding 2022/23

£ XX,000 Revenue funding 2023/24

ANNEX 2

DELIVERABLES

Give Children & Young People The Best Possible Start in Life

- To provide an advice service to ensure that families are receiving the benefits and support that they are entitled to
- To provide personal budgeting seminars
- To make young people aware of the Citizens Advice service through innovative solutions such as webchat and through the Welsh Bacc curriculum.

Address the challenges of demographic change

- To provide a satellite advice in a range of premises throughout the town to improve accessibility and take up of services.
- To provide volunteering opportunities to the people of Abergavenny

Communities and businesses to be part of an economically thriving and well connected county

- To provide opportunities for local businesses to support the Citizens Advice with the provision of services and fundraising
- For the LCA to use, where possible, local tradespeople and suppliers.

Protect & enhance our natural environment & minimise the impact of climate change

- Monmouthshire County Citizens Advice endeavour where possible to limit our impact on the environment and reduce, re-use, recycle resources.

ANNEX 3
PERFORMANCE MEASURES

The annual report will include the following measurements.

- Number of clients split down by nature of advice given
- Number of satellite surgeries
- Volunteer training undertaken
- Additional funding secured
- New partnerships created

The Update Report could include a number of case studies to reflect the impact of the Citizens Advice service's activity on individuals.

ANNUAL REPORT 2021/2022

FOREWORD

As with very many organisations the coronavirus pandemic has impacted on the work of the Panel. However, we have continued to meet regularly to carry out our statutory function via Microsoft Teams.

We completely understand the implications that the pandemic has had and continues to have on all local authorities in Wales, so the proposals contained in the draft Annual Report published on the 28 September 2020 limited the extent of the changes to our Remuneration Framework 2021/2022. We consider that it is important that the payments to elected members of principal councils should not fall further behind average earnings so the modest increases in basic and senior salaries (with appropriate adjustments for members of other organisations) set out in the draft Report have not changed.

We received 39 responses to the consultation on the draft Report and are grateful to those organisations and individuals who provided comments. The majority of the responses indicated that the proposals were not inappropriate in the prevailing circumstances. Some suggested that the increases were insufficient and conversely others took the view that there should be no increases. We have acknowledged each of the responses and answered all of the queries that were raised.

The term of office of Greg Owens ended on 31 December 2020. Greg had been a long standing member and the vice chair since 2016. We wish to record our appreciation of the considerable contribution that Greg made to the work of the Panel during his membership.

John Bader
Chair

Panel Membership
John Bader, Chair
Saz Willey, Vice Chair
Claire Sharp
Joe Stockley

Detailed information about the members can be found on the website: [Panel website](#)

Introduction

This is the thirteenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the tenth published under the requirements of the Local Government (Wales) Measure 2011 (as amended).

1. Although this Report is in respect of the Panel's determinations for 2021/2022 our consideration has inevitably been influenced by the impact of the coronavirus pandemic. The ongoing issues affect the operation of all local authorities and will continue to do so for the foreseeable future.
2. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1. In May 2020 we published a [Supplementary Report](#) that set out specific principles relating to the provision of financial support for care needs. These are incorporated in Section 10 and will be included in future Annual Reports.
3. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
4. In determining the level of payments to members of local authorities, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount¹, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
5. The Panel originally set the basic salary of elected members of principal councils at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
6. The financial constraints on the public sector and particularly on local authorities over many years have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To minimise further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £150. Other payments that are based on the basic salary will be adjusted accordingly.

7. Payments for members of National Park Authorities and Fire and Rescue Authorities will increase as a result of the uplift proposed for principal councils. One other change proposed for these authorities is to remove the limitation on the number of senior salaries that can be paid.
8. The payment information provided by relevant authorities show that still very few members are utilising the provision in the framework for financial support in respect of care. We reiterate the importance that Democratic Services Committees should encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged. We are proposing significant changes regarding the costs of care which are set out in Section 10.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces leaflets for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition we have produced a short film [Ever thought about being a Welsh councillor?](#) This can be viewed on our website. The Welsh Government has an initiative to increase diversity in democracy and the Panel is engaged in supporting this wherever possible within its remit.
10. We continue to engage with community and town councils and have met with numerous representative groups. Unfortunately the extent of engagement has been curtailed as a consequence of COVID 19. For 2021/2022 we are not proposing any specific changes to payments in respect of community and town councils. However, we intend to undertake a major review of our current framework for this sector during 2021 in readiness for implementation following the elections in 2022. We intend to consult and work with the sector in the process of the review.
11. The Panel's Regulations have been updated to reflect changes to the remit (see Annex 2).
12. One issue that has arisen again, particularly in the context of the pandemic lockdown, is the action of the Council in respect of the Reports of the Panel which it receives. When the Panel's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.
13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.

14. How the Panel's Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the Panel's statutory Annual Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

¹ [Local Government \(Wales\) Measure 2011](#)

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all authorities to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Heads of Paid Service

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the heads of paid service of these authorities.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The COVID pandemic limited the Panel's opportunities for face to face engagement in 2020/2021. However, the Panel attended RCT's Community Council liaison online meeting in November and a number of other constructive digital engagements throughout this period. The year before, the Panel met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

Table 8: Community and Town Council Groupings

Community and Town Council Group	Income <i>or</i> Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a

community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating contribution towards costs of care and personal allowance for all members of community and town councils as set out in Determination 41.
- 13.10 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

- 13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of care and personal assistance

- 13.18 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in section 10 apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

- 13.19 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.20 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Civic Head and Deputy Civic Head

- 13.21 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ‘ambassador’ representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.22 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council’s civic budgets.
- 13.23 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.24 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.25 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.26 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.27 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 48: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 49: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.28 Table 9 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.29 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.30 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.31 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.32 When payments take effect from is set out in paragraphs 13.36 to 13.38 below.
- 13.33 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 9

Determination Number	Is a decision required by council?
42 All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
43 Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members.
44 Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.

Determination Number	Is a decision required by council?
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
49 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
50 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.34 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.35 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.36 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.37 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.38 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 50: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.39 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁸ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be notified to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to Community and Town Councils at this time.

The following applies to all authorities including Community and Town Councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- **and must also be submitted to the Panel no later than that date.**

⁸ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

37.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
38.	The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
39.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
40.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Contribution towards costs of care and personal assistance	
41.	<p>All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</p> <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
Community and Town Councils	
42.	All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
43.	Community and Town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
44.	Community and Town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

45.	<p>Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. ⁹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
46.	<p>If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and or family overnight.
47.	<p>Community and Town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £55.50 for each period not exceeding 4 hours. • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
48.	<p>Community and Town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
49.	<p>Community and Town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
50.	<p>Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.</p>

⁹ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

- c. or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing payments

- 34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

- 35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Payments

- 36. Payments
 - a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council may make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council may reimburse subsistence costs to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council may pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The payments will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council may make a payment to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The payment will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements for payments to members of a council who undertake senior roles and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the contribution to costs of care and personal assistance to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to payment under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for payment to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence payments arise during which a claim for must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling, subsistence or care costs in accordance with these Regulations (excluding claims for travel by private vehicle or bicycle) shall be accompanied by appropriate receipts proving actual cost.

Avoidance of duplication

43. A claim for a payment of travelling, subsistence or care costs must include, or be accompanied by, a statement signed by the member or co-opted member that the member or co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of payments

44. An authority must keep a record of the payments made in accordance with these Regulations as set out in an Annual or Supplementary Report.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, arrange for the Schedule's publication within the authority's area and to notify the Panel. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of the financial year **all relevant authorities** must publicise within the authority's area and notify the Panel:
- the total sum paid by it to each member or co-opted member in respect of basic salary, senior salary, co-opted member fee, travel and subsistence payments.
 - the total expenditure on contribution towards costs of care and personal assistance.
47. In the same timescale and in the same manner, an authority must publicise any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members and co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Allotments or not-allotments..

MCC are currently in charge of administering the allotments on Chippenham Mead/ Two Rivers meadow. Everyone seems satisfied with the arrangement although there is a clear and identifiable requirement for many more allotments to serve the Town.

It is not likely suitable to increase the number of allotments at the present location to accommodate the need due to a number of factors including flooding and so other sites should be considered.

MCC own a large block of land, over 12 acres in Vauxhall fields which would lend itself very well to allotments and possible other uses.

The MCC officer in charge of the allotment scheme has today (15 March 2021) confirmed the following:

“The current waiting time is approx. 2½ years and there are currently 53 applicants on the list”

I have also spoken to one of the co-chairs of Green Spaces (part of MTC’s Action for Climate Emergency) who confirmed there are 35 people interested in the 16 allotments to be provided by the Kingswood Gate development. It was also confirmed that some residents on that new estate have allotments at the present site demonstrating that people will travel.

Another aspect could be a community garden or young people’s garden.

A site with 100 allotments could very easily and quickly fill-up.

The site may also lend itself to some “green space parking” to increase all day parking provision serving the town centre, much like Byefield lane car park in Abergavenny.

I seek support to approach MCC on behalf of the Town Council to discuss future possibilities, reporting back to Full Council with a view of a wider public consultation thereafter.

Vauxhall Field

Legend

Anerehill Ln

Forge Rd

A466

Osbaston Rd

Hereford Rd

Google Earth

Image © 2021 Maxar Technologies



100 m





Official copy
of register of
title
Copi
swyddogol o
gofrestr teitl

Title number / Rhif teitl
WA794825

Edition date / Dyddiad yr
argraffiad 14.01.1998

- This official copy shows the entries on the register of title on 15 MAR 2021 at 12:44:46.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 15 Mar 2021.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Wales Office.
- Mae'r copi swyddogol hwn yn dangos y cofnodion yn y gofrestr teitl ar 15 MAWRTH 2021 am 12:44:46.
- Rhaid dyfynnu'r dyddiad hwn fel y "dyddiad y chwilir ohono" mewn unrhyw gais am chwiliad swyddogol sy'n seiliedig ar y copi hwn.
- Y dyddiad ar ddechrau cofnod yw'r dyddiad y gwnaethpwyd y cofnod yn y gofrestr.
- Cyhoeddwyd ar 15 Mawrth 2021.
- Dan adran 67 Deddf Cofrestru Tir 2002, mae'r copi hwn yn dderbyniol fel tystiolaeth i'r un graddau â'r gwreiddiol.
- Gweinyddir y teitl hwn gan Gofrestrfa Tir EM Swyddfa Cymru.

A: Property Register / Cofrestr Eiddo

This register describes the land and estate comprised in the title.

Mae'r gofrestr hon yn disgrifio'r tir a'r ystad a gynhwysir yn y teitl.

MONMOUTHSHIRE/SIR FYNWY

- 1 (10.07.1996) The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being Land on the south side of Ancrehill Lane, Vauxhall Fields, Monmouth.

NOTE:-The land tinted green on the filed plan is not included in the title.

- 2 (10.07.1996) The Conveyance dated 2 June 1981 referred to in the Charges Register contains a provision as to light or air.

- 3 (10.07.1996) The land has the benefit of the following rights reserved by but is subject to the following rights granted by a Deed of Exchange dated 18 June 1987 made between (1) Secretary of State for Defence and (2) The Master and Four Wardens of the Fraternity of the Art or Mystery of Haberdashers in the City of London:-

"TOGETHER WITH the rights more particularly set out in the Third Schedule hereto EXCEPTING AND RESERVING nevertheless unto the Secretary of State in fee simple for the benefit of the adjoining land of the Secretary of State shown edged green on the plan numbered 2 annexed

A: Property Register continued / Parhad o'r gofrestr eiddo

- 6 (10.07.1996) The Transfer dated 29 March 1996 referred to above contains a provision as to light or air.
- 7 (14.01.1998) The land has the benefit of the rights granted by a Deed dated 10 September 1997 made between (1) Charles Nigel Boase and Mary Catherine Boase (Grantor's) and (2) Monmouthshire County Council (Grantee's).

NOTE: Copy in Certificate.

B: Proprietorship Register / Cofrestr Perchnogaeth

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Mae'r gofrestr hon yn nodi'r math o deitl ac yn enwi'r perchennog. Mae'n cynnwys unrhyw gofnodion sy'n effeithio ar yr hawl i waredu.

Title absolute/Teitl llwyr

- 1 (10.07.1996) Proprietor: MONMOUTHSHIRE COUNTY COUNCIL of County Hall, Cwmbran NP44 2XH.

C: Charges Register / Cofrestr Arwystlon

This register contains any charges and other matters that affect the land.

Mae'r gofrestr hon yn cynnwys unrhyw arwystlon a materion eraill sy'n effeithio ar y tir.

- 1 (10.07.1996) The land is subject to the following rights granted by a Deed dated 19 August 1974 made between (1) The Master and Four Wardens of the Fraternity of the Art or Mystery of Haberdashers in the City of London (Company) and (2) Ruth de Conde Bruce-Poole (Mrs. Bruce-Poole):-

"the Company as Beneficial Owner now grants to Mrs. Bruce-Poole full and free right and liberty to lay the said pipe and afterwards to receive a supply of main water through the same and to inspect and maintain the said pipe and the line thereof through their land between the points marked "A" "B" and "C" along the line coloured red on the attached plan and also (for all the aforesaid purposes or any of them) the right with or without workmen and machines (a) to enter on the land to lay the pipe and to work in a strip of land not more than fifteen feet in width along the side of the pipe for the purpose only of laying the same (b) to inspect the line of the said pipe for any evidence on the surface of the said land of any leakage from the said pipe (c) to inspect any water meter which may need to be installed on the said pipe and (d) as and when necessary to inspect repair cleanse and renew the said pipe and to excavate the said land for that purpose Mrs. Bruce-Poole doing as little damage as possible in the exercise of any of the said rights TO HOLD the said rights unto Mrs. Bruce-Poole in fee simple

2. THIS Grant of Easement shall be ascertained and the exercise shall commence before the expiration of eighty years from the date hereof and nothing in this Deed shall abridge or affect the effect or operation of Section 162(1)(d) of the Law of Property Act 1925

3. THE following conditions shall apply to the exercise by Mrs. Bruce-Poole of this easement:-

(a) The requirements and bye-laws of the Gwent Water Board shall be applicable to the exercise of this easement and where the same may conflict with the terms of this Deed then they shall override the same

(b) The pipe shall not exceed two inches in diameter and shall be well jointed and leak proof and shall be buried at a depth of not less than two feet six inches

H.M. LAND REGISTRY

TITLE NUMBER

WA794825

ORDNANCE SURVEY
PLAN REFERENCE

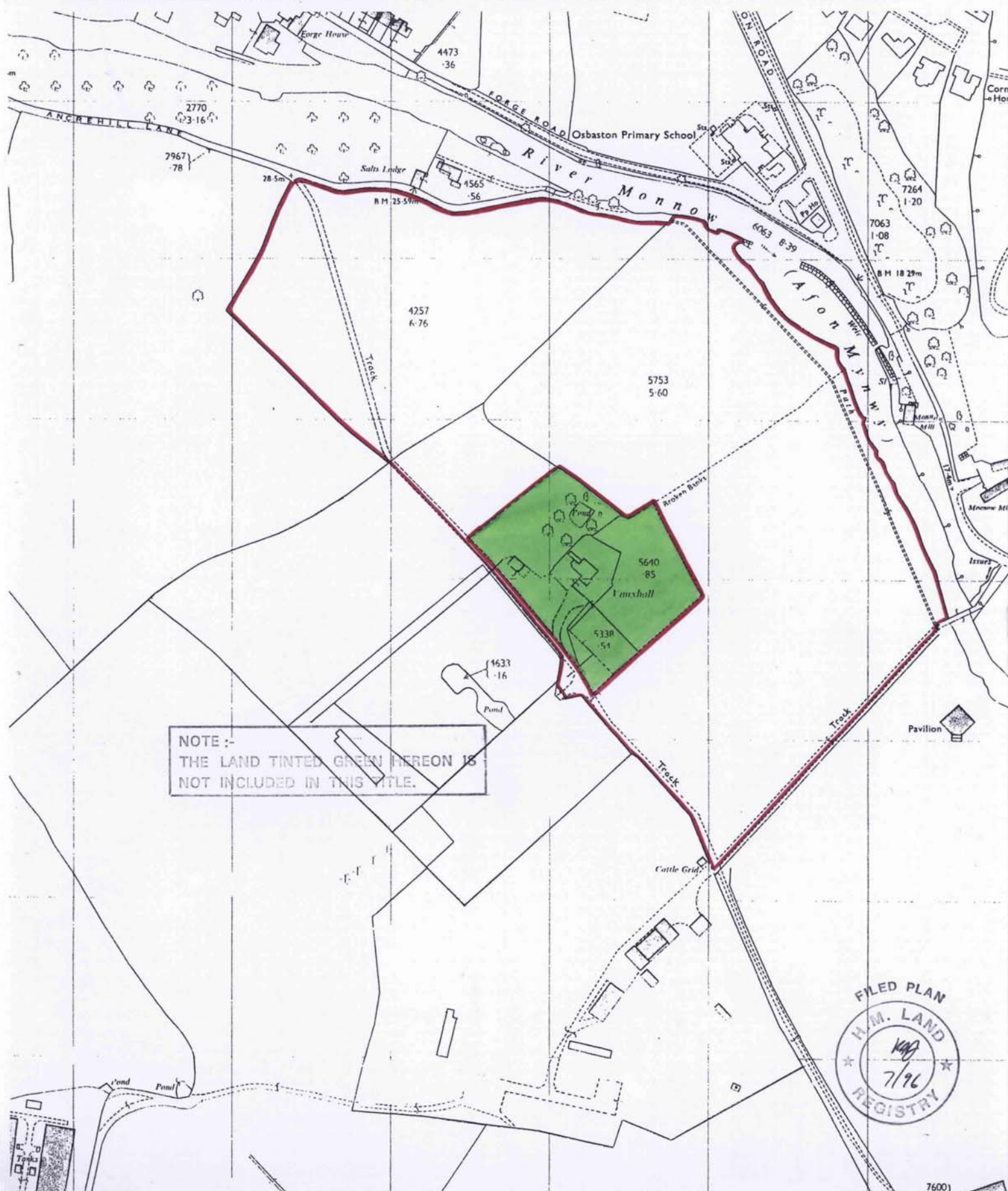
SO 5013

Scale

1/ 2500

ADMINISTRATIVE AREA MONMOUTHSHIRE / SIR FYNWY

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NOTE :-
THE LAND TINTED GREEN HEREON IS
NOT INCLUDED IN THIS TITLE.



H.M. LAND REGISTRY

TITLE NUMBER

WA382807



ORDNANCE SURVEY
PLAN REFERENCE

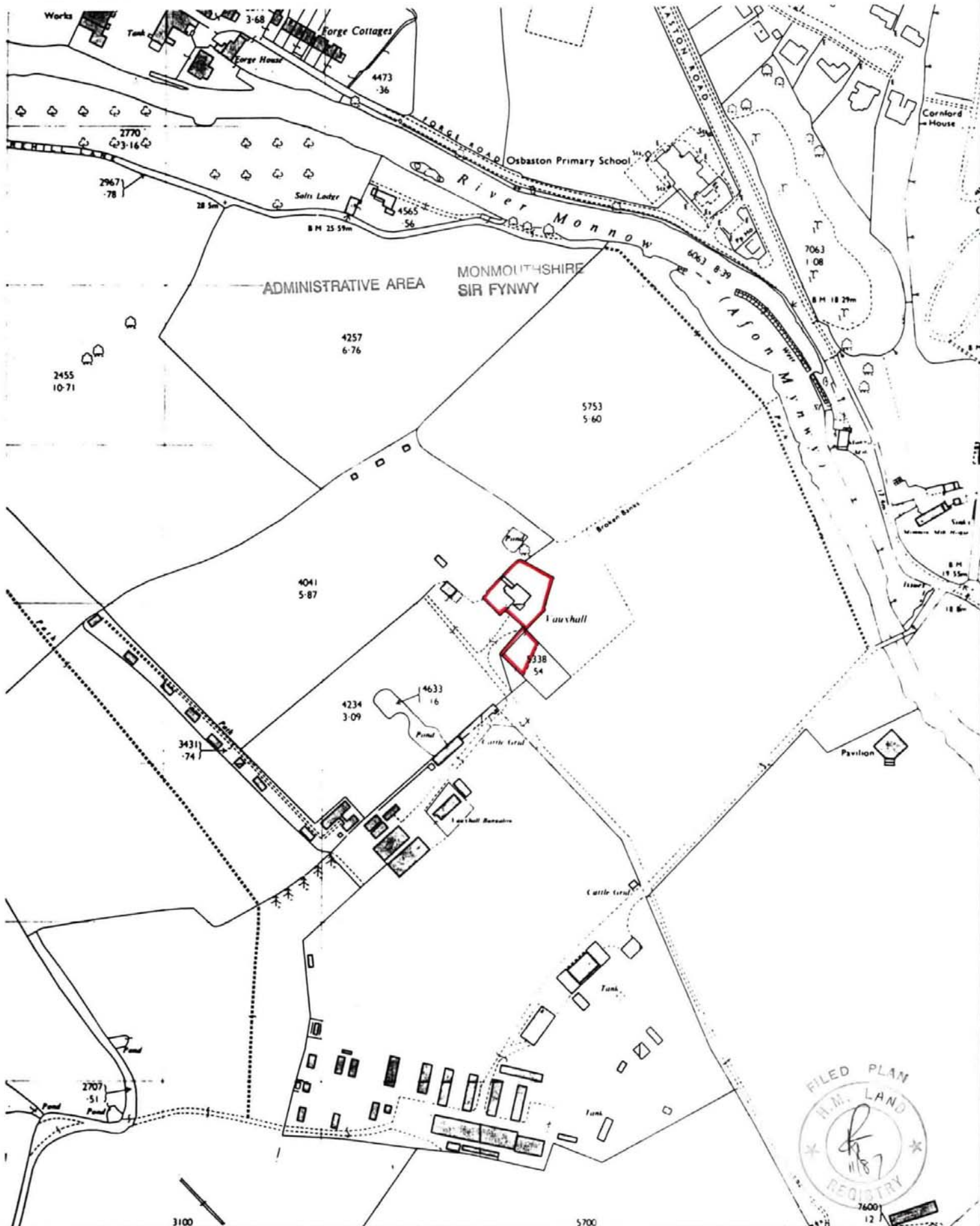
SO 5013

Scale
1 / 2500

COUNTY GWENT

DISTRICT MONMOUTH

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Summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector

Introduction

The Local Government and Elections (Wales) Act 2021 (“the Act”) provides for the establishment of a new and reformed legislative framework for local government elections, democracy, performance and governance.

The major package of reforms includes electoral reform, a general power of competence for principal councils and eligible community councils; more consistent and coherent collaboration and joint working; voluntary mergers and increasing public participation in local government.

The Act received Royal Assent on 20 January 2021 and provides for a phased approach to introducing various provisions. Where dates of coming into force for particular provisions are known, they have been specified in the summary below.

The following summary identifies areas that are likely to be of interest for community and town councils.¹

Elections

Votes for 16 and 17 year-olds and EU Citizens and citizens of other countries

The Act provides for the extension of the local government franchise to allow 16 and 17 year-olds to be able to register to vote in Welsh local government elections and any poll in Wales which uses the local government franchise such as mayoral elections and referendums.

For the first time in May 2021, 16 and 17 year olds and legally resident foreign citizens are allowed to vote in the Senedd elections. They will also be able to vote in the 2022 local government elections. They will not be able to vote in any local government by-elections taking place before May 2022.

The Act extends the local government franchise to citizens from any country provided that they meet the criteria set out in Section 4(3) of the *Representation of the People Act, 1983 (RPA)* and can satisfy the local Election Registration Officer (ERO) that they are resident in the area in which they wish to register and vote, under Section 5 of RPA 1983.

¹ This is not a complete list of the provisions in the Act. For the full Act please see: <https://www.legislation.gov.uk/asc/2021/1/section/47/enacted>. For the full explanatory memorandum see: <https://senedd.wales/laid%20documents/pri-ld12877-em/pri-ld12877-em-e.pdf>

The voting system for county and county borough council elections - offering a choice: First Past the Post or Single Transferable Vote

The Act provides that each principal council may decide for itself on the voting system to use, whether FPTP or STV. A principal council will continue to use the existing FPTP voting system until such time as it may decide to change. A decision to change a voting system will require the support of at least two-thirds of the total number of councillors on the council (whether or not present and voting on a proposal to change). If a council has considered and rejected a proposal to change the voting system, the council may not re-visit the issue during the same electoral cycle.

Having changed to a different voting system a principal council is prevented from moving back until at least two ordinary elections have been held under the new system.

A change from one voting system to another would require a fresh electoral arrangements review of the council area, which would be undertaken by the Local Democracy Boundary Commission Wales (LDBCW).

The first election a principal council could use the STV system for is the ordinary local government elections in 2027.

The voting system for community council elections remains First Past the Post.

Five Year Terms

The Act changes the electoral cycle of principal councils and community councils from four to five-year terms. This would bring local government elections into line with the five-year terms for the UK Parliament (as set in the Fixed Term Parliaments Act 2011) and for the Assembly in GoWA 2006.

Electoral registration

The Act provides for a power for EROs to add an individual to the electoral register without the need for them to apply. EROs would be encouraged to obtain information/data of individuals not included on the electoral register from sources such as council tax records. Where the registration officer is satisfied that the information about a person not in the register of local government electors is correct and is entitled to be registered, the officer may decide to register the person without an application, subject to certain requirements. The registration office would be required to notify the individual that they will be included on the register. These provisions are not currently in force, the Welsh Government will continue to work with the electoral community to ensure any and all issues have been considered and resolved before enacting these provisions by Order.

Candidacy

The Act amends the eligibility criteria for candidates at local government elections to allow a citizen of any country to stand for election. This is subject to the other qualifying criteria, such as age and residence. All disqualification criteria will continue to apply.

Allowing council staff to stand for their own council

The Act provides that council officers and employees, other than those holding politically restricted posts, will be entitled to stand for election to their own council. They will only be required to resign their paid employment with the council if they are elected. This will widen the pool of potential candidates while ensuring there is no conflict of interest once the candidate is elected.

Disqualification criteria for standing as a councillor

The Act amends the disqualification provisions in Wales to disqualify individuals, from standing for election, or holding office as a member of a principal council or community council in Wales, if they are subject to a the notification requirements of, or an order under, the Sexual Offences Act 2003.

General Power of Competence

The Act provides eligible community councils with a general power of competence, with the aim of bringing about more effective, capable and innovative local government.

The general power will allow eligible community councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

It is considered the general power will allow eligible community councils to be more innovative, and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The conditions which community councils must meet, in order to be able to resolve themselves an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election,
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and
- the council satisfies the audit condition.

The audit condition is satisfied if:

- the most recent Auditor General for Wales' (AGW) opinion on the council's accounts:
 - is an unqualified AGW opinion on the council's accounts, and
 - was received by the council during the 12 month period ending on the day on which the council passes the resolution to become an eligible community council
- the AGW's opinion on the council's accounts which immediately preceded the opinion mentioned above is also an unqualified opinion.

The power to exercise the general power of competence for eligible community councils will come into force on 5 May 2022. Ahead of this, there will be consultation on guidance and the regulations specifying a 'relevant professional qualification' for a clerk. It is envisaged that this will be a sector specific qualification such as the Certificate in Local Council Administration (CiLCA).

It is intended that the well-being power, provided in section 2 of the Local Government Act 2000, will be repealed when the provisions relating to the general power of competence are brought into force for eligible community councils on 5 May 2022. Until the well-being power is repealed community councils can continue to use the power. Anything which is started by councils before, and is ongoing at, the time the well-being power is repealed can continue under this power until that thing is completed or until a council resolves to become an eligible community council. However nothing new may be started using the well-being power after it is repealed.

Public participation

The intention is to encourage a more diverse range of members of the public to engage with local democracy. Principal councils are required to prepare, consult on, publish and review a 'public participation strategy', with the aim of making it easier for members of the public to understand how local government functions; how it makes decisions; and how local people can follow proceedings, input their views, and have them taken into account. These provisions will come into force in May 2022. There is no requirement for a community council to make a public participation strategy; though they should consider how they enable public participation to take place.

Petition Scheme

Principal council are also required make a petition scheme setting out how it will handle and deal with petitions, including e-petitions. These provisions will come into force in May 2022. There is no requirement for a community council to have a petitions scheme.

Access to meetings

The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending

virtually and hybrid meetings - where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, currently provided through The Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of The Local Authorities, (Coronavirus) (Meetings) (Wales), 2020 Regulations. These provisions will also apply to community councils.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

Participation

From 5 May 2022 people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

Community Council Annual Reports

From April 2022 community and town councils will have a duty to prepare and publish a report about the council's priorities, activities and achievements. The first report must relate to the financial April 2021- March 2022 and be published as soon as reasonably practicable after April 2022.

Conduct of members

The duty on political group leaders in principal councils, as outlined here does not extend to community and town councils. From May 2022 Leaders of political groups must take reasonable steps to promote and maintain high standards of conduct by the members of their group. In doing so, a group leader must co-operate with the principal council's standards committee in the exercise of its functions to promote and maintain high standards of conduct. In turn, a principal council's standards committee has new functions under the Act to ensure group leaders have access to advice and training to support their new duties and to monitor group leaders' compliance with those duties.

It is already the case that all community councils are required to adopt a code of conduct and all community councillors are expected to have high standards of conduct whether they are part of a political group or not

Training of members and staff of community councils

Community and town councils will have a duty to consider training from 5 May 2022 for councillors and community council staff, and publish the first training plans by November 2022.

It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. This takes into account that some community councils have only one member of staff, the clerk, and some smaller community councils actually share their clerk with one or more other community councils.

Abolition of community polls

The Act provides for the abolition of community polls, and implementation of a system of petitions in their place. The exception is community governance polls, those which enable a community to hold a poll in respect of a proposal to establish or dissolve a community council or to group with other communities under a common community council.

Local Democracy and Boundary Commission

The LDBCW has the power to make recommendations to the Welsh Ministers about changes to areas and electoral arrangements following a review. The Act gives the LDBCW the responsibility of appointing its own chief executive, although it also provides powers for the Welsh Ministers to appoint the chief executive where the position has been vacant for six months or more, consulting with the LDBCW before making the appointment.

The Act also amends section 48 of the 2013 Act to provide a power for the Welsh Ministers to direct the LDBCW not to conduct or stop a review under the 2013 Act.

Public Services Boards

The WFGA (Wales) 2015 Act provides for PSBs to merge if they wish to do so but it does not enable PSBs which have merged, to demerge, or partially demerge at a later date. The Act takes steps to address this inflexibility and to provide for steps to be taken following merger and demerger.



Monmouth Town Council BT Conferencing Protocol

Before the meeting

1. If appointed as Chair of the meeting, dial in using the Chair code which is 65591521 then #
2. The Chair to announce when the meeting is due to start.
3. All MTC meetings to be recorded - chair to key in *8.
The meeting will begin recording immediately. The recording will stop when all participants have left the meeting and the meeting is closed.
4. To ensure the names of Councillors present are known and the number members of the public in attendance is clear, do a roll call - Chair to key in #1 – followed by a participant count - Chair to key in #2
5. Use this opportunity to announce any “house rules” particularly reminding all participants to mute their lines.
 - a. Lines are muted by keying in *6 by each individual. The line is unmuted by keying in *6 again.
 - b. The Chair does have the option of muting all lines by keying *5. This is the equivalent of “presentation mode” and lines can only be unmuted by the Chair keying *5 again.
 - c. Chair to acknowledge members of the public in attendance.
 - d. Participants to be advised they will be given the option to leave the meeting in between agenda items to avoid disruption when leaving.
 - e. Participants to be asked to ensure they have endeavoured to minimise background noises and interruptions during the meeting.
 - f. Mutual respect is key to good decision making which applies to all participants including the Chair who will respect the views and rights of councillors and those members of the public who had indicated a wish to speak along with those in attendance. Participants to also respect the decisions of the Chair.
 - g. Disorderly conduct at meetings will be managed in accordance with Standing Order 2. If it is determined that a participant should be removed from the meeting due to disorderly conduct, the Chair should key *0 and identify the disruptive participant to the operator. Once the operator has removed the participant, the Chair should lock the meeting using *7.

During the meeting

1. Chairs need to be mindful that people are on mute and time needs to be allowed to unmute the line and respond.
 - a. It takes up to 10 seconds for the line to be unmuted and for the person to respond. Chairs need to allow time before moving on to the next person or the next item.
 - b. The Chair of the meeting will determine the order in which they will ask Councillors to speak. This ensures that Councillors can be prepared to unmute their lines in readiness.

2. If someone is attending to present to the Council, the Chair should engage Presentation Mode by keying *5. Councillors would be given the opportunity to ask questions at the end of the presentation. Councillors can unmute their lines using *6 during Presentation Mode.
3. If in discussion there seems to be a consensus, it would be suitable to ask “all those in favour” to seek a general response. The Chair needs to ensure sufficient time is given to allow all Councillors to respond before moving on to avoid confusion.
4. If it is not clear that there is a consensus this is when each individual Councillor should be asked for their vote (not necessarily a named vote).
5. If there are public in attendance, opportunities must be given for them to leave the meeting without causing disruption by asking after each agenda item whether anyone wishes to leave the meeting until there are no members of the public left in the meeting.

For Participants

6. Please ensure, wherever possible that you are in a space where you will not be disturbed or interrupted or where there is likely to be a lot of background noise as this can be very distracting to the meeting when you are not muted. If you are not intending to speak, you must mute yourself using *6. If you need to speak, you must unmute using *6 and remute yourself afterwards (again using *6).
7. All participants need to be mindful of how clearly they are speaking and avoid, where possible, speaking over others to avoid confusion. It is also important to remain respectful to those speaking, despite potentially differing views.
8. Councillors awaiting their turn to speak on an item, should be aware when their turn is coming up so they can unmute themselves in anticipation.