

## MONMOUTH TOWN COUNCIL

Shire Hall  
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### DRAFT

### Minutes of the Extraordinary Meeting of the COMMUNITY AFFAIRS COMMITTEE

Held on Monday 29<sup>th</sup> March 2021 at 7:00pm via BT Telephone Conference

**Present:**

<b>Cllr C Blair (Chair)</b>	<b>Cllr J Gunter</b>
<b>Cllr E Bryn</b>	<b>Cllr K Jackson-Graham</b>
<b>Cllr A Dewhurst (Deputy Chair)</b>	<b>Cllr M Feakins</b>
<b>Cllr R Jupp</b>	<b>Cllr R Roden</b>

**C. Williams (Administration Officer)**  
**Cllr T Christopher**  
**Cllr S Jones**  
**2 members of press and public**

Cllr Blair requested that Cllr Dewhurst Chair the meeting for the duration.

<b>42. Attendance and apologies for absence.</b> To confirm attendance and receive apologies for absence.  Apologies were received and accepted from Cllr K Breeze. No apologies were received from Cllr Legg, Cllr Lucas or Cllr White.	
<b>43. Declarations of Members Interests and Dispensations.</b> To receive declarations of interest in items on the agenda.  Cllr Dewhurst declared a personal interest in item 48 (Monmouth Tennis Club). Cllrs Bryn, Jackson-Graham, Blair and Jones declared a personal interest in item 48 (Rock up and Run).	
<b>44. Minutes</b> To confirm and sign the minutes of the meeting held on Monday 15 <sup>th</sup> February 2021.  <i>19:08 Cllr Jones joined the meeting</i>  It was <b>resolved</b> to approve the minutes as a true record.	

<p><b>45. Public Participation</b></p>	<p>To hear comments from members of the public on items to be discussed on the agenda.</p> <p>There were no requests received from members of the public to speak.</p> <p>It was <b>resolved</b> to bring forward agenda item 7.</p>	
<p><b>46. Monmouth Hillwalking and Rambling Club Community Grant 2020-21</b></p>	<p>To consider the proposal from the Monmouth Hillwalking and Rambling Club to change the purpose of the community grant (£2,707) awarded to them in November 2020.</p> <p><i>It was <b>resolved</b> to suspend standing orders to allow a member of public to speak.</i></p> <p>A representative from the Monmouth Hillwalking and Rambling Club explained that Planning Permission was denied for the original proposal of a display on the storage doors of the Shire Hall, however, he confirmed that permission was being obtained for 1 display on the Blestium Street Toilet block for 12 months; that permission had been granted for 1 display in a shop window at Agincourt Square for 3 months; and, 1 at the Shire Hall for 2 months before it is placed at the Leisure Centre long term. He confirmed that QR codes would be included on the displays and that the codes would take users to their website which would show walks that start and finish in Monmouth. The representative anticipates that the new proposal will cost less than the original and he confirmed that any underspend would be returned to the committee.</p> <p>Councillors were fully supportive of the new proposal.</p> <p><i>It was <b>resolved</b> to reinstate standing orders.</i></p> <p>It was <b>resolved</b> to approve the change of purpose for the community grant awarded to the Monmouth Hillwalking and Rambling Club in 2019/2020.</p>	
<p><b>47. Committee expenditure</b></p>	<p>To review budget and approve payments and committee expenditure to date.</p> <p>It was <b>resolved</b> to approve the payments and committee expenditure to date.</p>	
<p><b>48. Community Grants 2021-22 Tranche 1</b></p>	<p>To consider and agree the recommendations of the Working Group for Community Grants 2021-22 Tranche 1 (Budget £27,000)</p> <p>The Chair thanked the Working Group members for their effort in considering the applications received. Individual members of the Working Group considered each grant application and report below.</p>	

"The Friends of Dixton Church (Friends Future Flood Action at Dixton Church)"

Cllr Bryn considered the application for the maintenance of equipment and stock held at Dixton Church that were damaged as a result of recent flooding and noted that there was a lot of detail but not sufficient information as to the purpose and benefit of the project. Concerns were raised as the application has come from a Church and "places of worship" are excluded from the application process. This coupled with the lack of information meant that Councillors were not content to accept this application for a community grant.

- a) It was **resolved** to refuse the application from the Friends of Dixton Church as the funds were for the maintenance of the church rather than for the benefit of the wider community.

Monmouth Cricket Club

Cllr Bryn confirmed that the application from the Cricket Club for the purchase of equipment and game day shirts for a female team that would join the local Softball League satisfied a number of the Wellbeing Goals and that all relevant information for consideration had been provided.

- b) It was **resolved** to accept the application from Monmouth Cricket Club for "Women and Girls in Cricket" and to grant the sum of £527.00.

Rockfield Community Garden

Cllr Jackson-Graham advised the committee that the application for improvements to the vegetable garden area and publicly accessed sensory garden was well prepared and that the project would benefit many people in the local community as well as those who used the Community Centre and satisfies the Wellbeing Goals.

- c) It was **resolved** to accept the application from Rockfield Community Garden for the improvements to the vegetable garden and sensory garden and to grant the sum of £2,017.00.

Monmouth Sports Association Monmouth Tennis Club

Cllr Jackson-Graham confirmed that the application for the resurfacing of the tennis courts was good, and that it covered the Wellbeing Goals but advised that the application is for retrospective funding as the project has been completed but has a funding shortfall. The Officer confirmed that there is no guidance on retrospective applications included in the terms and conditions and so it is for the committee to decide whether to accept the application or not.

- d) It was **resolved** to accept this application from Monmouth Sports Association Monmouth Tennis Club to cover a shortfall in funds for the project to resurface the tennis courts, despite it being a retrospective application, due to the impact of COVID 19 on the ability to fund raise and to grant the sum of £2,000.00.

Monmouth Cycling Club

Cllr Dewhurst told the committee that the application was to facilitate a "Learn to Ride" course on balance bikes for 2-5 year olds and that the application

	<p>satisfied the Council’s criteria and that it addressed all of the Wellbeing Goals.</p> <p>e) It was <b>resolved</b> to accept this application from Monmouth Cycling Club for the “Learn to Ride” course and to grant the sum of £1,000.00.</p> <p><u>Rock up and Run</u> Cllr Dewhurst advised the committee that the application was to train 3 members of the group to become running coaches and that it appeared to satisfy the Wellbeing Goals.</p> <p>f) It was <b>resolved</b> to accept this application from Rock Up and Run for the training of 3 members to become running coaches and to grant the sum of £960.00.</p> <p><u>Monmouth Sports Association</u> This application for improved safety and security for the users of the Monmouth Sports Ground appeared to meet the Wellbeing Goals.</p> <p>g) It was <b>resolved</b> to accept this application from Monmouth Sports Association for improved security in the Monmouth Sports Ground and to grant the sum of £1,308.00.</p> <p>After some discussion, it was agreed that the template application form would assist in providing the information required to properly assess grant applications.</p> <p>h) It was <b>resolved</b> to prepare a template application form that would show future applicants how the form is expected to be completed to ease the decision-making process.</p>	C. Williams
49.	<p><b>Kings Fee Noticeboard</b> To consider the purchase of a new noticeboard for Kings Fee to replace the current one which has sustained considerable weather damage.</p> <p>It was <b>resolved</b> to purchase the noticeboard from the Noticeboard Company for the cost of £209.00 to be paid from the Communication Budget (Budget code 4223).</p> <p><i>This agenda item will be considered by the People and Places Committee as Cllr Christopher seconded the motion and he is no longer a member of the committee and could not be in attendance ex-officio.</i></p>	C. Williams
50.	<p><b>Monmouth Music Festival 2021</b> To note that the Monmouth Music Festival 2021 has been cancelled and to consider approaching the Festival Committee about the possibility of organising and funding a smaller scale event later in the year dependent on any restrictions in place following the pandemic.</p> <p>Councillors felt that it was not suitable to suggest a smaller scale event but to instead show the committee’s full support of the Festival Committee and any plans they may have for future events.</p>	

	<p>It was <b>resolved</b> to respond to the Festival Committee stating that the Committee would support any future plans they may have.</p>	<p><b>C. Williams</b></p>
<p><b>51.</b></p>	<p><b>Policing in Monmouth</b>  To consider and agree writing a letter to the Chief Inspector of Gwent Police regarding the lack of police presence in Monmouth on the weekend.</p> <p>Cllr Christopher provided a verbal report to the committee regarding his recent conversation with a local PCSO following large gatherings in Two River Meadow. He confirmed that local police have stated more help is needed in Monmouth on the weekend. Consideration was given to providing more bins and a CCTV camera in the area.</p> <p>It was <b>resolved</b> to write a letter to the Chief Inspector of Gwent Police regarding the lack of policing in Monmouth on the weekend.</p> <p><i>This agenda item will be considered by the People and Places Committee as Cllr Christopher proposed the motion and he is no longer a member of the committee and could not be in attendance ex-officio.</i></p>	<p><b>C. Williams</b></p>
<p><b>52.</b></p>	<p><b>Date of Next Meeting</b>  Cllr Dewhurst confirmed that this was the final meeting of the Community Affairs Committee and that the new People and Places Committee will have its first meeting on 12<sup>th</sup> April 2021.</p> <p>Cllr Dewhurst formally thanked Cllr Blair for her time as Chair of the Committee.</p>	

**Meeting Closed: 20:37**

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**DRAFT**

### Minutes of the Remote Environmental Affairs Committee Meeting held on 1<sup>st</sup> March 2021 via BT Telephone Conferencing at 7:00pm

#### In attendance:

**Present: Chair:** Cllr Christopher

Cllr Roden	Cllr Gunter
Cllr Bryn	Cllr Dewhurst
Cllr Feakins	Cllr Treharne
Cllr White	Cllr Blair
Cllr Jupp	Cllr Lucas
Cllr Jackson-Graham	

**C. Williams (Officer)**

8 members of press and public

Agenda Item No.	Details	Action
55	<b>Attendance and apologies for absence</b> No apologies were recorded. No apologies were received from Cllr Breeze or Cllr Legg.	
56	<b>Declarations of Members interest and dispensations</b> To receive declarations of interest in items on the agenda in accordance with Part 111 of the Local Government Act 2000, which established the Local Government Code of Conduct for Members.  No declarations of interest were recorded.	
57	<b>Minutes</b> To confirm and sign the minutes of the meeting held on Monday 18 <sup>th</sup> January 2021.  It was <b>resolved</b> to approve the minutes as a true record  It was <b>resolved</b> to bring forward agenda item 8(i)(l)	

<p><b>58</b></p>	<p><b>Working Groups</b></p> <p>(i) To review the Working Groups for the committee and to consider whether they are still necessary and on what basis they should continue if deemed necessary (working group or task and finish group?) and report back to the committee review task and finish group.</p> <p><b>(I) War Memorial Garden (AD (Lead), RR, MF, SW, TJC, CB, EB, Ms R Morgan, Mrs M Boase, Mrs V Mitchell)</b></p> <p>Cllr Dewhurst told the committee that at the last meeting it was decided that a wider range of opinion should be sought and a map was sent to all those interested. The Officer told the committee that many responses were received from the community and interested parties and that these responses were collated and sent to the relevant Monmouthshire County Council Officers. The Officer reminded Members that the Town Council has no jurisdiction over the garden and therefore, it is necessary to wait for a response from MCC as to how matters will progress. It was agreed that the Officer would circulate any substantial response received from MCC and a working group meeting would then be arranged.</p> <p>It was <b>resolved</b> to bring forward agenda item 8(i)(a)</p>	<p>CW</p>
<p><b>59</b></p>	<p><b>Working Groups</b></p> <p>(i) To review the Working Groups for the committee and to consider whether they are still necessary and on what basis they should continue if deemed necessary (working group or task and finish group?) and report back to the committee review task and finish group.</p> <p><b>(a) ACE Monmouth, (CB, (Lead), MF, AD, EB, KJG, Mr Cullen-Jones and Mrs McCartney)</b></p> <p>Cllr Blair reported that the ACE working groups were keen to remain under the umbrella of Monmouth Town Council and that there is a lot of goodwill in a very active group working on behalf of the Council. A majority of councillors supported this view but it was noted that the issue of autonomy created by group's constituting themselves still needed to be resolved and that ways to improve communication between the working groups and the Town Council needed to be discussed. It was noted that the Locum Clerk and the Mayor were both willing to meet with the groups to discuss and agree a way forward.</p> <p>It was <b>resolved</b> to meet with ACE group leaders and agree a way of working together and for the working group to remain a part of MTC.</p> <p>It was agreed that Cllr Feakins would organise a meeting with the Locum Clerk and ACE Monmouth.</p>	<p>MF</p>
<p><b>60</b></p>	<p><b>Public Participation</b></p> <p>To hear comments from members of the public on items to be discussed on the agenda.</p>	





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**Working Groups**

(ii) To review the Working Groups for the committee and to consider whether they are still necessary and on what basis they should continue if deemed necessary (working group or task and finish group?) and report back to the committee review task and finish group.

**b) Town Amenities, (TJC (Lead), AL, AD, JT, CB, SW, JL, Mrs Hargaden and Mr Munslow)**

It was **resolved** to keep Town Amenities as a working group

**c) Litter, (AD, (Lead), TJC, CB and EB)**

It was **resolved** to keep Litter as a working group

**d) Active Travel - Pedestrians & Cyclists, (Including Town 20mph Zone), (EB, (Lead), AD, KJG, RJ, Mr Munslow, Mrs Hargaden, Mr Hoyle, Mr Cullen-Jones, Mrs Mitchell, Mrs Jones, Mr Walton and Mr Wright)**

It was **resolved** to keep Active Travel as a working group

**e) Cemetery, (TJC, (Lead), AD, AL, RR, SW and Mr Munslow.)**

It was **resolved** to make Cemetery a task and finish group.

**f) Welsh Assembly Government Funding - Coach Parking, (RR, (Lead), KJG and JL)**

It was **resolved** to make Coach Parking a task and finish group

**g) Hereford Road Parking, (JL, (Lead), RR, AD and CB)**

It was **resolved** to make Hereford Road Parking a task and finish group

**h) Wye Bridge Pedestrian Footbridge, (JL, (Lead), AD, KJG and RJ)**

It was **resolved** to make Wye Bridge Pedestrian Bridge a task and finish group

**i) Plastic Free Monmouth, (EB, (Lead), AD and CB)**

It was **resolved** to make Plastic Free Monmouth a task and finish group

**j) Agincourt St Toilets, (RR, (Lead), SW and AD)**

It was **resolved** to keep Agincourt St Toilets as a working group

**k) Bee Friendly, (Caru Gwenyn), (AD, (Lead), TJC and SW)**

	<p>It was <b>resolved</b> to keep Bee Friendly as a working group</p> <p>(iii) To receive an update from the Working Groups and to agree any action arising from the same.</p> <p>a) Cllr Blair advised that the ACE Monmouth Working Group is preparing for the Future Festival and green spaces have obtained some bird boxes with cameras in. It was noted that the date for the Future Festival has been moved to September owing to the ongoing Covid 19 restrictions.</p> <p>b) Cllr Christopher advised that the Town Amenities Working Group would like to recommend that the Christmas lights contract would be put out for tender in June 2021 as this is a more appropriate time taking into consideration current staff workload. He advised that the working group had a presentation from A Jones regarding the purchase of a presentation board to go behind the Sustrans sculpture who noted that so far only 1 quote has been received for the works and they are also in discussion with R Hoggins of MCC regarding funding. It was noted that the boards will reflect what is already on the benches and there would be at least 2 photographs or illustrations included on the board.</p> <p>It was <b>resolved</b> to allocate up to £500 from the Town Centre Enhancements budget to fund the purchase of an interpretation board for the Sustrans sculpture near the Monnow Bridge.</p> <p>No other groups had anything to report.</p>	CW/ PH
65	<p><b>Update on Action Summary</b> To update the Action Summary</p> <p>It was noted that two new actions had been added to the summary.</p> <p><i>Cllr Lucas left the meeting</i></p>	
66	<p><b>Items for Discussion at Next Meeting</b> To agree any future items for discussion</p> <p>Cllr Treharne hopes to provide the committee with an update regarding the safety measures on Elstob Way at the next meeting.</p>	JT
67	<p><b>Press Release</b> To agree a Press Release</p> <p>It was agreed to delegate this to the Chair and Officer. It was suggested that dependent on the outcome of the meeting between Cllr Feakins and ACE Monmouth, this could be included in the press release.</p>	TJC/ CW

<b>68</b>	<b>Date of Next Meeting</b> To agree a date for the next meeting  The date of the next meeting is to be determined.	
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**Meeting Closed: 20:10**

**Annual Budget - By Committee (Actual YTD Month 12)**

**Note: Annual Budget up to 31/03/2021**

		<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
<b><u>Community Affairs</u></b>												
<b><u>201</u></b>	<b><u>Community Affairs</u></b>											
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
4204	Community Grants combined	24,000	24,000	0	0	34,480	0	34,480	22,385	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
	<b>Overhead Expenditure</b>	67,284	61,449	0	0	89,763	0	89,763	52,996	93,383	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(67,284)</u>	<u>(61,449)</u>			<u>(89,763)</u>		<u>(89,763)</u>	<u>(52,996)</u>	<u>(93,383)</u>		
	<b>Community Affairs - Income</b>	0	0	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	67,284	61,449	0	0	89,763	0	89,763	52,996	93,383	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(67,284)</u>	<u>(61,449)</u>			<u>(89,763)</u>		<u>(89,763)</u>	<u>(52,996)</u>	<u>(93,383)</u>		

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Annual Budget up to 31/03/2021

		<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
<b><u>Environmental Affairs</u></b>												
<b>301</b>	<b><u>Environmental Affairs</u></b>											
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	17,023	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	7,938	8,550	0	0
4310	Town Maintenance Contract & Ex	8,650	8,645	0	0	9,474	0	9,474	3,480	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
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
	<b>Overhead Expenditure</b>	<b>129,738</b>	<b>107,866</b>	<b>0</b>	<b>0</b>	<b>130,382</b>	<b>0</b>	<b>130,382</b>	<b>92,253</b>	<b>134,866</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(129,738)</b>	<b>(107,866)</b>			<b>(130,382)</b>		<b>(130,382)</b>	<b>(92,253)</b>	<b>(134,866)</b>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Annual Budget up to 31/03/2021

	<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
<b>Environmental Affairs - Income</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	129,738	107,866	0	0	130,382	0	130,382	92,253	134,866	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(129,738)</u>	<u>(107,866)</u>			<u>(130,382)</u>		<u>(130,382)</u>	<u>(92,253)</u>	<u>(134,866)</u>		
<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	197,022	169,314	0	0	220,145	0	220,145	145,249	228,249	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(197,022)</u>	<u>(169,314)</u>			<u>(220,145)</u>		<u>(220,145)</u>	<u>(145,249)</u>	<u>(228,249)</u>		

# Agenda item 8

06/04/2021

Monmouth Town Council Current Year

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16:02

Nominal Ledger Report by CENTRE

User :PAULA

A/c Code	4093 CCTV		Annual Budget		23,383
Centre	201 Community 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>
				Opening Balance	0.00
2	04/05/2020	5221	Cashbook	CCTV 1/4 20-21	3,345.60
4	22/07/2020	5245	Cashbook	CCTV Jul-Sept 20	3,345.60
7	23/10/2020	5162	Cashbook	CCTV Oct-Dec 10	3,345.60
10	18/01/2021	017	Purchase Ledger	CCTV Jan - Mar 21	3,345.60
		Account CCTV		Account Totals	<u>13,382.40</u> <u>0.00</u>
		Centre Community Affairs		Net Balance Month 12	13,382.40

A/c Code	4203 Community Contributions		Annual Budget		20,000
Centre	201 Community 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>
				Opening Balance	0.00
4	28/07/2020	5247	Cashbook	Cmty contribn to CAB	10,000.00
8	24/11/2020	5173	Cashbook	MCC sum childs act hubs & pack	6,000.00
8	24/11/2020	5173X	Cashbook	MCC sum childs act hubs & pack	6,000.00
8	24/11/2020	5174	Cashbook	MCC sum childs act hubs & pack	6,000.00
		Account Community Contributions		Account Totals	<u>22,000.00</u> <u>6,000.00</u>
		Centre Community Affairs		Net Balance Month 12	16,000.00

A/c Code	4204 Community Grants combined		Annual Budget		34,480
Centre	201 Community 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>
				Opening Balance	0.00
3	01/06/2020	5226	Cashbook	Parkinson's Support Gp grant	175.00
3	01/06/2020	5227	Cashbook	Mon Tennis Club grant	154.50
3	01/06/2020	5228	Cashbook	growing Spaces Grant	1,875.00
3	01/06/2020	5229	Cashbook	Mon Sports Assn grant	1,260.00
3	01/06/2020	5230	Cashbook	Cmty Champions grant	750.00
3	01/06/2020	5231	Cashbook	Bereavment Supt Gp grant	331.00
3	25/06/2020	5238	Cashbook	Cmty Gt Mon-Carbonne Tw.Assn	405.00
6	11/02/2020	5120X	Cashbook	Cmty grant award Choir	1,700.00
6	22/09/2020	5272	Cashbook	Cmty grant 19/20 reissue chq	1,700.00
8	24/11/2020	5177	Cashbook	Comm Grant 20/21Tranche 2	1,998.00
8	24/11/2020	5178	Cashbook	Comm Grant Tranche 2 20/21	2,688.00
8	24/11/2020	5179	Cashbook	Comm Grant Tranche 2 20/21	3,780.00
8	24/11/2020	5180	Cashbook	Comm Grant Tranche 2 20/21	2,958.00
9	08/12/2020	5186	Cashbook	Community Grant	4,125.00
9	22/12/2020	5199	Cashbook	Comm Grant	975.00
12	31/03/2021	5320	Cashbook	Grant 2021Tranche2DropitBagitB	910.00





A/c Code	4306 New bridge area paving				Annual Budget	0
Centre	301 Environmental Affairs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2020	225	Journal	YE adjust for creditor 2018/19		800.00
1	01/04/2020	246	Journal	Reversal of YE creditor	800.00	
		Account	New bridge area paving	Account Totals	800.00	800.00
		Centre	Environmental Affairs	Net Balance Month 12		0.00

A/c Code	4307 Agincourt St. Toilets				Annual Budget	23,570
Centre	301 Environmental Affairs				Committed	6,547
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
12	08/03/2021	017	Purchase Ledger	AgincourtToiletCleanMainUtilit	17,022.86	
		Account	Agincourt St. Toilets	Account Totals	17,022.86	0.00
		Centre	Environmental Affairs	Net Balance Month 12	17,022.86	

A/c Code	4308 MCC Street Sweep				Annual Budget	26,923
Centre	301 Environmental Affairs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
8	06/11/2020	5167	Cashbook	20/21 Mon cleans/sweeping SLA	26,922.27	
		Account	MCC Street Sweep	Account Totals	26,922.27	0.00
		Centre	Environmental Affairs	Net Balance Month 12	26,922.27	

A/c Code	4309 Dog waste bins				Annual Budget	8,160
Centre	301 Environmental Affairs				Committed	189
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2020	221	Journal	Merlin Waste 3 extra bins		94.00
1	01/04/2020	5155	Cashbook	Dog waste bin emp 6/4-29/6/20	1,638.00	
3	25/06/2020	5237	Cashbook	Dog waste bin empty Jul-Sept	1,965.60	
6	26/09/2020	5273	Cashbook	Dog wste bin emoty Oct-Dec 20	1,825.20	
7	15/10/2020	5280	Cashbook	mob.costs, bench plaque,bin s	22.59	
10	04/01/2021	011	Purchase Ledger	4395/2/Dog Waste Jan 21	561.60	
11	04/01/2021	011	Purchase Ledger	4396 4397/2/Dog Waste Feb 21	561.60	
11	04/01/2021	011	Purchase Ledger	4396 4397/2/Dog Waste Mar 21	702.00	
12	22/03/2021	5312	Cashbook	Dogbin050421-260421	576.00	
12	22/03/2021	017	Purchase Ledger	DogBin Watery LaneChartist Way	179.00	

A/c Code 4309 Dog waste bins

Centre 301 Environmental Affairs

<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	8,031.59	94.00
		Centre	Environmental Affairs		Net Balance Month 12	7,937.59	

A/c Code 4310 Town Maintenance Contract &amp; Ex

Annual Budget 9,474

Centre 301 Environmental Affairs

Committed 48

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00		
1	01/04/2020	221	Journal	MCC-Playground inspection		529.00	
1	01/04/2020	221	Journal	MCC-Litter bin empty Kings fee		208.00	
5	11/08/2020	5249	Cashbook	Playground re-opening sign	29.00		
7	23/10/2020	5163	Cashbook	defib Ins 1/11/20-31/10/21	126.00		
8	06/11/2020	5168	Cashbook	Grounds Maint SLA 20-21 (10mth	3,106.57		
9	08/12/2020	5183	Cashbook	Defib installation	60.00		
11	17/02/2021	020	Purchase Ledger	No Smoking Sign Drybridge Park	55.00		
12	18/03/2021	017	Purchase Ledger	Relocate EntranceDrybridgePark	284.00		
12	18/03/2021	017	Purchase Ledger	CleanMossAlgaeDrybridge Park	68.00		
12	18/03/2021	5309	Cashbook	Sign Cleaning 2020-21	100.00		
12	22/03/2021	017	Purchase Ledger	KingsFeeBinEmpty 191019-200320	208.00		
12	22/03/2021	017	Purchase Ledger	InstallBenchSkatePark	180.00		
		Account	Town Maintenance Contract & Ex		Account Totals	4,216.57	737.00
		Centre	Environmental Affairs		Net Balance Month 12	3,479.57	

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>	
				Opening Balance	0.00		
1	01/04/2020	5157	Cashbook	Floral contract10/4-10/7/20	2,205.00		
10	14/01/2021	019	Purchase Ledger	Xmas lights and replace icicle	17,150.00		
10	24/01/2021	018	Purchase Ledger	70/14/Street Decorations	200.00		
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 &amp; Town Centre Enha

Annual Budget 7,000

Centre 301 Environmental Affairs

Committed 5,990

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	

A/c Code 4317 Decorations &amp; Town Centre Enha

Centre 301 Environmental Affairs

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
1	01/04/2020	221	Journal	MCC-Fountain clean cost		1,456.00	
1	01/04/2020	221	Journal	MCC-King's fee bench		575.00	
1	01/04/2020	221	Journal	MCC-bench instal- skate park		180.00	
5	18/08/2020	5254	Cashbook	Bunting-to be reimb. by MCC	2,000.00		
7	15/10/2020	5280	Cashbook	mob.costs, bench plaque,bin s	22.22		
11	20/01/2021	017	Purchase Ledger	70174099/26/Town Centre Enhanc	600.00		
11	26/02/2021	017	Purchase Ledger	InstallBench Beech Rd	307.90		
Account Decorations & Town Centre Enha					Account Totals	2,930.12	2,211.00
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

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
12	02/03/2021	017	Purchase Ledger	AnnChargeBlestiumToilets20-21	14,356.00		
Account Blestium St. Toilets					Account Totals	14,356.00	0.00
Centre Environmental Affairs					Net Balance Month 12	14,356.00	

A/c Code 4324 Climate Change Emergency

Annual Budget 3,000

Centre 301 Environmental Affairs

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
6	22/09/2020	5271	Cashbook	Dr. Bike workshop 27/9/20	56.00		
Account Climate Change Emergency					Account Totals	56.00	0.00
Centre Environmental Affairs					Net Balance Month 12	56.00	

# Agenda item 8

## Late Payment List – People & Places 12.04.2021

<b>Date Paid</b>	<b>Cheque/Ref Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
01/04/2021	5317	Mind Monmouthshire	7500.00	1 <sup>st</sup> Instalment of Partnership Contribution 2021
12/04/2021	5326	Rockfield Park Community Centre	2017.00	Community Grant 21-22 Tranche 1
12/04/2021	5327	Monmouth Rock Up and Run	960.00	Community Grant 21-22 Tranche 1
12/04/2021	5328	Monmouth Sports Association	1308.00	Community Grant 21-22 Tranche 1
12/04/2021	5329	Monmouth Cricket Club	527.00	Community Grant 21-22 Tranche 1
12/04/2021	5330	Monmouth Cycling Club	1000.00	Community Grant 21-22 Tranche 1
12/04/2021	5331	Monmouth Tennis Club	2000.00	Community Grant 21-22 Tranche 1

# Agenda item 9(i)



## MONMOUTH TOWN COUNCIL

### Policy for Kids Club Allocation

12.04.2021

1. This policy is for the purpose of allocating loyalty cards applicable for the Monmouth Savoy Trust Kids Club in association with Monmouth Town Council to those children who do not attend a Monmouth school but reside in Monmouth.
2. Applications for a Kids Club Loyalty Card can be accepted via email or letter to at least one Monmouth Town Council Ward Councillor.
3. The application for a Kids Club Loyalty Card should include the following:
  - a. Application form (Appendix 1);
  - b. Proof of residence of the child;
  - c. Proof of school that the child attends.
4. It is the responsibility of the Ward Councillor(s) who receive(s) the application to ensure that the proof of residence and school confirms that the child:
  - a. resides in one of the wards of the town of Monmouth (Wyesham, Drybridge, Overmonnow, Dixton with Osbaston or Town); and
  - b. attends a school that is not in the town of Monmouth (for clarity, none of the following: ð Overmonnow Primary, Kymin View, Osbaston Primary, Monmouth School for Girls nor Monmouth Boys School).
5. Copies of the proof should be permanently destroyed within 7 days of receipt.
6. If the Ward Councillor(s) are satisfied that the applicant child resides in Monmouth and doesn't attend a Monmouth school, they should advise the Town Clerk who will provide a Kids Club Loyalty Card within 10 working days.



**APPLICATION FORM FOR MONMOUTH SAVOY THEATRE**  
**KIDS CLUB LOYALTY CARD**

Parent Details

Name.....

Address .....

.....

.....

Postcode .....

Telephone .....

Email .....

Child Details

Name.....

Date of Birth...../...../.....

Name of School.....

Additional Information

Proof of Residence

Proof of School

-----

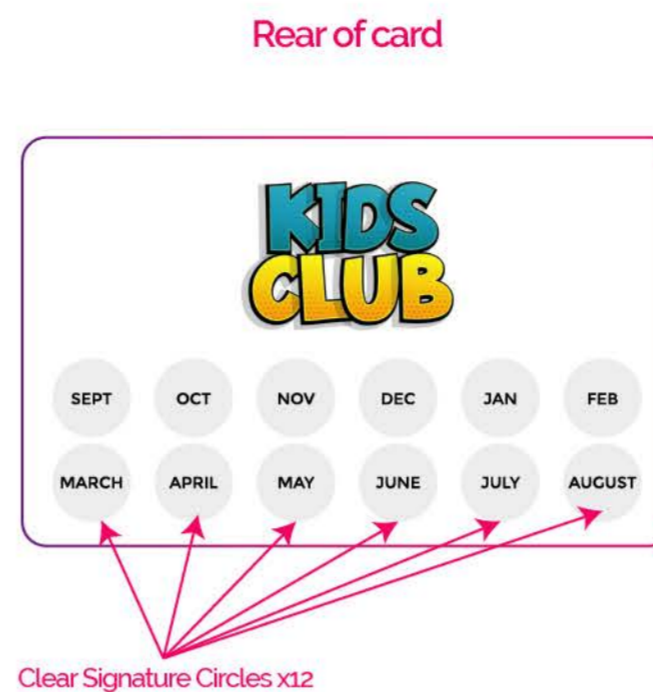
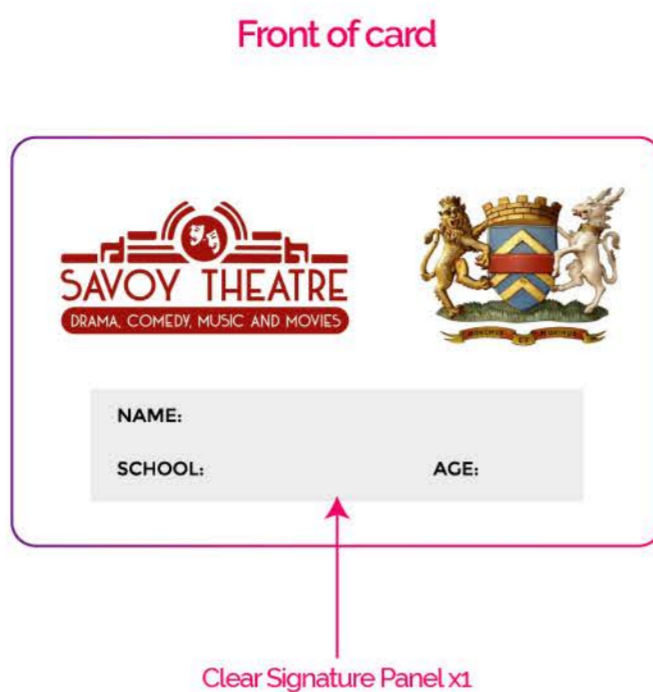
Ward Councillor Signature for Approval.....



Agenda item 9(ii)

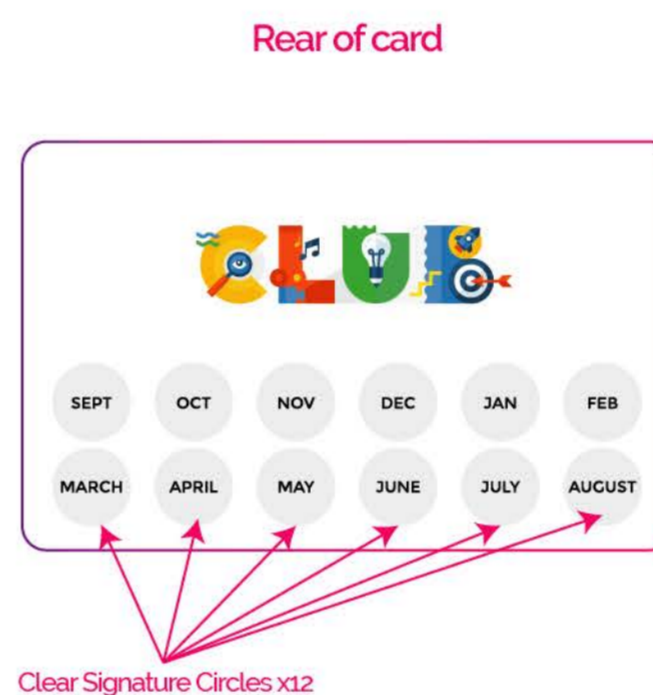
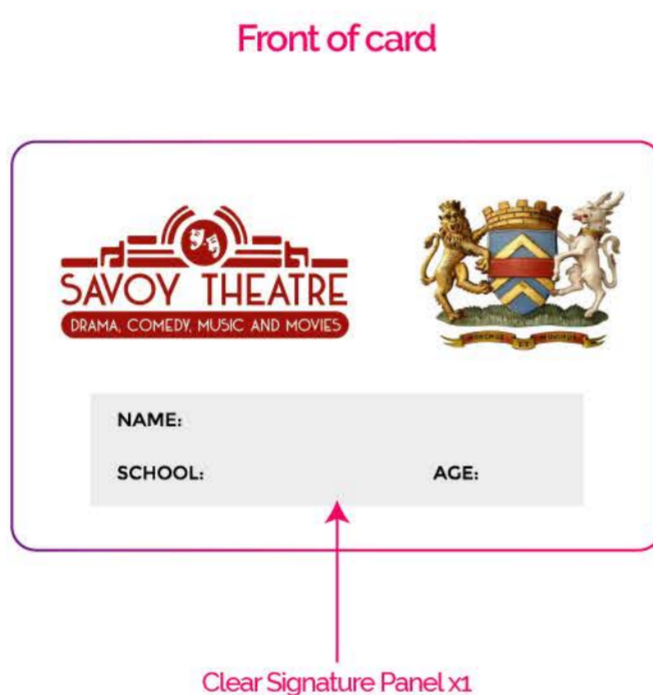
**Card Specification:**

Type: Degradable PVC Stock  
 Size: 86 x 54mm  
 Quantity: TBC  
 Colour: Full colour double sided  
 Finish: Gloss lamination  
 Extras: Signature strips (double sided)



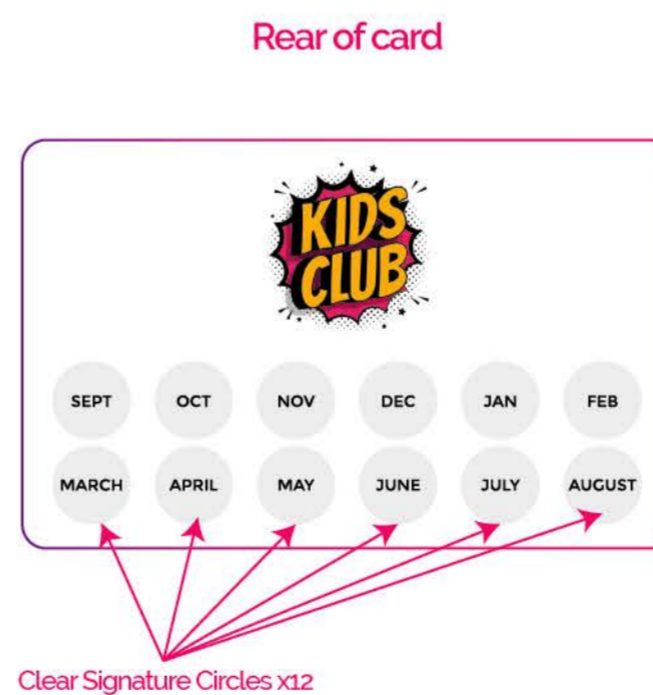
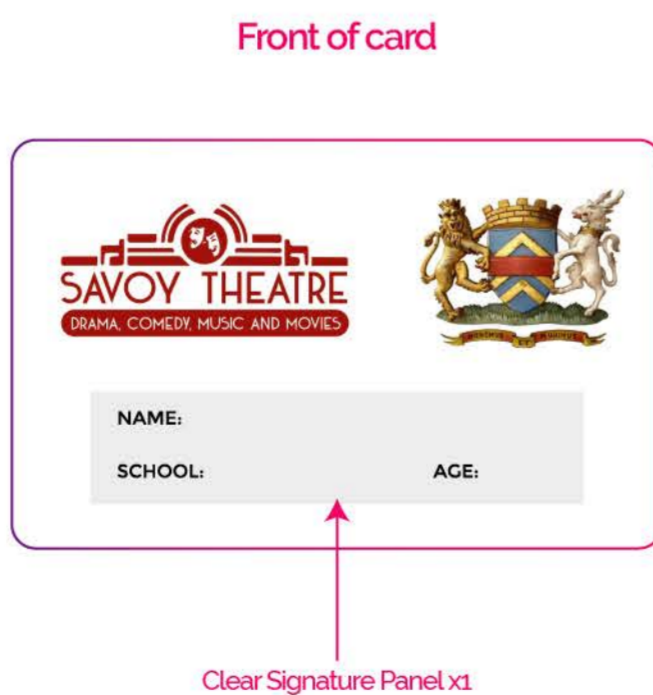
**Card Specification:**

Type: Degradable PVC Stock  
 Size: 86 x 54mm  
 Quantity: TBC  
 Colour: Full colour double sided  
 Finish: Gloss lamination  
 Extras: Signature strips (double sided)



**Card Specification:**

Type: Degradable PVC Stock  
 Size: 86 x 54mm  
 Quantity: TBC  
 Colour: Full colour double sided  
 Finish: Gloss lamination  
 Extras: Signature strips (double sided)



**Important notice**

This proof is representative of the final print. As such, please check this proof carefully (including checking any text) as we accept no liability for any errors due to artwork.

Please note, due to the different colour profiles used between computer screens and commercial print, minor colour variation may occur. Any personalisation is shown for illustrative purposes only unless we are made aware of exact positioning which will then be shown on this proof. There may also be movement of up to 1mm when the card is trimmed to size.

Acceptance of this proof means that you understand and accept this notice, have obtained permission to use any copyrighted or trademarked images and agree to our terms & conditions.

# Agenda item 9(ii)

**From:** [Mat Feakins](#)  
**To:** [Deborah McNeill](#); [Caitlin - Monmouth Council](#)  
**Subject:** Fw: Order ref: 21030160699. Please find your v2 proof attached.  
**Date:** 01 April 2021 16:10:26  
**Attachments:** [21030160699-proof-v2.png](#)  
[image001.png](#)

---

Hi Deborah,

I'd already checked with the Savoy and they favored the attached design, to which I've then added your suggestion of including "Monmouth Town Council" under our crest.

This hasn't cost MTC anything to boot .. :)

Kind regards,

Mat 07498 658 331

----- Forwarded Message -----

**From:** The Plastic Card People <[studio@theplasticcardpeople.co.uk](mailto:studio@theplasticcardpeople.co.uk)>  
**To:** [REDACTED]  
**Sent:** Thursday, April 1, 2021, 02:33:09 PM GMT+1  
**Subject:** Order ref: 21030160699. Please find your v2 proof attached.

Hi Mat,

Please find your v2 proof attached. We would be grateful if you would check this proof to confirm you are happy with its content and that you would like to continue with your order?

Kind regards,

Megan



**MEGAN SCAIFE**

STUDIO TEAM LEADER

T 0800 622 6744

Unit 1 Home Farm, Mill Lane, Stillington, York, North Yorkshire, YO61 1NG

[www.theplasticcardpeople.co.uk](http://www.theplasticcardpeople.co.uk)

[FACEBOOK @ThePlasticCardPeople](#) [TWITTER @plasticcardpl](#) [INSTAGRAM ThePlasticCardPeople](#) [LINKEDIN The Plastic Card People](#)

This email and any attachments are or may be confidential and should not be read, used, copied or disclosed by anyone who is not the intended recipient. If you are not the intended recipient and have received this email in error, please notify the sender immediately and then permanently delete such email and any attachments from your systems.



Agenda item 9(ii)

**Card Specification:**

- Type: Degradable PVC Stock
- Size: 86 x 54mm
- Quantity: TBC
- Colour: Full colour double sided
- Finish: Gloss lamination
- Extras: Signature strips (double sided)

**Important notice**

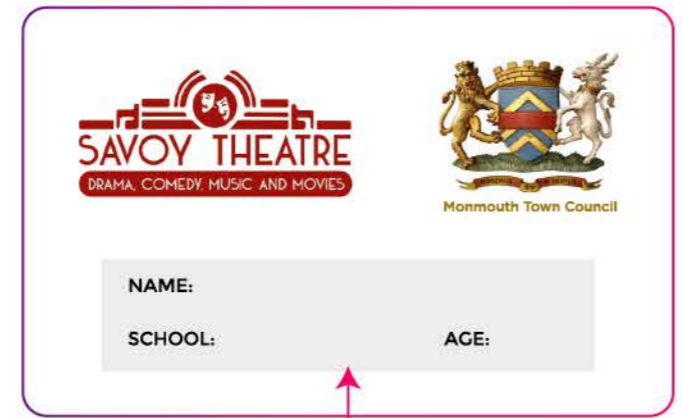
This proof is representative of the final print. As such, please check this proof carefully (including checking any text) as we accept no liability for any errors due to artwork.

Please note, due to the different colour profiles used between computer screens and commercial print, minor colour variation may occur. Any personalisation is shown for illustrative purposes only unless we are made aware of exact positioning which will then be shown on this proof. There may also be movement of up to 1mm when the card is trimmed to size.

Acceptance of this proof means that you understand and accept this notice, have obtained permission to use any copyrighted or trademarked images and agree to our terms & conditions.

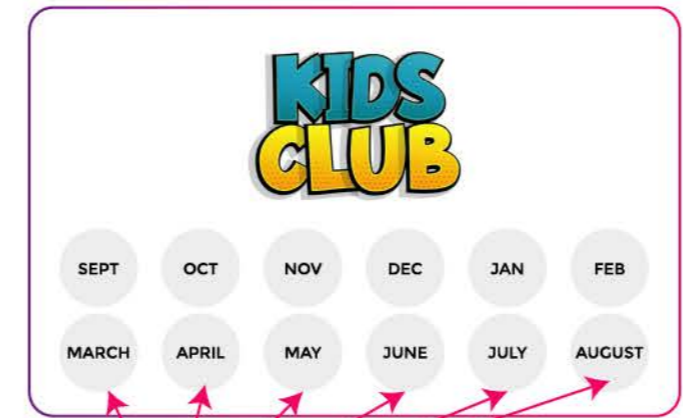
[www.theplasticcardpeople.co.uk/terms](http://www.theplasticcardpeople.co.uk/terms)

Front of card



Clear Signature Panel x1

Rear of card



Clear Signature Circles x12

— Cutting Line

3D example



# Agenda item 10

**From:** [Platform One](#)  
**To:** [Caitlin - Monmouth Council](#)  
**Subject:** Re: Town Banners  
**Date:** 10 March 2021 10:32:31  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)

---

Good morning Caitlin

I understand your point about using local suppliers and completely agree. I know that Sally will be happy to quote for production of the banners – and was thinking of working to a specification similar to that suggested by Genesis – but feels she would rather have the installation carried out by a third party. As you say, that is a decision that can be taken after the Committee has allocated a budget for this exercise.

Meanwhile, for our part, I have put down my first draft idea of how we can update the banner designs (two-page pdf attached) indicating the use of appropriate borders. I don't yet know whether we can come up with sufficient different devices to apply to all 16 designs but there would probably be no harm in some of them being duplicated. Please don't take too much notice of the colourways. I generally discuss colour with Sher and, at this stage, we haven't had that conversation. I intend reworking some of the drawings that I've never been 100% happy with, all of which is included in our price, as follows:

To revisit the existing banner designs, create borders for use top and bottom; consider new colours; update drawings of archer, abbot, farmer, judge, mace bearer and Roman soldier; supply hard copy prints for comments by Environmental Affairs Committee; create artwork for print and liaise with sign makers.

£900 ex VAT.

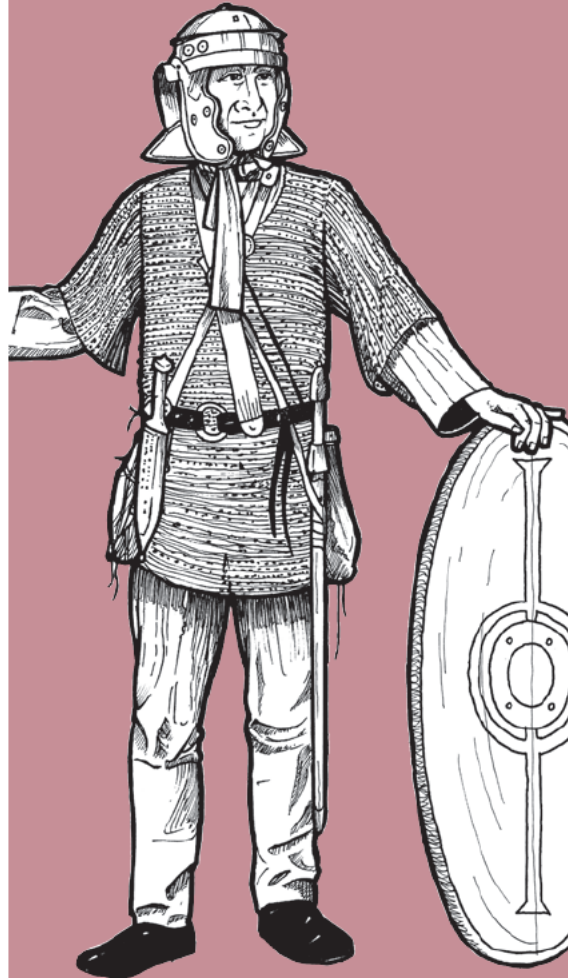
I hope this will be of interest and look forward to hearing from you accordingly in due course.

Best wishes

David



# THE MAKING OF MONMOUTH

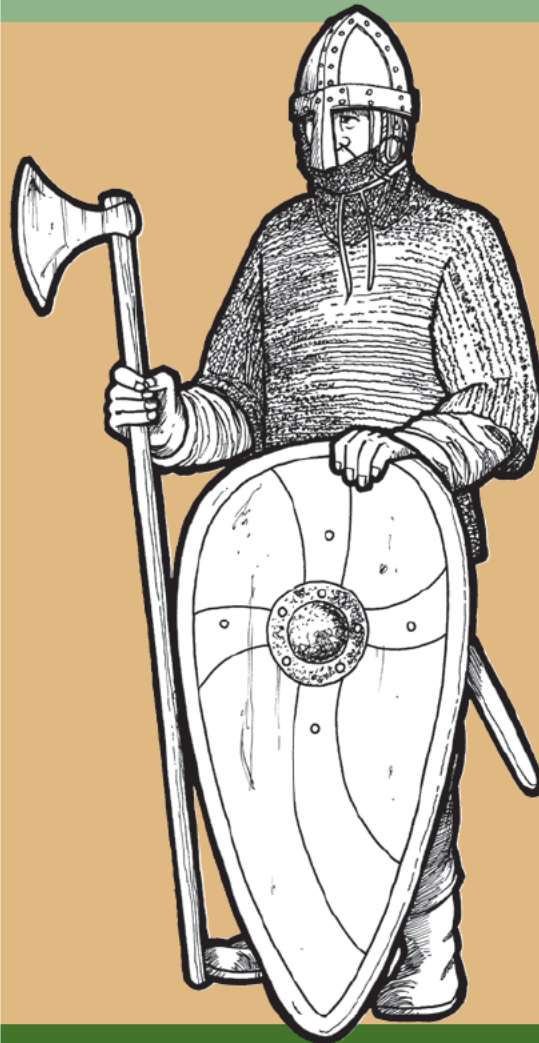


## ROMAN

A small fort, known as Blestium, was established here around 55AD. Monmouth became an iron-working centre during the Roman Occupation.



# THE MAKING OF MONMOUTH



## NORMAN

The Welsh Marches,  
from Chepstow to Cheshire,  
were under Norman control  
for nearly 300 years.

# Agenda item 11

**From:** [Platform One](#)  
**To:** [Caitlin - Monmouth Council](#)  
**Subject:** Re: Town Maps  
**Date:** 16 February 2021 09:34:40  
**Attachments:** [image001.jpg](#)

---

Hi Caitlin,

Thanks for your email, I hope you are keeping well?

I wish we'd known, we've just updated it for some leaflets the Chamber has had done to promote the Town. It is unlikely that the maps will be updated in the short term, as you know they are paid for by advertising and the money just isn't going to be there from the retailers after the last 12 months. Send me the locations, I will add them onto my artwork so that next time it is used for anything they are shown, then when the maps in the stands are updated they will already be on the artwork.

Hope that works for you.

Best wishes

Sher

A picture containing graphical user interface? ? Description automatically generated



ne

---

**From:** Caitlin - Monmouth Council <caitlin@monmouth.gov.uk>

**Date:** Monday, 15 February 2021 at 18:37

**To:** User <chair@monmouthchamber.co.uk>, "Platform One - David Evans

(d [REDACTED] k)" <[REDACTED]>

**Subject:** Town Maps



Hi both,

Just wondering whether you have any update on when the town maps are likely to be reviewed? The Community Affairs Committee would like to include the locations of defibs on the maps but would rather wait for the maps to be updated than to purchase stickers for example.

Any guidance would be gratefully received.

Kind regards

**Caitlin Williams**

**Administration Officer**

Monmouth Town Council

Shire Hall,

Agincourt Square

Monmouth

NP25 3DY

Tel: 01600 715662

Email: [caitlin@monmouth.gov.uk](mailto:caitlin@monmouth.gov.uk)

*Please note the Shire Hall is now closed and Officers are working from home. Telephone calls will be monitored every day except Wednesday from 10:00am until 12noon. Emails are monitored Monday - Friday between 10:00 a.m. until 3 p.m.*

***The Shire Hall remains closed to members of the public.***

When you contact us the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party. Your information may however be published in the public domain if you require the Council to discuss the matter raised.

For further information please see our full privacy notice on our

website: <https://static1.squarespace.com/static/5630d2b8e4b0465682375c36/t/5dcabfbef3feba5015ad1681/1573568447063/MTC+Website+Privacy+Policy.pdf>

# Agenda item 12

**From:** [Sustrans Cymru](#)  
**To:** [Town Clerk, Monmouth Council](#)  
**Subject:** FW: Williams Field Lane Walking and Cycling Route | Llwybr Cerdded a Beicio Williams Field Lane  
**Date:** 26 March 2021 15:08:36  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

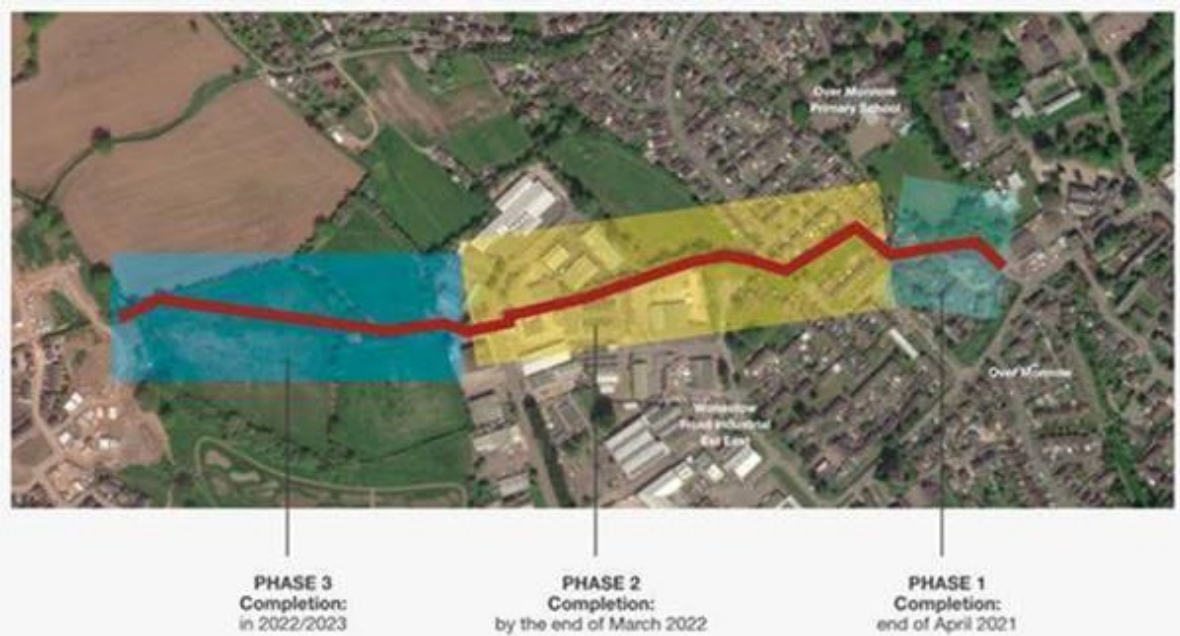
---

Dear clerk of Monmouth Town Council,

Monmouthshire County Council are currently in the process of developing a new walking and cycling route, connecting Kingswood Gate to Williams Field Lane.

The new route will link Kingswood Gate and surrounding neighbourhoods to Overmonnow Primary Schools and further afield to Monmouth Town Centre, offering a safe alternative to Wonastow Road for everyone who wants to get about our town actively!

The development of the route will take place in three stages:



We are now looking for people's ideas on the planned route and would like your feedback as a local stakeholder, to make this an active travel route for and from the community.

To share your feedback and ideas please visit the project website:

[www.sustrans.info/williamsfieldlane](http://www.sustrans.info/williamsfieldlane)

All your ideas on how to make this route more pleasant and encourage more people to walk and cycle will be considered – please do let us know!

If you are unable to leave your comments using the online system, or would just like to discuss the project with us, we will be holding an **online drop-in session on 15 April, at 5pm**. The link to the online session will be shared with you a few days before the session.

If you have any further questions please contact us using the details below. We are very much looking forward to hearing from you!

Kind regards,  
Eni Hansen-Magnusson

Senior Project Officer, Network Development (Wales)  
Sustrans Cymru

Email: [sustranscymru@sustrans.org.uk](mailto:sustranscymru@sustrans.org.uk)  
Phone: 029 2065 0602

On behalf of Monmouthshire County Council.

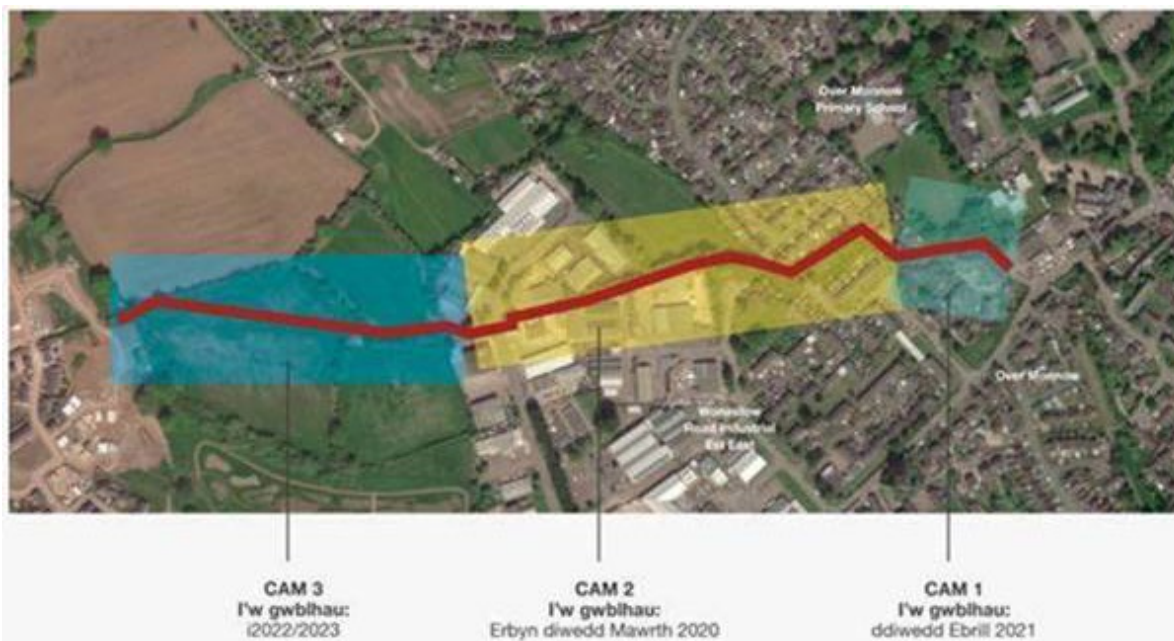
---

Dear clerk of Monmouth Town Council,

Mae Cyngor Sir Fynwy wrthi ar hyn o bryd yn datblygu llwybr cerdded a beicio newydd i gysylltu Kingswood Gate â Williams Field Lane.

Bydd y llwybr newydd yn cysylltu Kingswood Gate a'r cymdogaethau cyfagos ag Ysgol Gynradd Overmonnow ac ymhellach tuag at Ganol Tref Trefynwy, yn cynnig opsiwn diogel sy'n osgoi gorfod defnyddio Wonastow Road i bawb sy'n dymuno teithio'n llesol o amgylch ein tref!

Bydd y llwybr yn cael ei ddatblygu mewn tri cham:



Rydym nawr yn gofyn am syniadau pobl am y llwybr a gynlluniwyd a hoffem gael eich adborth fel rhanddeiliad lleol, i wneud hwn yn llwybr teithio llesol ar gyfer y gymuned, wedi'i lunio gan y gymuned.

I rannu eich adborth a'ch syniadau, ewch i wefan y prosiect:  
<https://sustrans.info/williamsfieldlane-cymraeg>

Bydd eich holl syniadau ar gyfer gwneud y llwybr hwn yn fwy dymunol ac annog mwy o bobl i gerdded a beicio yn cael eu hystyried – da chi, rhowch wybod inni!

Os na allwch adael eich sylwadau gan ddefnyddio'r system ar-lein, neu os hoffech drafod y prosiect gyda ni, byddwn yn cynnal **sesiwn galw heibio ar-lein ar 15 Ebrill, am 5yh**. Byddwn yn



rhannu'r ddolen i'r sesiwn ar-lein hwn maes o law.

Os oes gennych unrhyw gwestiynau eraill, cysylltwch â ni gan ddefnyddio'r manylion isod. Rydym yn edrych ymlaen yn arw at glywed gennych!

*Dymuniadau gorau*

Eni Hansen-Magnusson

Sustrans Cymru

Ar ran Cyngor Sir Fynwy.

---

**Sustrans Cymru**



123, Stryd Bute, Caerdydd, CF10 5AE  
123, Bute Street, Cardiff, CF10 5AE

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Sustrans is the charity making it easier for people to walk and cycle. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute. Join us on our journey. <http://www.sustrans.org.uk/>

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# Agenda item 13

## MONMOUTH TOWN COUNCIL

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Date: 08/04/2021

## Report to People and Places Committee

**Subject: Incredible Edible**

**Prepared by: Caitlin Williams**

Information taken from [Incredible Edible – If you eat, you're in](#)

### **Ethos of Incredible Edible**

#### **Community**

Community is at the very heart of Incredible Edible's work and our growing patches are edible attractions to get people talking. From its inception, Incredible Edible sought to show how ordinary people can transform their own landscapes and turned disused plots into abundant sources of healthy food.

Working with whoever is willing, we create powerful connections through food, which lead people to believe that when we act together each of us is stronger for it.

#### **Learning**

We believe in the lost arts. The art of growing and soil science, the art of cooking and preserving and the connection that is made to our planet when we learn about food. Incredible Edible believes reviving our hands-on knowledge of food is essential for all our futures.

Schools are natural places to start, with food playing an increasingly important part in the curriculum. Our groups work with schools and their gardening clubs to pass on skills and get them growing. But of course learning doesn't end at the school gates, and groups across the country provide training through adult gardening clubs, training courses and workshops such as chutney making, pickling and frugal cooking.

#### **Business**

In the UK we are a nation of shop keepers. Proud, industrious people, making a living, giving back to the community and making the local high street vibrant. Incredible Edible believes in business and its positive impact in our communities.

The business plate is nothing at all to do with sponsorship or asking others for help. It's everything about what we as individuals can do to support a local food economy.

Getting pounds into the pockets of small local food businesses so that over time they might be able to produce more and employ more people. It's dead simple. If it's possible, the more people shop for local food, the stronger our local food economy is and the stronger our communities are. We support local and buy local, we promote 'green routes' that celebrate local growing and walk past local business. That way, we all contribute and we will benefit – we make money – sticky.

### How MTC could get involved?



## CATALYST PARTNER

Our Catalyst Partner programme is for organisations who identify with the Incredible Edible vision, mission and values. Whether you're operating at a town, district, regional or national level, we can work with you to develop your own organisational plan to be Incredible.

### Being a Catalyst Partner

Incredible Edible creates kind, confident and connected communities through the power of food. We do this by spinning the three plates of community, learning and business. There are over 100 community-led groups across the UK who make this happen. We engage with anchor institutions, like local government, NHS and social landlords as well as business to change the system to create a kinder prosperity.

The key to the Incredible Edible movement are the people who are grass roots innovators and change makers in our communities. As a Catalyst Partner you will use the gifts your organisation has (most often, the ability to say yes) to work alongside people in your communities to create Incredible Edible groups of community activists who spin the three plates.

We believe that by sharing our Incredible approach you will be able to achieve many of your strategic goals around community, health, wellbeing, sustainability, environment etc.

# 10 STEPS TO BEING INCREDIBLE

When you **sign up** to the website ([www.incredibleedible.org.uk](http://www.incredibleedible.org.uk)) all the links on this page will take you direct to our Incredible resources for groups.

**1 You are inspired!** You can see how spinning the three plates could change your community and you want to make it happen.

**2 Sign up to the Incredible Edible website** and read through the **Getting going** section for lots of resources, hints and tips.

**3 Get some people to join you – publicise your idea**, get speaking to people in the community centre/library/pub and **hold a meeting**. Remember 'if you eat you're in', so not everyone needs to be a grower; you'll need a range of skills in the team.

**4 Build your team** – drink tea and talk: what inspires you about Incredible Edible; why you want to be Incredible; the skills, knowledge, contacts and resources you already have and what you'd like to achieve in your community.

**5 Plan your activities** – start small (remember the power of small actions). Once you start, people will gain interest and you'll get more support for the next stage of your plan. Start with one plate (**community, learning, business**) then move onto another.



Once you've rummaged around our toolshed, let us know if you've got any questions: [info@incredibleedible.org.uk](mailto:info@incredibleedible.org.uk)

**6 Think about practicalities** – locations with good footfall, signage, insurance, what to plant, access to water and when, safeguarding, who are your local producers and how you could involve them, as well as what local groups might want to learn about food.

**7 Do it!** – get out there, plant, grow, water, chat, connect, chat some more, meet new people, share your learning and promote your local food producers.

**8 Celebrate and share** – motivation comes from acknowledging you've achieved something, so celebrate with your group and with your community, share your food, your learning, your plans, your next work party date.

**9 Learn, plan and advertise** – what worked well, what not so well, what do you want to do more of, advertise it, **talk about it, promote it**.

**10 Do some more!** – now you've got going, keep going, keep celebrating, keep drinking tea and sharing. The momentum you gain will be infectious.





## Get going – a guide to doing something Incredible

If you've just signed up, then we'll be in touch with you to chat through your ideas and to agree your new Incredible Edible group name and logo.

Meantime, this section has everything you need to get your group off to a great start. Or if you've been Incredible for a while, this section will still have something useful for your group to use.

First read [Getting going – a guide to doing something Incredible](#). This gives you some ideas for those first steps based on our learning over the last 10 years. If you read this online then the resource has links to all the relevant sections of the website. We'll send you some printed copies of these to share with your new

group – you'll probably want to refer back to this over your first few months, so keep it handy. And our [10 Steps to being Incredible](#) guide is a quick reference tool.

Then have a look at [Get promoting](#) and [Get connecting](#) to build your Incredible team. Or if you just want to get straight in, then download the complete starter pack from the Download link on the right.

The rest of the [Toolshed](#) has lots of information to help you on these first steps and the [Marketplace](#) has stories we hope will inspire you. So keep coming back for more...

If you would like to read this whole Toolshed section in PDF format, or print it off to share with others, click on the 'download section' link on the right.

## Resources

### Getting started



Using the complete starter pack  
Read this when you've downloaded the complete starter pack...  
[Read more](#)



Get promoting  
We've created some templates to get your online and offline promotions off to a great start...  
[Read more](#)



Get connecting  
Have some fun making up these little give-aways to promote your group...  
[Read more](#)

---

## Downloads

[Download section in PDF format](#)

[Download page in PDF format](#)

[The complete starter pack](#)

[Getting going – a guide to doing something Incredible](#)

[Getting going – a guide to doing something Incredible \(Print version\)](#)

[10 steps to being Incredible](#)



## Using the complete starter pack

We want to make the setting up tasks for your group as easy as possible, so we've created our [complete starter pack](#).

Once you've downloaded the pack – see link on your right – you'll see some folders and files:

**DIY projects** – there's a seed packet, teabag envelope and teabag tags plus a carrot seed bomb packet. These are all templates which you can print out, cut up and stick together so you've got some materials to hand out to people to help with your promotion. Plus, everyone loves getting together for some cutting, sticking and colouring, so make the production process a great team building activity!

**Information leaflets** – Everything you need to know is all the information from the public side of the website and can be used to promote what the Incredible Edible movement is about. We also have this in hard copy, so [get in touch](#) if you'd like us to send you some.

The Getting going leaflet is available in two versions – one is full colour which looks great when you're looking at it on screen, but takes lots of ink to print. So we've also provided a printer friendly version which doesn't have the dark background. Both these files have active links to the sections of the Toolshed which will be useful to you – a reason to look at them online. We also have this in hard copy, so [get in touch](#) if you'd like us to send you some.

**Posters** – promoting what you want to do can be important when you're setting up your Incredible Edible group so we've created some template posters which are available in Word and

PowerPoint – use whichever you are most familiar with. There are a range of poster templates which we think might suit events you're running, e.g. a seed swap or a food based event. If you've got the skills you can change the templates around – there's also a folder called graphics with some extra images in if you'd like to use them. Have a look at our [Using flyers and posters](#) section for advice and ideas.

**Social media banners** – when you're setting up your Facebook and Twitter accounts, we've provided you with a range of images which are the right dimensions for the header pages on both platforms. So just take your pick... Have a look at our [Online communications](#) section for advice and ideas on using social media.

**Brand guidelines** – the way we communicate is a crucial part of our identity and how we connect with others. Using a similar look makes it clear that we are all part of the same Incredible Edible movement, even though we spin the three plates in whatever way suits our communities. This document gives advice to anyone within the Incredible Edible family about how to write or produce Incredible materials. You can pass this document onto a designer if they are producing a product for you.

**Powerpoint template** – this is all set up with slides explaining how the Incredible Edible movement started and then some slides for you to add your messages and photos. You can use this when you're giving presentations about your group's work. Have a look at our [Communicating in the real world](#) section for lots of advice on giving presentations.

To download this page as a PDF, click on the 'download page' link on the right, or to download the whole Working with your local council section as a PDF click on the 'download section' link.

## Downloads

[Download section in PDF format](#)  
[The complete starter pack](#)



## Get promoting

We've designed a range of Microsoft Word [documents](#) which you can insert your logo in to produce posters or flyers (depending on the font/print size).

If digging is more your thing, find a keen volunteer with Word or Powerpoint skills. Have a look at [Communications in the real world](#) for more advice on flyers and posters.

And get your social media accounts looking great with our range of [social media banners](#). These have been designed to fit the

banner space at the top of either Facebook or Twitter. Have a look at the [Online communications](#) section for advice on how to use social media to support your Incredible activities.

If you want to give a presentation to encourage people to join you in your Incredible journey then the [PowerPoint presentation template](#) we've created is a good place to start – just add in your own information.

To download this page as a PDF, click on the 'download page' link on the right, or to download the whole Get going – a guide to doing something Incredible section as a PDF click on the 'download section' link.

## Downloads

[Download section in PDF format](#)

[Download page in PDF format](#)

[Everything you need to know](#)

[Template posters in Word](#)

[Social media banners](#)

[PowerPoint template](#)

[Template posters in PowerPoint](#)





## Get connecting

We've also produced some DIY resources to use to promote your group or just to get people to do something fun together.

There's a [tea bag packet template](#) designed to fit a one cup tea bag, and even a [string tag](#), which you can cut out and make up as a give away to promote your group. Have a look at the [Communications in the real world](#) section for a step by step guide to making up your tea bags so you can bring people together to

enjoy a fun session with scissors and glue!

If it's seed season, you could use the [seed packet](#) or the [seed bomb carrot](#) as ways to get people together to have some fun on a rainy day.

To download this page as a PDF, click on the 'download page' link on the right, or to download the whole Get going – a guide to doing something Incredible section as a PDF click on the 'download section' link.

## Downloads

[Download section in PDF format](#)

[Download page in PDF format](#)

[Tea bag packet](#)

[Tea bag tags](#)

[Seed packet](#)

[Seed bomb carrot](#)

# Agenda item 14

## MONMOUTH TOWN COUNCIL

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[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



Date: 25.03.2021

## Report to Community Affairs Committee 29<sup>th</sup> March 2021

### Subject: Kings Fee Notice Board

### Prepared by: Caitlin Williams

In October 2019, the committee approved the recovering of the noticeboard in Overmonnow. The board was covered in a material suitable for outside use but unfortunately the recent bad weather has caused the material to lift. As you can see from the photograph below, the board beneath the material is, also, significantly damaged.

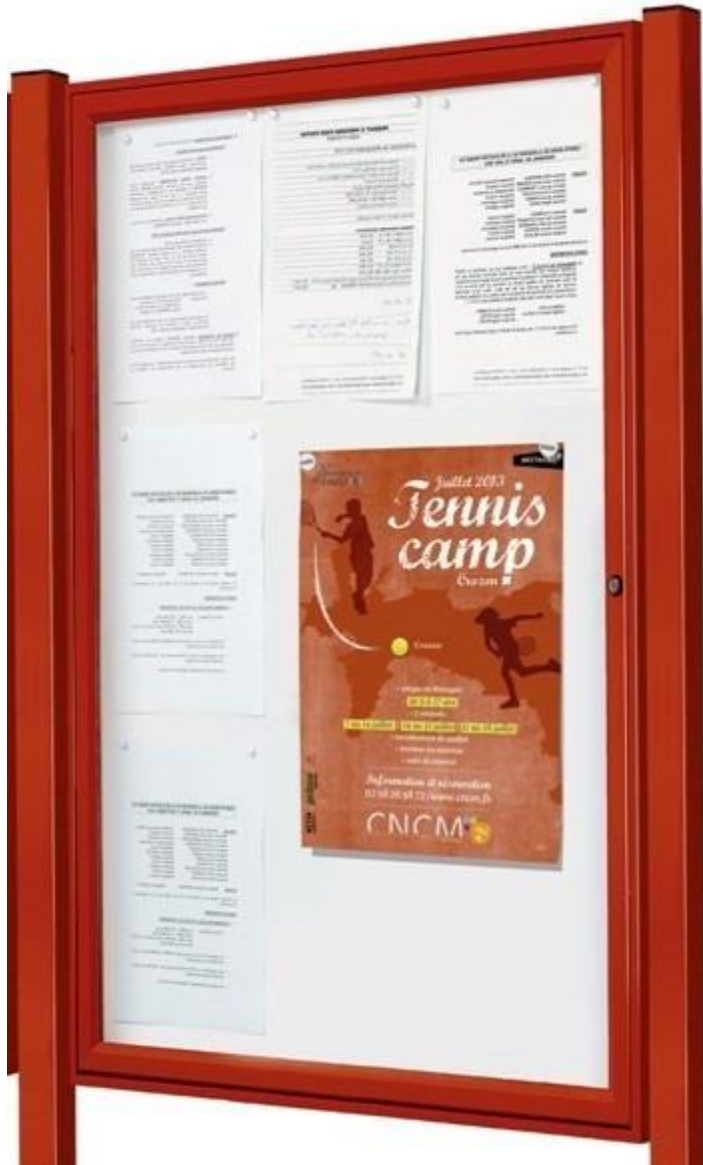


The material cannot be tacked to the back of the board, as the board cannot be removed from the frame. A temporary solution has been offered by Monmouth Fabrics (tacking the material to the edge of the board with heavy duty tacks). This solution, however, is unlikely to resolve the issue long-term.

It is with this in mind, that Cllr Treharne as suggested the purchase of a new noticeboard for the area. The following quotes have been obtained for a suitable replacement:

## Earth Anchors

[Single door notice board 9 x A4 1050mm h x 750mm w \(earth-anchors.com\)](http://earth-anchors.com)



Tradition Notice Board 1050mm height x 750mm width x 30mm depth (9 x A4 sheets)

Manufactured for the outdoors and comes with a 5 Year Manufacturer's Guarantee, Lead time 3/4 weeks from date of order

Traditional Outdoor Notice Board suitable for Councils, Schools, Parks, Hotels, Restaurants etc.

- Single sided, single door notice board finished in anodised or colour coated aluminium. Waterproof elastomer seal. 4mm polycarbonate glazing which is both UV and vandal resistant. Lockable door with 2 keys provided.
- Wall Mountable (simply order the notice board without posts)
- 9 magnets supplied for holding A4 sheets onto galvanised steel backboard (white finish)

**Price: £176.00 exc VAT**

Green Barnes (recommended supplier from OVW)

[AF30 Range A2 Lockable Single-bay Aluminium External Noticeboard](http://greenbarnes.co.uk)  
(greenbarnes.co.uk)



The AF30 range of aluminium noticeboards is positioned to offer the perfect balance of economy and practicality. Don't be misled by their comparatively low prices; these are extremely practical boards, well suited to a wide range of everyday applications. We keep prices low by keeping things simple, so if you're looking for a wider range of options such as headers, or larger sizes, you may wish to explore our AF58, A-Multi and A-Max ranges. If, however you're looking for a sound but basic noticeboard, then look no further!

Standard specification includes:

- Slim, 30mm deep aluminium frame
- Silver anodised finish
- Galvanised steel back panel with white lacquered finish for use with magnets
- 4mm, vandal-resistant, Plexichoc glazing
- Side-hinged doors which can be reversed for left or right-hand opening
- Waterproof elastomer seal
- Tamper-proof locks supplied with 2 keys per board

**Price: £154.13 exc VAT**

## Noticeboard Company

[Tradition 30 Wall Mounted External Notice Board | School Notice Boards | Lockable | Signage \(noticeboardcompany.com\)](#)



The Tradition 30 Wall Mounted External Notice Board has a 30mm deep aluminium frame with single side hinged door glazed with 4mm plexishock and is supplied with two keys. The board has a rapid swap door system which allows you to replace the door easily should it become damaged without the use of tools or removing the poster display. The board has an elastomer seal, anti-condensation vents and zinc electroplated steel backboard for use with magnets.

### Tradition 30 Wall Mounted External Notice Board - Painted Frame

- 30mm deep aluminium frame
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- key lock with two keys supplied
- Choice of frame colours
- Optional magnetic title plate
- 5 Year Guarantee

Price: £209.00 exc VAT

Attempts have been made to find local companies for the supply of a noticeboard but to no avail, unfortunately.

### **Budget**

There is the full £2400.00 remaining in the Communication budget (4223) for 2020/21 that could be used should the committee approve the purchase of the noticeboard.

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Date: 23<sup>rd</sup> March 2021

### Report to Community Affairs Committee 29.03.2021

**Subject: Policing in Monmouth**

**Prepared by: Caitlin Williams on behalf of Cllr T Christopher**

Cllr Christopher has requested the following agenda item for consideration by the Community Affairs Committee on 29<sup>th</sup> March 2021:

*To consider and agree writing a letter to the Chief Inspector of Gwent Police regarding the lack of police presence in Monmouth on the weekend*

This request follows Cllr Christopher's observations at the Two River Meadow on Sunday 21<sup>st</sup> March 2021.

Cllr Christopher attended Two River Meadow on the above date and found there to be a considerable amount of rubbish and drug paraphernalia in the area. He had a discussion with PCSO Joe Facchiano later in the day who told him that on the evening of Saturday 20<sup>th</sup> March 2021, there was a gathering of approximately 70 young people in Two River Meadow and at the Sports Ground. Unfortunately, on this occasion, PCSO Joe and his colleague were the only Officers in Monmouth and were, therefore, ill-equipped to deal and manage such a gathering.

Furthermore, during his time at the Two River Meadow, Cllr Christopher experienced a lack of social distancing with groups of people sitting on the benches.

Cllr Christopher is concerned that the lack of Police presence in the area, particularly on the weekend, is allowing anti-social behaviour in the town as well as a lack of enforcement for COVID-19 regulations.

Cllr Christopher would like the Community Affairs Committee to consider writing to the Chief Inspector to obtain an explanation as to why there is a lack of police presence in Monmouth and how this can be improved in the future. Cllr Christopher is keen to stress that this report is not intended to criticise those Officers that already attend the town regularly but instead to highlight the lack of provision and support these Officers have.

# Agenda item 16

## Crime Report for Monmouth – March 2021

### Dixton with Osbaston

Crime Type	# of Crimes
	<b>3</b>
All Other Theft	1
Violence With Injury	1
Violence Without Injury	1

### Drybridge

Crime Type	# of Crimes
	<b>17</b>
Criminal Damage & Arson	4
Public Order Offences	4
Shoplifting	3
Violence Without Injury	3
Bicycle Theft	1
Misc Crimes Against Society	1
Violence With Injury	1

### Overmonnow

Crime Type	# of Crimes
	<b>18</b>
Violence Without Injury	6
Public Order Offences	3
Violence With Injury	3
All Other Theft	2
Bicycle Theft	1
Criminal Damage & Arson	1
Shoplifting	1
Vehicle Crime	1

### Wyesham

Crime Type	# of Crimes
	7
Violence Without Injury	3
Public Order Offences	2
All Other Theft	1
Residential Burglary	1

### Anti-Social Behaviour

Ward	# of Incidents
<b>Total</b>	<b>31</b>
DRYBRIDGE	13
OVERMONNOW	10
DIXTON WITH OSBASTON	4
WYESHAM	4



# Agenda item 17

Updated: 06/04/2021

## PEOPLE AND PLACES ACTION REVIEW

<u>Ongoing Items</u>	<u>ITEM</u>	<u>ACTION</u>	<u>WHO</u>	<u>PROGRESS</u>
01/09/2017	Telephone Kiosk	01.09.17: Town Clerk suggested this item be added to the Action Review. 09.10.17: No update as item deferred. 20.11.17: Power has now been disconnected. 22.01.18: No further update. 06.03.18: No further update. 16.07.18: Damaged kiosk back in place and has been repaired and repainted. Agreed to take on the second telephone kiosk with future use still to be decided. 05.12.18: No update. 07.01.19: No update. 18.02.19: No update as agenda item deferred. 01.04.19: No further update. 07.05.19: No update. 01.07.19: No update. 19.08.19: No update 07.10.19 No update 18.11.19 No update 06.01.20 No update. 17.02.20 will be addressed when the Agincourt St Development takes place. 08/09/2020 – Defibrillator removed from Punch House and electrical costs are being sought to reinstall in kiosk. 25.0.2020 Thomas Brown refusing to provide costs. Further electrical costs being sought.	All	Ongoing
16/07/2018	Litter Bins at Chippenham	16.07.18: It was agreed to add this item to the Action Review. 24.09.18: No update. 05.12.18: No update. 07.01.19: No update. 18.02.19: No update as agenda item deferred. 01.04.19: No further update. 07.05.19: No update. 01.07.19: No update. 19.08.19 No update 07.10.19 No update 18.11.19 No update 06.01.20 17.02.20 No update 08/09/2020 No update 25.09.2020 No update	TJC	Ongoing
18/11/2019	Traffic Pollution	18/11/19: It was agreed to add this item to the Action Review 06/01/20 No update. 08/09/2020 – Item added to the Agenda for 21/09/2020 on the Anti Idling Campaign	CB	Ongoing

**PEOPLE AND PLACES ACTION REVIEW**

**Updated: 06/04/2021**

<b>21/09/2020</b>	<b>20A Monnow Street</b>	It was agreed to add this item to the Action Review as information awaited on a structural survey commissioned by MCC and subsequent actions.	<b>AD</b>	Ongoing

<b>Version Control</b>		
25/09/2020	Removed Merlin Waste Costs as no response received and considered complete	PH
25/09/2020	Removed Anti Social Behaviour in Toilets as problems with weekend cover found. Completed	PH
25/09/2020	Removed Installation of Air Pollution Monitors in Monmouth as MCC provided their information on monitoring. Completed	PH