

MONMOUTH TOWN COUNCIL

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**DRAFT Minutes of the
Extraordinary Full Council Meeting
held on Monday 4th January 2021 at 7.00pm
held via BT Telephone Conference Call**

Present: Chair: Cllr C Blair
Cllr T Christopher (Deputy Mayor)
Cllr M Feakins (Mayor)
Cllr R Jupp
Cllr J Lucas
Cllr R Smith
Cllr S White

Cllr E Bryn
Cllr A Dewhurst
Cllr J Gunter
Cllr A Legg
Cllr R Roden
Cllr J Treharne

**D. McNeill (Locum Clerk/RFO)
4 members of the press and public**

151.	To receive apologies for absence. Apologies were received and the reasons for absence accepted from Cllr K Jackson-Graham; apologies were received from Cllr K. Breeze.
152.	To receive declarations of interest in items on the agenda.
153.	<p>Public Participation <i>To receive questions from members of the public for a maximum of 10 minutes. (During this time of remote meetings any members of public who wish to speak/ask a question must email their request in by the Friday prior to the meeting)</i></p> <p>Laura McCartney, Chair of the ACE Festival Group gave an outline of the proposals for the climate change festival seeking the financial support of the town council. There are also six key areas of activity for climate change. Community involvement is key to the festival and supporting climate change in Monmouth. Examples of activities linking the festival and supporting local businesses was provided as well as outlining involvement with schools and local college students. The ethos of the festival is to embrace community spirit and foster good will. Nowhere else is undertaking this type of activity on climate change, it is unique and ground-breaking and the proposed documentary style film will help to put Monmouth on the map as national TV channels have expressed interest. At the AGM this Thursday, festival dates and social distancing requirements will be reviewed. The County Council and Government (David Davis has agreed to attend) are supporting the festival.</p> <p>The Acting Treasurer, Martin Sweeney updated on the financial position for the festival noting that the headline cost is £15K but they are applying for funding from AONB, which will match fund up to 50% of costs; they have secured further funding of £3K for a</p>

	<p>specific element of the event costs. Therefore the amount they are seeking from MTC towards the festival cost is now reduced to £4,760.</p>
154.	<p>Minutes for Approval To approve Full Council Minutes for the remote meeting held on 14/12/2020. It was Resolved to approve the Full Council Minutes for the remote meeting held on 14/12/2020 as a correct record.</p>
155.	<p>IRPW Determinations To approve the amounts in Statutory Determinations 43, 45, 46, 47, 49 and 50 in the February 2020 IRPW Report.</p> <p>a) It was resolved to approve an annual payment of £500 each to members in recognition of specific responsibilities (specifically chairmanship of a committee) in accordance with Determination 43 of the February 2020 IRPW Report (which is in addition to the £150 payment for costs and expenses); and</p> <p>b) It was resolved to adopt all other discretionary Determinations specifically:</p> <ul style="list-style-type: none"> • 45 (travel costs) • 46 (overnight subsistence costs) • 47 (financial loss compensation) • 49 (£1,500 mayoral responsibility) • 50 (£500 deputy mayoral responsibility). <p><i>It was noted that as all members have an interest in this matter, no member should be required to declare one.</i></p>
156.	<p>Climate Change Emergency To consider the detailed proposals for climate change measures and determine an amount to allocate in the 2021/22 budget for same.</p> <p>Cllr Blair presented her report.</p> <p>Concern was expressed by several councillors that as a result of Covid, people in their wards are experiencing extreme hardship and it would be difficult to justify the level of expenditure proposed in the report for climate change. The reduction in the amount of funding requested from the council for the festival was welcomed but it was felt that the timing was not right to employ a sustainability officer given the pandemic and the recent reduction in staffing numbers. It was suggested that consideration be given to deferring the festival for a year given the current situation. Many of the initiatives in the report were generally supported but it was felt that with the severe effects of the pandemic, the timing wasn't right to take them forward.</p> <p>a) It was resolved not to include funding for the sustainability officer in the budget for 2021/22 but this does not exclude the matter being considered in future.</p> <p>b) It was resolved to support the festival up to £4,760 subject to achieving match funding.</p> <p>c) It was resolved to contribute towards the cost of the festival from general reserves</p>

	<p>at the appropriate time.</p> <p><i>Cllr Lucas left the meeting at 8.20pm</i></p> <p>d) It was resolved not to support the purchase of gazebos at this time.</p> <p>e) It was resolved to support the library of baby things with funding of £1,000 to be allocated in the budget for 2021/22.</p> <p>f) It was resolved to support the green spaces tree planting with further funding of £1,000 to be allocated in the budget for 2021/22.</p> <p>Discussion was held about allocating a further £1,000 to the climate change emergency budget to bring the amount to £3,000 in accordance with the current year's allocation.</p> <p>g) It was resolved not to allocate any further funds to the climate change emergency budget allocation for 2021/22 but that any in-year proposals could be considered by Full Council to be paid from general reserves.</p>
<p>157.</p>	<p>Budget 2021/22</p> <p>To agree the budget and determine the precept demand for the 2021/22 financial year.</p> <p>The locum clerk presented her report which set out the current and anticipated levels of general reserves which are considered to be higher than necessary. She noted that Council could consider reducing the budget this year and allocating funds from general reserves to make up the shortfall however it was noted it is harder to increase the budget again in future years. Alternatively, future projects could be funded from general reserves rather than budgeting for them.</p> <p>Councillors were mindful of the severe hardship faced by the community as a result of the current pandemic and determined not to allocate any further funds to the budget despite the £12,134 shortfall compared to the 2020/21 financial year. With the adjustment made to reflect the £2,000 agreed above for the climate change allocation, the total budget (and therefore precept) figure amounted to £383,261.</p> <p>It was resolved to set a budget and precept of £383,261, which represents a reduction of £13,134 from the 2020/21 financial year and to fund any future projects from general reserves.</p> <p>With the increased taxbase and the reduction in precept demand, this represents a reduction in the cost per Band D household of £3.73 to £70.78.</p> <p>It was noted that existing earmarked reserves have been approved by previous resolutions of Council.</p>
<p>158.</p>	<p>Date of Next Meeting</p> <p>The next scheduled remote meeting will be held on Monday 25th January 2021 at 7:00pm.</p>

The meeting ended at 20.55pm



Play Equipment

For

Monmouthshire County Council **Chippenham Park Play Area**

3rd December 2020



PRODUCT FEATURES

Viper has it all, a giant in-line rope swing that has its roots in the self-made swings of yesteryear, combining balancing, swinging and rocking movements with play interaction. Unlike traditional swings it requires teamwork and balance, Viper promotes cooperative play and is an excellent example of loco-motor play. It is challenging and exciting to a wide group of ages and abilities. Viper's simple construction and lack of moving parts mean it is very reliable and virtually maintenance free. With its dramatic styling and arched supports Viper is very imposing and is an excellent anchor item for any playground or will breathe new life into an existing play area.

EQUIPMENT DIMENSIONS

m (L x W x H): 8.04 x 2.84 x 3.61

USERS

Age range: 6+
No. of users: 6










INSTALLATION

Cast in Place

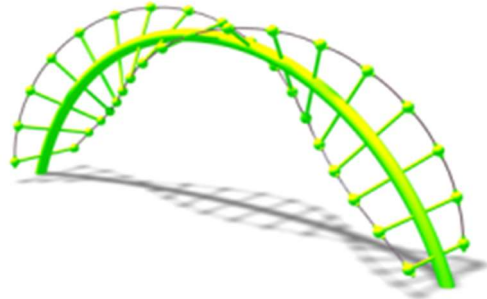
SURFACE & SPACE REQUIRED

Max Free Fall height -m: 1.50
Falling Space area – sq.m: 44.07
Min wet pour area – sq.m: 31.00

PLAY VALUE

 Balancing	 Coordination	 Group Swing
 Interactive	 Multigenerational	 Relaxing
 Rocking	 Sitting	 Team Work

DNA Climber with Rope Vibrant Green - (HS8057075(06))



PRODUCT FEATURES

DNA Climber has it all, a giant, arched twisting climbing unit that combines balancing and climbing with play interaction. DNA promotes cooperative play. It is challenging and exciting to a wide group of ages and abilities.

DNA Climber's simple construction and lack of moving parts mean it is very reliable and virtually maintenance free. Used as part of a steel trail play or as a standalone product.

EQUIPMENT DIMENSIONS

m (L x W x H): 6.17 x 0.94 x 2.0

USERS

Age range: 5+
No. of users: 6

INSTALLATION

Cast in Place

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 2.00
Falling Space area – sq.m: 48.00
Min wet pour area – sq.m: 44.00

PLAY VALUE

 Accessible	 Aerobic	 Balancing
 Climbing	 Coordination	 Crawling
 Easy Access	 Exploring	 Fitness
 Ground Level Games	 Hanging	 Innovative
 Multigenerational	 Physical Challenge	 Strength



PRODUCT FEATURES

The Gelia swing encourages social interaction and provides exhilarating fun. The basket swing also provides back support for children with low core mobility, making it an inclusive play item. Includes bird's nest basket with plastic-covered chain. The Naturlek range is composed of trim trail units inspired by nature that can be combined in multiple ways to create a bespoke play trail. With their organic shapes and earthy hues, the Naturlek designs are a low visual impact option and will complement nicely a green space. The Naturlek system offers non-prescriptive activity options which encourage children to challenge themselves and use their imagination. Running between obstacles also boost their fitness levels. The whole range is made from Robinia wood, known for its durability and resistance to harsh weather conditions, decay and vandalism. Its very dense composition makes it ideal for outdoor equipment. It also complies with the stringent standards of the EN350-2 EU Timber regulation and is classified as class 1, the most solid type of timber.

EQUIPMENT DIMENSIONS

m (L x W x H): 4.25 x 2.65 x 2.9

USERS

Age range: 5+
No. of users: 3










INSTALLATION

Cast in Place

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 1.50
Falling Space area – sq.m: 34.00
Min wet pour area – sq.m: 22.00

PLAY VALUE

 Accessible	 Core Body Support	 Easy Access
 Exciting Movement	 Group Swing	 Parent-Carer Friendly
 Sitting	 Social Play	 Swinging

Goro Swing, 4 Place Bark Brown/Galvanised - (HAG8051044)



PRODUCT FEATURES

Whilst playing equipment has progressed and evolved immeasurably over the years, there are some classic pieces of equipment that will always remain popular and important in any play-scheme. HAGS' range of stylish swings will be a great addition to every play area. Beneficial to the muscles in the arms, torso and legs, and an excellent example of locomotor play, the swing remains important to a child's physical development. It also requires adult intervention for the very young, encouraging interaction during play, making for a very positive bonding experience.

USERS

No. of users: 5

INSTALLATION

Cast in Place

PLAY VALUE





PRODUCT FEATURES

Challenge your climbing and balancing in this interesting unit. There are three different climbing options of various challenge levels for you to choose from, before having to tackle the balance beam above. With only a rope to hold on to, you will need to use your agility and concentration to successfully walk across the logs and climb back down.

USERS

No. of users: 5

INSTALLATION

Cast in Place

PLAY VALUE

 Coordination	 Easy Access	 Relaxing
 Sitting	 Social Play	 Team Work
 Balancing	 Exploring	 Fitness
 Hanging	 Strength	 Innovative

Climby 5 (302-005-002)



PRODUCT FEATURES

Climb, balance and slide in this fantastic climbing frame. Choose the climbing activity that best suits your level of skill to reach the balance beam above. Hold on tight to the rope while you maintain your balance and make your way to the fun, wavy slide.













USERS

No. of users: 5

INSTALLATION

Cast in Place

PLAY VALUE

 Coordination	 Easy Access	 Sitting
 Social Play	 Innovative	 Strength
 Multigenerational	 Exploring	 Hanging
 Balancing	 Interactive	 Physical Challenge



PRODUCT FEATURES:

Test your balance and coordination as you step from post to post to reach the other side. Make sure you hold on tight and maintain your stability as they will wobble with every move you make.

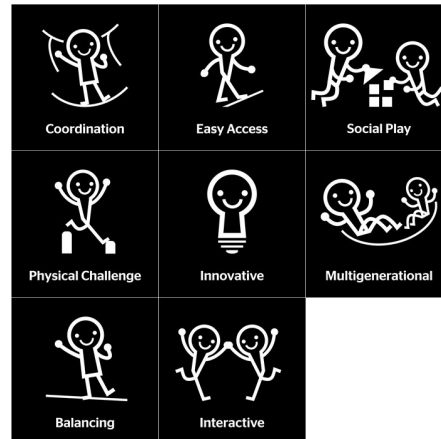
USERS

No. of users: 4

INSTALLATION

Cast in Place

PLAY VALUE



Rolly (301-003-002)



PRODUCT FEATURES

Use your concentration as you try not to lose your balance while making your way along the horizontal balance beam. The railing above will provide you with support, but you will still need to focus if you want to reach the other side.

USERS

No. of users: 3

INSTALLATION

Cast in Place

PLAY VALUE



Saulty Duo (301-009-002)



PRODUCT FEATURES

Swing on the bars or climb up onto them as you improve your skills and prepare yourselves for the next challenge.

USERS

No. of users: 5

INSTALLATION

Cast in Place

PLAY VALUE



VIPPY See Saw (Green) - (HAG8050438)



PRODUCT FEATURES

The Vippy see-saw provides this traditional playground favourite with contemporary design and sturdy, easy-grip handles. Available in Spectrum Yellow, Green or Red

EQUIPMENT DIMENSIONS

m (L x W x H): 3.06 x 1.02 x 0.85

USERS

Age range: 5+

No. of users: 2

INSTALLATION

Sunken Foundation












SURFACE & SPACE REQUIRED

Max Free Fall height -m: 1.10

Falling Space area – sq.m: 11.00

Min wet pour area – sq.m: 12.00

PLAY VALUE

 Accessible	 Communicating	 Easy Access
 Fitness	 Ground Level Games	 Interactive
 Multigenerational	 Rocking	 Sitting
 Social Play	 Team Work	

Swift Slide, 1.5m high w Platform f Embankment - (HAG8066863)



PRODUCT FEATURES

The Swift Slide is perfect for creating a fun and thrilling experience. Children can slide down very fast, but also get an overview of the playground on the platform.

USERS

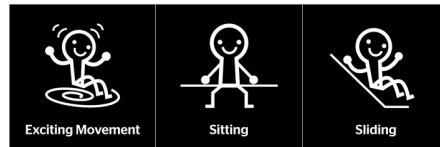
Age range: 2+

No. of users: Not Available

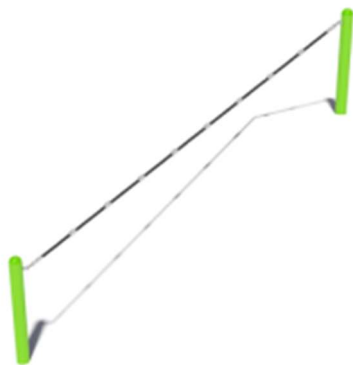
INSTALLATION

Sunken Foundation

PLAY VALUE



Pull Up Rope for mound Colour Collection 6 - (PCPUR-15(006))



PRODUCT FEATURES

It's time to pull together, tackling the slope of the hill where a variety of adventures lay ahead.

This Pull-Up Rope is a steel corded cable fixed at either end to a steel post which will allow children of varied abilities to ascend or descend the natural 1.5 metre mound. Its sturdy structure will aid a single child or a whole team to conquer the hill.

USERS

Age range: 7+
No. of users: 1

PLAY VALUE



Ovis Springer (white) 1 seater - (HAG8044654)



PRODUCT FEATURES

The Ovis springer is fun, colourful and full of excitement. Springers form an integral part of themed play and their simple, vivid design encourages imaginative games and story-telling, as well as stimulating exercise. Springers have delighted many generations of children and the Ovis springer is a fantastic product to add to any playground!

Double HPL sides ensure that smaller children are safe and well supported during their ride. Installation is quick and easy, with an anchoring system that allows simple maintenance and easy replacement of the product.

EQUIPMENT DIMENSIONS

m (L x W x H): 0.73 x 0.38 x 0.8

USERS

Age range: 2+
No. of users: 1

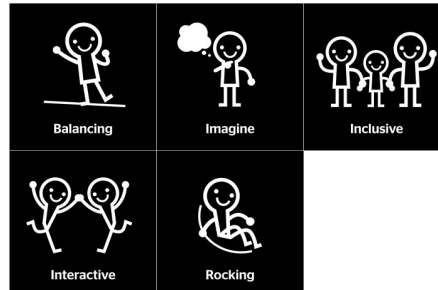
INSTALLATION

Sunken Foundation

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 0.60
Falling Space area – sq.m: 7.00
Min wet pour area – sq.m: 7.00

PLAY VALUE



Rally Springer 1 Seater - (HAG8044726)



PRODUCT FEATURES

The Rally springer is fun, colourful and full of excitement. Springers form an integral part of themed play and their simple, vivid design encourages imaginative games and story-telling, as well as stimulating exercise. Springers have delighted many generations of children and the Rally springer is a fantastic product to add to any playground!

Double HPL sides ensure that smaller children are safe and well supported during their ride. Installation is quick and easy, with an anchoring system that allows simple maintenance and easy replacement of the product.

EQUIPMENT DIMENSIONS

m (L x W x H): 0.69 x 0.38 x 0.8

USERS

Age range: 2+
No. of users: 1

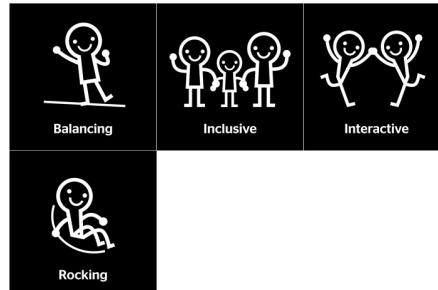
INSTALLATION

Sunken Foundation

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 0.60
Falling Space area – sq.m: 7.00
Min wet pour area – sq.m: 7.00

PLAY VALUE



Puppy Maze Slider Panel HAGSPUPMAZE6 - (HS8061962)



PRODUCT FEATURES

The Puppy maze - how fast can you get the puppy back to his kennel? Simply slide the marker around the tracks avoiding the dead ends.

EQUIPMENT DIMENSIONS

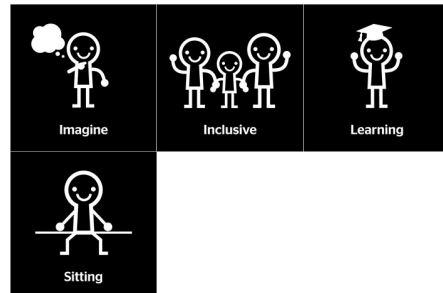
m (L x W x H): 0.67 x 0.6 x 0.015

USERS

Age range: 2+

No. of users: 1

PLAY VALUE



3 in a Row Panel HAGSROW6 - (HS8061971)



PRODUCT FEATURES

3 in a row - Challenge your friends to see who can be the first to get 3 of their colour chips in a row. Scoring peg keeps track of who's winning.

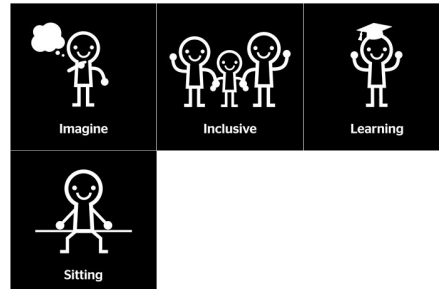
EQUIPMENT DIMENSIONS

m (L x W x H): 0.67 x 0.6 x 0.015

USERS

Age range: 2+
No. of users: 2

PLAY VALUE



PAIR OF TALK TUBES 200058825 + Fixings - (LIT-TALK)



PRODUCT FEATURES

Have you got a secret message? Well pass it on and wait for the answer to come back.

This colourful and simply-designed installation has been created to give the early years group of children the chance for endless play that stimulates creativity, decision making and encourages social interaction. Each tube is connected to another below ground.

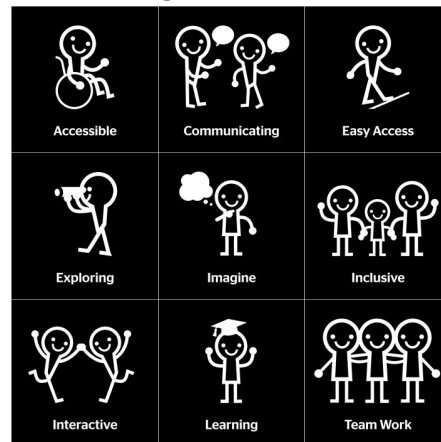
USERS

Age range: 2+
No. of users: 2

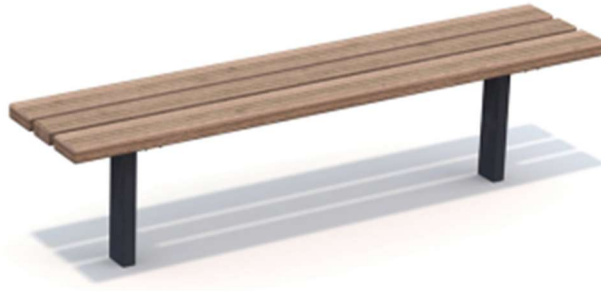
INSTALLATION

Sunken Foundation

PLAY VALUE



Ekeby Bench - (V-8037101)



PRODUCT FEATURES

The provision of adequate furnishing for all play areas is an important consideration. Adults can relax while their children can play and socialise un-interrupted. The Ekeby range is a simple yet stylish range of furniture that is both eye catching and durable. It is ideal for landscaped or rural areas, but can also look good in an urban environment.

EQUIPMENT DIMENSIONS

m (L x W x H): 1.80 x 0.37 x 0.45

USERS

Age range: 2+

No. of users: Not Available

INSTALLATION

Cast in Place

UniPlay Iktaz (wood) Brown Post, Green Panel - (HAG8049073)



PRODUCT FEATURES

Iktaz is a compact play unit with plenty of fitness challenges to tackle! Its space-optimising triangular shape enables you to make the most out of your playground, while creating a central social space for children. Young adventurers can start their journey with a warm-up on the climbing ladders, a fairly easy challenge for children with good fitness levels. The curved plastic climbing wall is not an easy climb, and requires agility and focus. The wide gaps between the grips make this unit an excellent exercise for endurance and body awareness. The curved wooden entrance is a contemporary update on the simple ladder, with just a bit of curve to make it more interesting. As its name implies, the trick ladder is a tough obstacle that requires hand-eye coordination and confidence. Those prone to vertigo can hang onto it from below and build their upper body strength. The shop counter is an entertaining item designed to spark the imagination and instigate role play. Add an optional game at the back of the climbing wall and some fun accessories like the telescope and steering wheel for our aspiring explorers to rest while having fun!

EQUIPMENT DIMENSIONS

m (L x W x H): 5.9 x 2.7 x 4.0

USERS

Age range: 5+
No. of users: 10

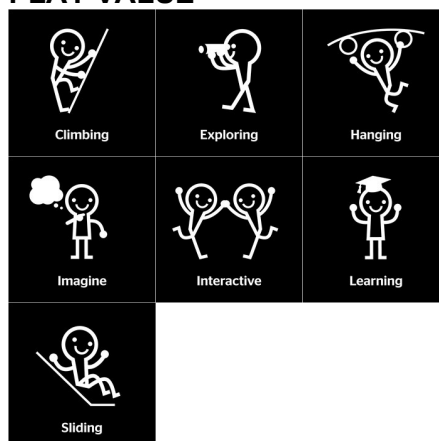
INSTALLATION

Cast in Place

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 2.20
Falling Space area – sq.m: 44.00
Min wet pour area – sq.m: 48.00

PLAY VALUE



Roty Inclusive Roundabout (Red) - (HAG8055868)



PRODUCT FEATURES

Roty is worthy rival to the classic roundabout. Children can vary the speed at which Roty spins by shifting their body weight on the leaning platform without having to push or pull. They can face in either direction, choosing to sit or stand, and lean over the rotation centre and play with others on this ingeniously simple yet head-spinning item. Roty is perfect for five to twelve year olds. Its low platform enables easy access and exit. Roty is guaranteed to be a popular addition to any playground, providing hours of fun and excitement for all children.

EQUIPMENT DIMENSIONS

m (L x W x H): 1.27 x 1.27 x 0.95

USERS

Age range: 3+
No. of users: 5

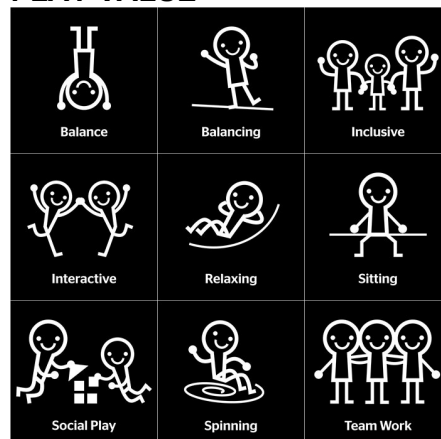
INSTALLATION

Sunken Foundation

SURFACE & SPACE REQUIRED

Max Free Fall height -m: 1.00
Falling Space area – sq.m: 22.00
Min wet pour area – sq.m: 23.50

PLAY VALUE



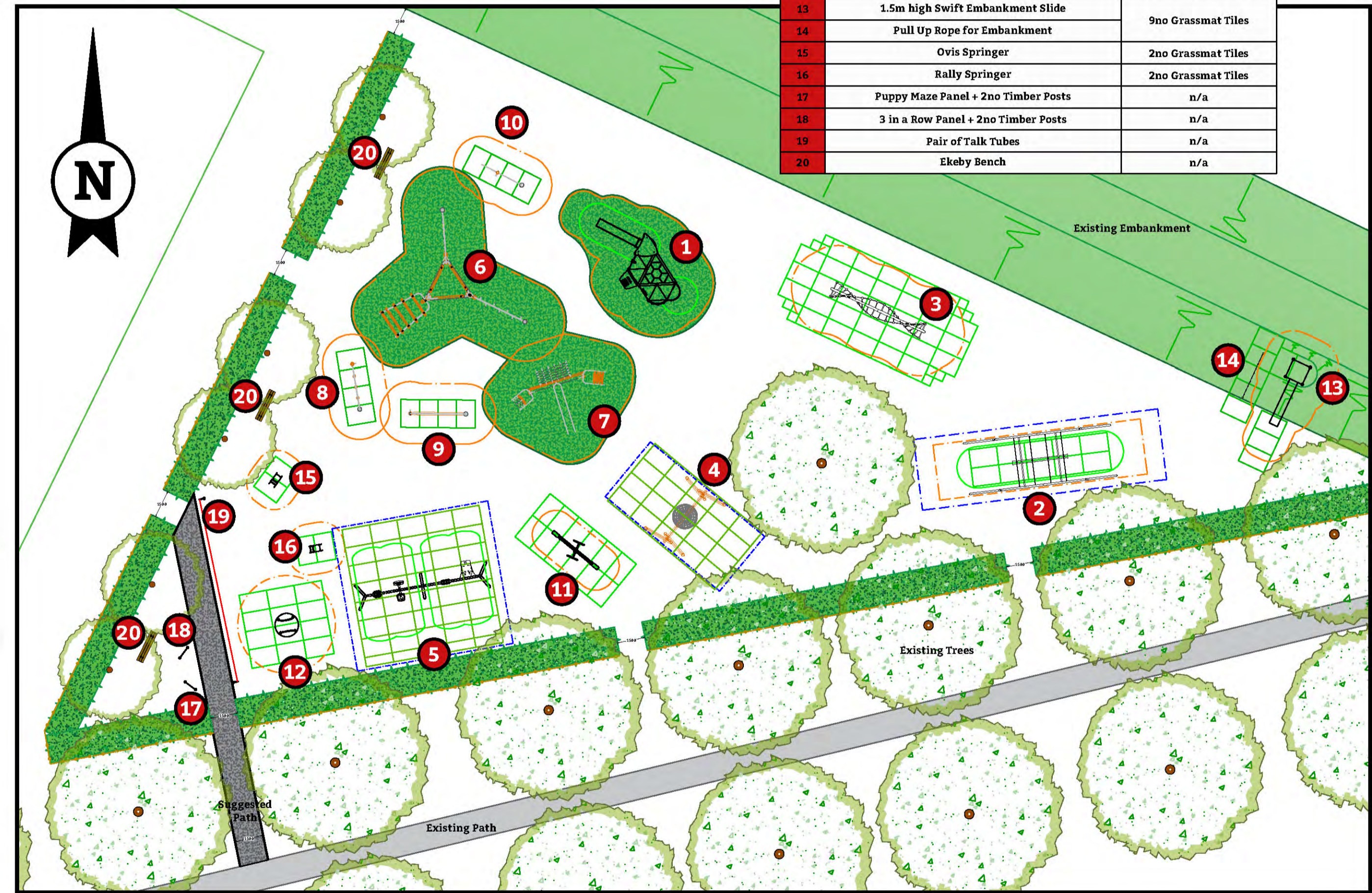
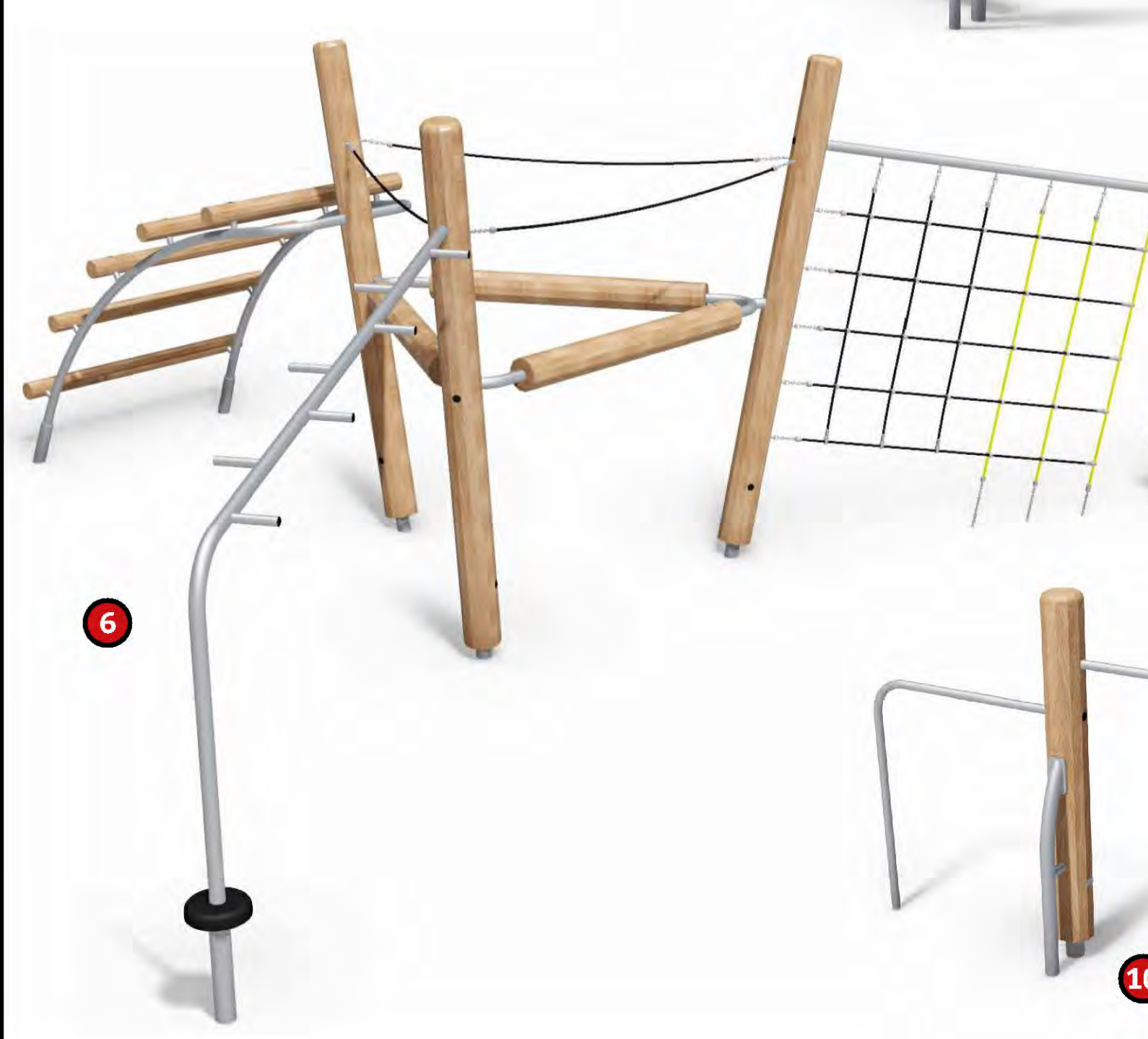
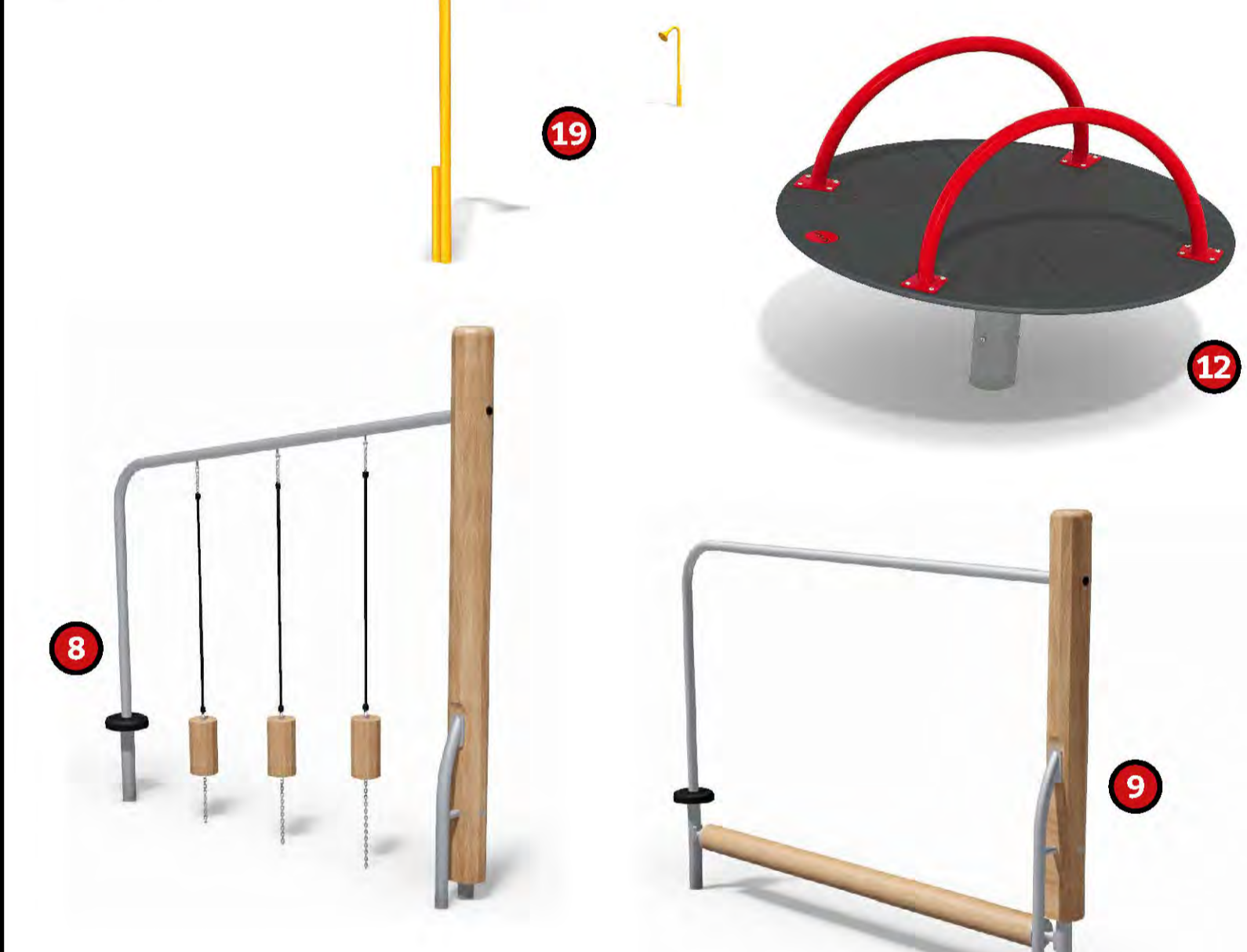
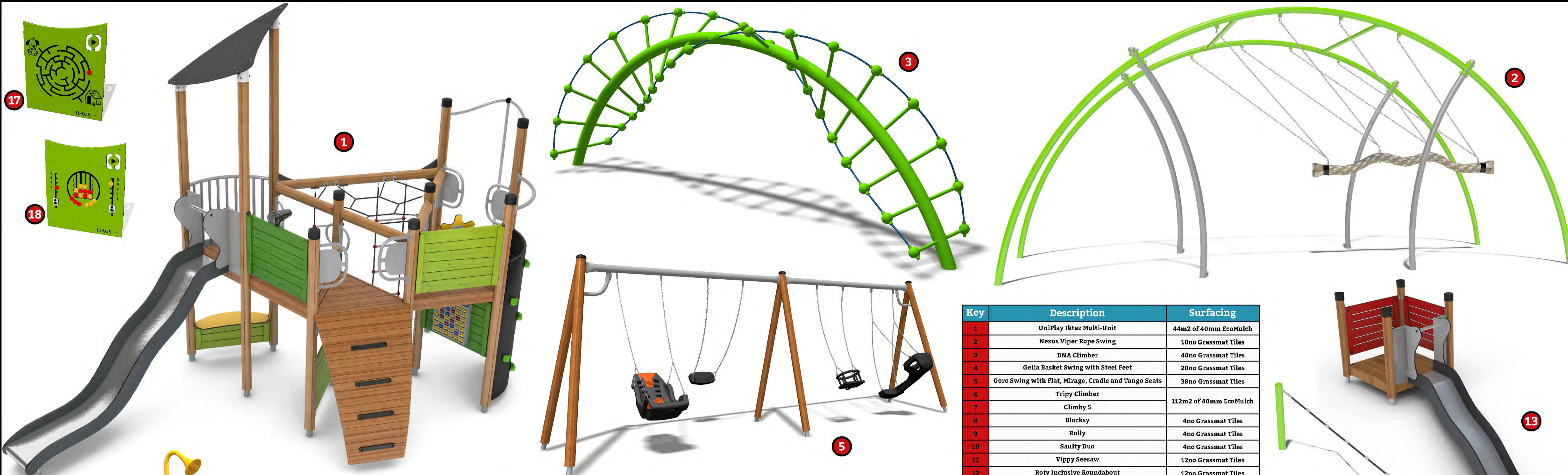
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A PlayPower, Inc. Company



Key	Description	Surfacing
1	UniPlay Iktaz Multi-Unit	44m2 of 40mm EcoMulch
2	Nexus Viper Rope Swing	10no Grassmat Tiles
3	DNA Climber	40no Grassmat Tiles
4	Gelia Basket Swing with Steel Feet	20no Grassmat Tiles
5	Goro Swing with Flat, Mirage, Cradle and Tango Seats	38no Grassmat Tiles
6	Trippy Climber	112m2 of 40mm EcoMulch
7	Climby 5	
8	Blocksy	4no Grassmat Tiles
9	Rolly	4no Grassmat Tiles
10	Saulty Duo	4no Grassmat Tiles
11	Vippy Seesaw	12no Grassmat Tiles
12	Roty Inclusive Roundabout	12no Grassmat Tiles
13	1.5m high Swift Embankment Slide	
14	Pull Up Rope for Embankment	9no Grassmat Tiles
15	Ovis Springer	2no Grassmat Tiles
16	Rally Springer	2no Grassmat Tiles
17	Puppy Maze Panel + 2no Timber Posts	n/a
18	3 in a Row Panel + 2no Timber Posts	n/a
19	Pair of Talk Tubes	n/a
20	Ekeby Bench	n/a

GENERAL NOTES

If not indicated on this plan, north point must be confirmed prior to installation to ensure that slides do not face due south.

No allowance has been made for soft landscaping (trees, mounds, planting, turf or general reinstatement). These should be carried out by others.

Exact positions & orientation of new items may be subject to a final site survey and setting out plan.

Any inconsistencies on site should be verified with HAGS before commencement of work.

HAGS recommend that existing trees are risk-assessed by the client to ensure the integrity of accessible branches, that overhanging limbs do not conflict with new play equipment or vehicle access and that the canopy will not produce excessive leaf drop which could cause a hazard within the play area.

This design layout conforms to the relevant EN Safety Standard.

GRASS & GRASS MAT SURFACING

Where equipment is installed directly into grass and the free height of fall is between 0.6m and 1.5m it is the responsibility of the playground operator to ensure that the grass sward is maintained in good order.

Where equipment is installed with grass mat surfacing it is the responsibility of the playground operator to ensure that the grass sward is maintained in good order.

When laid directly onto existing grass this surface will follow the natural contours of the ground unless HAGS have specifically detailed additional preparation/levelling/or turf works.

RUBBER MULCH SURFACING

HAGS recommend the use of a stone base when installing rubber mulch. If installed without the finished surface will be a reflection of the ground beneath it, following any undulations, & will not be a completely flat surface. Rubber mulch will not cure any existing drainage problems & will require foundations and/or some kind of drainage system prior to installation.

KEY

- Falling Space Zone (EN1176)
- Free Space Zone (EN1176)
- Clearance Zone (EN1176)

Suggested native hedging and foliage of the non-prickly variety eg Hazel, Field Maple and Beech to act as a soft barrier to separate play area from sports area of field. Also living willow fence, with 1.5m spaces to allow access/exit points.

Suggested 1.5m wide access path to allow a defined route from existing pathway, through established trees to play area

REVISIONS

19/10/20 - Original Quote Revision 0

09/11/20 - Amendment by G.H. Check by N.B. Revision 1

26/11/20 - Amendment by G.H. Check by N.B. Revision 2
Climby 4 and 31m2 of EcoMulch removed.
Additional suggested hedging added to the south of play area.

CUSTOMER
Monmouthshire Council

PROJECT
Chippenham Park

TITLE
Play Area Proposal

HAGS

HAGS - South
 Clockhouse Nurseries
 Clockhouse Lane East
 Egham, Surrey
 TW20 8PG
 United Kingdom

T: 0845 260 1655
 E: sales@hags.co.uk
 W: www.hags.co.uk

DATE: 09/11/20 SCALE: 1:200 @ A1
 DRAWN BY: G.H. CHECKED BY: N.B.
 DRAWING NUMBER: Q-26338-F0B0-C REVISION 1
 SHEET 1 OF 1
 © HAGS 2020

Date: 19/01/2021

Monmouth Town Council Current Year

Page 1

Time: 16:41

Lloyds TSB Combined

List of Payments made between 15/12/2020 and 19/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2020	Torfaen CBC	DD	1,789.59	Del Auth	Pensions November 20
15/12/2020	Small Business Payroll Service	DD	22,070.23	Del Auth	Salaries Dec 20
16/12/2020	Amanda Rayner	5190	1,199.99	Cmty June 20 m135	willow Archway Lantern Parade
22/12/2020	Cylch Meithrin Trefynwy	5199	975.00	Cmty 09/11/20	Comm Grant
22/12/2020	Caroline Bright	5200	200.00	02/09/2019 F&P	Macebearer Payment 20-21
22/12/2020	John Moylett	5201	200.00	F&P 02/09/19m104	Macebearer Payment
22/12/2020	Synergy ICT Ltd	5202	0.00		Cancelled Cheque
22/12/2020	HMRC Tax/NI	DD	1,613.42	Del Auth	Tax/NI November 20
30/12/2020	Synergy ICT Ltd	DD	414.00	Rec Pay Del Auth	IT Support Jan - Mar 21
05/01/2021	Forest Traffic Services Ltd	5203	1,375.20		Remembrance Road Closures
05/01/2021	Merlin Waste	5204	561.60		Dog waste January 21 36 bins
07/01/2021	P Hartley, Zoom, Adobe, Post	5205	57.59	Del Auth	Zoom, Adobe
07/01/2021	Audit Wales	5206	241.30		External Audit Fees 19/20
11/01/2021	LGRC Associates	5207	3,483.73		LocumTC Pay -1/12-31/12
11/01/2021	Microshade Business Consultant	5208	64.80		Month Fees & Hosting RBS Jan21
11/01/2021	BT Conferencing	5209	321.50		BT Conferencing 01/12-31/12 20
11/01/2021	Information Commissioners Offi	5210	40.00		Data Prot Fee 22/02/-21/02/22
11/01/2021	Rialtas Business Solutions Ltd	5211	1,005.19		PurLed & PO & supp15/03/21
19/01/2021	P Hartley	5216	31.57	Recurring pay Del Au	Zoom Feb/Mar Adobe Jan/Feb
19/01/2021	Rialtas Business Solutions Ltd	5212	50.80		Support & Maint 19/11-07/01/21
19/01/2021	Nick Bull	5213	200.00		Xmas Tree 2020
19/01/2021	Monmouthshire County Council	5214	3,345.60		CCTV Jan - Mar 21
19/01/2021	City Illuminations Ltd	5215	20,580.00		Xmas lights& replace icicles
Total Payments			59,821.11		

Date: 18/01/2021

Monmouth Town Council Current Year

Page 1

Time: 14:48

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Lloyds TSB Combined

User: PAULA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account	31/12/2020	57	355,011.82
Bus Bank Instant	31/12/2020	10	80,112.22
			<u>435,124.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/10/2020 5164 Vision ICT		900.00	
24/11/2020 5177 Babington Meadow		1,998.00	
24/11/2020 5178 Mon Rambling& Hillwalking Club		2,688.00	
24/11/2020 5181 Planning Aid Wales		150.00	
08/12/2020 5191 Steve White		375.00	
08/12/2020 5194 Small Business Payroll Service		72.00	
14/12/2020 5198 The Society of Local Council C		208.00	
14/12/2020 5197 Ellis Whittam Ltd		2,055.00	
22/12/2020 5199 Cylch Meithrin Trefynwy		975.00	
22/12/2020 5200 Caroline Bright		200.00	
22/12/2020 5201 John Moylett		200.00	
			<u>9,821.00</u>
			425,303.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			425,303.04
		Balance per Cash Book is :-	425,303.04
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
22/12/2020 5202 Synergy ICT Ltd		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 2 - Lloyds TSB Treasury Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Treasury Deposit	31/12/2020	161536	70,014.93
			<u>70,014.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,014.93
<u>Receipts not Banked/Cleared (Plus)</u>			
30/11/2020		0.56	
30/11/2020		-0.56	
01/12/2020		0.59	
01/12/2020		-0.59	
			<u>0.00</u>
			70,014.93
		Balance per Cash Book is :-	70,014.93
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2020		65.80
			<hr/> 65.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65.80
		Balance per Cash Book is :-	65.80
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 4 - Monmouthshire Building Society

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
MonBS 0670-00623-1	31/12/2020	2	85,000.00
			<hr/> 85,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,000.00
		Balance per Cash Book is :-	85,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/11/2020
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2020		65.80
			<hr/> 65.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65.80
		Balance per Cash Book is :-	65.80
		Difference is :-	0.00

Lloyds TSB Combined

Receipts received between 15/12/2020 and 01/01/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 24/12/2020	132,132.00						
Precept	MCC	132,132.00			1176	101	132,132.00	Precept 3rd instal 2020
	Total Receipts:	132,132.00	0.00	0.00			132,132.00	

Date: 19/01/2021

Monmouth Town Council Current Year

Page 1

Time: 10:04

VAT Return: 01/10/2020 - 31/12/2020

User: PAULA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		7		0.66	0.66	0.00
Cashbook	2		7		0.58	0.58	0.00
Cashbook	1		9		132,132.66	132,132.66	0.00
Cashbook	2		9		0.59	0.59	0.00
		OUTPUT		Total Rate: Z	132,134.49	132,134.49	0.00
Cashbook	1		7		2,312.27	1,927.45	384.82
Cashbook	1		8		39,934.65	33,278.88	6,655.77
Purchase Ledger	1	2	9		1,375.20	1,146.00	229.20
Purchase Ledger	1	5	9		2,055.00	1,712.50	342.50
Cashbook	1		9		5,984.12	4,986.77	997.35
		INPUT		Total Rate: S	51,661.24	43,051.60	8,609.64
Cashbook	1		7		0.76	0.76	0.00
Cashbook	1		8		16,636.85	16,636.85	0.00
Cashbook	1		9		6,040.00	6,040.00	0.00
		INPUT		Total Rate: Z	22,677.61	22,677.61	0.00

VAT Return Summary:		Total Outputs	132,134.49	132,134.49	0.00
		Total Inputs	74,338.85	65,729.21	8,609.64
VAT due on Sales	Box 1		0.00		
VAT due on ACQUISITIONS from EC Members	2		<u>0.00</u>		
Total VAT due	3		0.00		
VAT reclaimed on ALL INPUTS	4		<u>8,609.64</u>		
Net VAT to be RECLAIMED	5		<u>8,609.64</u>		
Total sales incl EC Members (Excl VAT)	6	132,134.00			
Total purchases incl EC Members(Excl VAT)	7	65,729.00			
Total sales to EC Members(Excl VAT)	8	0.00			
Total purchases from EC Members(Excl VAT)	9	0.00	VAT on acquisitions from other EC States	0.00	

19/01/2021

Monmouth Town Council Current Year

Page 1

16:48

Annual Budget - By Centre (Actual YTD Month 10)

Note: 19/01/2021

	<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
101 Administration											
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	0	0	0
1190 Interest Received	0	448	0	0	300	0	300	24	0	0	0
Total Income	0	389,683	0	0	396,695	0	396,695	396,419	0	0	0
4000 Salaries	110,000	75,813	0	-10,000	110,000	0	100,000	82,890	0	0	0
4005 Payroll Expenses	500	240	0	0	500	0	500	240	0	0	0
4007 Officer Travel	250	26	0	0	250	0	250	32	0	0	0
4009 Staff training & subsistance	3,000	522	0	0	3,000	0	3,000	208	0	0	0
4010 Conferences	200	160	0	0	200	0	200	0	0	0	0
4011 Member Training	2,000	320	0	0	2,000	0	2,000	150	0	0	0
4021 Stationery & Office Supplies	600	163	0	0	600	0	600	411	0	0	0
4022 Postage	500	406	0	0	450	0	450	68	0	0	0
4023 Copying	1,700	1,185	0	0	1,700	0	1,700	707	0	0	0
4025 Insurance	1,930	1,897	0	0	1,700	0	1,700	2,312	0	0	0
4027 Subscriptions	1,800	1,728	0	0	2,000	0	2,000	2,026	0	0	0
4031 Publicity & Website	3,750	1,708	0	0	2,000	0	2,000	1,868	0	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	0	0	0
4060 IT	3,200	2,251	0	0	3,200	0	3,200	2,432	0	0	0
4070 Office Equipment	4,000	305	0	0	2,500	0	2,500	1,580	0	0	0
4071 Shire Hall SLA annual payment	13,011	13,100	0	0	15,000	0	15,000	28	0	0	0
4081 Specialist advice services	3,100	529	0	0	3,100	0	3,100	2,641	0	0	0

Continued on next page

Note: 19/01/2021

		<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
4095	Clerks Contngency Fund	500	20	0	0	500	0	500	225	0	0	0
4200	Section 137	45	38	0	0	50	0	50	55	0	0	0
	Overhead Expenditure	151,886	103,394	0	-10,000	150,750	0	140,750	97,734	0	0	0
	Movement to/(from) Gen Reserve	(151,886)	286,288			245,945		255,945	298,685	0		
<u>102</u>	<u>Civic Affairs</u>											
4100	Mayor's civic expenses	3,000	608	0	0	3,000	0	3,000	0	0	0	0
4105	Civic Expenses	8,500	2,912	0	0	8,500	0	8,500	1,914	0	0	0
4110	Mace Bearers	400	300	0	0	500	0	500	400	0	0	0
4115	Elections	5,000	1,500	0	0	3,000	0	3,000	-1,500	0	0	0
4120	Members' payments allowances &	8,500	4,119	0	0	8,500	0	8,500	465	0	0	0
	Overhead Expenditure	25,400	9,439	0	0	23,500	0	23,500	1,279	0	0	0
	Movement to/(from) Gen Reserve	(25,400)	(9,439)			(23,500)		(23,500)	(1,279)	0		
<u>201</u>	<u>Community Affairs</u>											
4093	CCTV	13,984	13,056	0	0	23,383	0	23,383	13,382	0	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	0	0	0
4204	Community Grants combined	24,000	24,000	0	0	34,480	0	34,480	21,475	0	0	0
4205	Emergency Grant Funding	1,308	0	0	0	0	0	0	0	0	0	0
4216	Christmas Festival/Monlight	5,508	5,508	0	0	7,000	0	7,000	1,875	0	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	Lib.newspapers/Communication/P	2,434	834	0	0	2,400	0	2,400	0	0	0	0

Continued on next page

Note: 19/01/2021

		<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
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	0	0	0
	Movement to/(from) Gen Reserve	<u>(67,284)</u>	<u>(61,449)</u>			<u>(89,763)</u>		<u>(89,763)</u>	<u>(52,086)</u>	<u>0</u>		
<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	0	0	0
4308	MCC Street Sweep	26,923	26,266	0	131	26,792	0	26,923	26,922	0	0	0
4309	Dog waste bins	7,050	6,735	0	0	8,160	0	8,160	5,919	0	0	0
4310	Town Maintenance	8,650	8,645	0	0	9,474	0	9,474	2,585	0	0	0
4315	Street Decorations	29,360	24,360	0	-131	27,816	0	27,685	19,555	0	0	0
4317	Town Centre Enhancements	7,541	3,440	0	0	7,000	0	7,000	-189	0	0	0
4321	Blestium St. Toilets 18/19	23,107	14,356	0	0	23,570	0	23,570	0	0	0	0
4322	Plastic Free Monmouth	500	185	0	0	500	0	500	0	0	0	0
4323	Peds.Bridge over R Wye	500	51	0	0	500	0	500	0	0	0	0
4324	Climate Change Emergency	3,000	535	0	0	3,000	0	3,000	56	0	0	0
	Overhead Expenditure	129,738	107,866	0	0	130,382	0	130,382	54,848	0	0	0
	Movement to/(from) Gen Reserve	<u>(129,738)</u>	<u>(107,866)</u>			<u>(130,382)</u>		<u>(130,382)</u>	<u>(54,848)</u>	<u>0</u>		
<u>401</u>	<u>Planning</u>											
4600	Plg extra meeting costs	2,000	1,252	0	0	2,000	0	2,000	150	0	0	0
	Overhead Expenditure	2,000	1,252	0	0	2,000	0	2,000	150	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(1,252)</u>			<u>(2,000)</u>		<u>(2,000)</u>	<u>(150)</u>	<u>0</u>		

Continued on next page

Note: 19/01/2021

	<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>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	6,658	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
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

Continued on next page

Note: 19/01/2021

		<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
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	150	0	0	0
	Overhead Expenditure	89,562	9,018	0	10,000	300	145,185	155,485	14,224	0	0	0
6000	plus Transfer from EMR	0	9,018	0	0	0	0	0	3,983	0	0	0
	Movement to/(from) Gen Reserve	<u>(89,562)</u>	<u>0</u>			<u>(300)</u>		<u>(155,485)</u>	<u>(10,241)</u>	<u>0</u>		
	Total Budget Income	0	389,683	0	0	396,695	0	396,695	396,419	0	0	0
	Expenditure	465,870	292,417	0	0	396,695	145,185	541,880	220,321	0	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>176,098</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	9,018	0	0	0	0	0	3,983	0	0	0
	Movement to/(from) Gen Reserve	<u>(465,870)</u>	<u>106,283</u>			<u>0</u>		<u>(145,185)</u>	<u>180,082</u>	<u>0</u>		



Information and Quotation
Year End Accounts Preparation

1. Your responsibility as the Responsible Finance Officer

1.1 Our work will be carried out on the basis that you acknowledge and understand that you have responsibility to provide:

- (a) A full record of Receipts and Payments
- (b) Copies of purchase and sales invoices where appropriate
- (c) Reconciled bank reconciliations for all bank accounts as at the 31st March 2021.
- (d) VAT returns to have been completed for all relevant VAT return periods and copies to be supplied.
- (e) VAT return to be compared to nominal control and any discrepancies highlighted
- (f) Where appropriate, purchase and sales ledger controls checked and any discrepancies highlighted
- (g) Supply and input the budget for 2021/22
- (h) Schedule of all Fixed Assets to be provided
- (i) Copies of statements received in year from Public Works Loan Board (PWLB) concerning loan account balances.

2. Our responsibilities

2.1 We will use the accounting records and documentation as outlined above to prepare your year end accounts:

- (a) Complete the year end closedown using our software
- (b) Prepare the Annual Return, and supporting accounting statements
- (c) Create the new financial year on our software or where you have created the new financial year we will correct the opening balances
- (d) Where supplied we will enter the budget figures into the new financial year
- (e) Assist in the preparation of the variances analysis if required

3. Other Terms

- (a) Our work will not be an audit of the financial statements in accordance with International Standards of Auditing (UK and Ireland). Accordingly, we will not obtain any evidence relating to entries in the accounting records, or to the financial statements or to the disclosures in the financial statements. Nor will we make any assessment of the estimates and judgements made by you in the preparation of the financial statements. Consequently our work will not provide any assurance that the accounting records or the financial statements are free from material misstatement, whether caused by fraud, or other

irregularities or error.

- (b) Businesses that provide professional accountancy, tax or bookkeeping services are known as 'Accountancy Service Providers'. The Money Laundering Regulations require Accountancy Service Providers to register with HMRC if they're not already supervised by a professional body. This supervision involves the periodic review of such businesses to ensure they have appropriate internal controls, and valid and adequate Professional Indemnity Insurance cover in place'. We recommend you check the status of your provider of such services. RBS Software comply with these HMRC requirements, thus offering their clients the appropriate level of protection and security. For more details please refer to the HMRC website - <http://www.hmrc.gov.uk/mlr>. A copy of our Indemnity Insurance is available upon request.

4. Fees

The price for Year End close down online is £560 plus VAT.

Item 6 f) Lloyds Term Deposit

Rationale for Closing the Term Deposit Account at Lloyds and Transferring the Balance to the Monmouthshire Building Society Business 90 (Issue 2) Account

We currently have a Term Deposit Account with Lloyds with an account balance of £70,014. It matures every month and a new one is taken out. However, it is only paying 0.01% interest per month, which equates to roughly 59p per month.

I propose that we transfer this balance to our MBS account which is paying 0.5%, which would earn £350 per year. It would take us over the £85,000 limit for FCS protection should MBS go bust but this is unlikely and we will review all our funds in the Office Review. Plus we now have £425,025 held by Lloyds which could equally go bust. By investing further with MBS, we would be supporting a local building society.

I am conscious we are losing interest by keeping it in the Lloyds Term Deposit.

Paula Hartley
RFO and Town Clerk Support Officer

Complete Business Solutions Group LtdRow Down House
Langage Park
Plymouth
Devon
PL7 5EY**Sales Invoice**

INVOICE ADDRESS:	DELIVERY ADDRESS:
Monmouth Town Council Shire Hall Agincourt Square Monmouth NP25 3DF	Monmouth Town Council Shire Hall Agincourt Square Monmouth NP25 3DF

DETAILS:

Your Ref:	Invoice No.: SINV02482410
A/C Code: CA-MON600	Currency: GBP
Invoice Date: 29/10/2020	V.A.T. Reg: 660 080 660

CODE	DESCRIPTION	QTY	PACK	VAT	EACH	TOTAL
Your Ref:		Our Ref: SORD04764872			Date: 24/08/2020	
FURNITURE29	Delivery Note Number: SDEL02942931 ST454B Chrome Base & Headrest Black Fabric	3	1	S	275.00	825.00
						825.00

VAT SUMMARY: **Vat Type:** **Goods Value:** **VAT Rate:** **VAT Amount:**
 Standard Rate 825.00 20.00 165.00

Total Goods:	825.00
V.A.T.:	165.00
Total Inc. V.A.T.:	990.00

Payment is due by 30/11/2020

Please make cheques payable to Complete Business Solutions Group Ltd and send to the above address.

For Account queries, please contact Helen Jones on Telephone No. 01752 343343 or Email helen.jones@martinluck.co.uk

Registered in England company no:3045607 VAT Registration GB 660 0806 60

Bank: HSBC Bank Sort code: 40-61-35 Account: 03006820

From: Town Clerk, Monmouth Council
Sent: 21 August 2020 12:19
To: Phil Murphy
Subject: RE: Chair

Hi Phil,

Please could we go ahead with 3 of the new chairs in black fabric? Happy to accept the price of £275.00 each. Many thanks for all your help.

Also, it seems the rest of the stationary arrived today- excellent!

Kind regards,

Caitlin

From: Phil Murphy <phil.murphy@complete.co.uk>
Sent: 21 August 2020 10:46
To: Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>
Subject: Chair

Hi Caitlin

I am sorry about this chair being discontinued, please see alternative better chair which I can do at £275 each rather than £255 each, these have a RRP of £550 with the chrome base so I am popping them through at our cost to apologise for the others not being available, normally we would sell these at £350 each as a minimum!! I hope this helps, please let me know if happy to proceed, the fabric swatches are attached also 😊

Kind regards
Phil Murphy



Phil Murphy | Account Manager
t: 01326 558015 | phil.murphy@brewersgroup.com

Water-ma-Trout Ind. Est., Water-ma-Trout, Helston, Cornwall, TR13 0LW

Complete Business Solutions Group Limited, Registered Office: Silkwood Park Daughters Court Wakefield WF5 9TQ Registered in England No. 3045607.
VAT Number: 660 080 660.

From: mat.feakins@bgfinance.com
Sent: 11 August 2020 20:38
To: Town Clerk, Monmouth Council; Cllr Richard Roden
Subject: Re: FW: Updated Stationary Order

Categories: Caitlin, Sue

Hi Sue,

I'm fine with a that.

Kr. Mat

On August 11, 2020 5:30 PM Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk> wrote:

Dear Mat/Richard

Just wanted to run this past you both before actually ordering.

It's the large stationery order usually required at end of financial year (delayed obviously up to now and only just able to make as delivery to Shire Hall now possible), and additional items for this year required to date.

This is a rough guide as smaller items quantities maybe tweaked a little, so say maxm £1000 for stationery.

Also to include larger/cost) items such as 3 all day office chairs for staff (Dee already has specific) £765, and new wider PC screen requested by PH £169.

These costs had been b/f as EMR 9043 of £4087, being balance of stationery budget £437 (code 4021) and office equipment budget £3650 (code 4070) unspent 19-20 as shown on attached budget sheet. (difference was from new recorder anticipated being purchased already but not required)

All items have been subject to 3 quotes and based on outcomes, to be purchased as bulk order from SET (free delivery) to Shire Hall.

Of the stationery order, £294 is for paper which would come from the current year 20-21 copying cost code (4023).

So Approx.. £700 from EMR 9043 as stationery/office equipment supplies

And Approx. £934 from EMR 9043 as office equipt supplies.

This would leave approx.. £2450 for hoped IT upgrade/further office equipt.within the EMR (any o/s balance at end of year to be returned to gen reserves.)

The Clerk/RFO currently have delegated authority for expenditure from H&S/Office equipment EMRs and within the admin budget for up to £3000 within cost code provision, so I believe can be ordered with appropriate delegated authority – and actual payment of invoice to be approved at FC 7/9/20 meeting.

However, just wanted to run this past you both as it's a significant amount and due to this years circumstances, not directly from current admin budget as usual but EMRs.

Be grateful if you could confirm...

Many thanks

Kind regards

Sue

Sue James

RFO, Monmouth Town Council

Please note that all officers are working from home but are monitoring emails during normal business hours 10am-12 noon Monday-Friday.

Shire Hall,

Agincourt Square

Monmouth

NP25 3DY

Tel: 01600 715662

email: townclerk@monmouth.gov.uk

I normally work part time - on Tuesdays and Wednesdays only, plus occasional Mondays for Finance & Policy meetings

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

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From: Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>
Sent: 11 August 2020 15:37
To: Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>
Subject: Updated Stationary Order

Hi Sue and Dee,

Please see attached updated Stationary Order.

Thanks,

Caitlin Williams

Administrative Officer

Monmouth Town Council, Shire Hall, Agincourt Square, Monmouth NP25 3DY

Tel Number:01600 715662

Temporary Tel: 07958 170101

E mail: admin@monmouth.gov.uk

Please note all Officers are working from home. The phone line is monitored Monday - Friday from 10:00 a.m. until 12:00 p.m. and emails are monitored Monday - Friday between 10:00 a.m. until 3 p.m.

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>

From: Town Clerk, Monmouth Council
Sent: 21 April 2020 12:33
To: Town Clerk, Monmouth Council
Subject: Chair Quotes

Categories: Sue

Here are some quotes for ergonomic chairs too.

From: Phil Murphy <phil.murphy@brewersgroup.com>
Sent: 25 February 2020 12:30
To: Town Clerk, Monmouth Council <townclerk@monmouth.gov.uk>
Subject: Re: Stationary Quote

Hi Caitlin
How about these:



£275

Optional Extras

Headrest **£25.00 + vat**

Independent seat tilt with seat slide **£45.00 + vat**

Inflatable lumbar **£32.00 + vat**

Polished or silver base **£38.00 + vat**

Features

Gas lift height adjustment

Ratchet back height adjustment

Synchronised mechanism with side tension and seat slide

Multi-functional arms

Black nylon base, alternative bases available
Gas lift suitable for users up to 150Kg - for
Users over 115Kg a metal base is recommended
Matching meeting chair available
Seat width: 500mm
Seat depth: 460mm
Seat height: 490mm - 630mm
Overall width: 650mm

5 year guarantee

or,



Full description

Blast Executive Chair, comfortable, attractive and affordable. All foams are Combustion Modified High resilient as standard. All gas lifts are suitable for users up to 150kg. For uses over 115kg a Metal Base is recommended. Chrome and silver metal bases available where illustrated.

All chairs are designed to conform to relevant British standards and current EEC VDU Directives. Full 5 year guarantee.

or,



Duce High Back with Headrest & Multi-Functional Arms


- Multifunctional arms and seat slide as standard
- Ratchet back height adjustment and body balance weight tensioning synchro mechanism
- All gas lifts are suitable for users up to 150kg
- For users over 115kg a polished base is recommended.
- Full 5 year guarantee

or,



These all fall within budget, please advise which to quote on :-)

Kind regards
Phil Murphy

 **Phil Murphy | Account Manager**
t: 01326 558015 | phil.murphy@brewersgroup.com
Water-ma-Trout Ind. Est., Water-ma-Trout, Helston, Cornwall, TR13 0LW

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We've received your order!

You should receive an order confirmation soon.

Thank you for choosing Dell!

[View Purchase](#)

Internet Receipt Number: GB2008-1858-61029
Order Date: 04/12/2020
Total (GBP): £1,884.59

Customer Name: Paula Hartley
Company Name: Monmouth Town Council
Saved By: townclerk@monmouth.gov.uk


Ship To:
Hartley Paula
Monmouth Town Council
Kewset, Merrivale Lane
HR9 5JL, Herefordshire. Ross-on-Wye
UK

Shipping Method:
Standard (excl VAT)

Bill To:
Hartley Paula
Monmouth Town Council
Kewset, Merrivale Lane
HR9 5JL, Herefordshire. Ross-on-Wye
UK

Payment Method:
Credit Card

Pricing Summary

	Unit Price	Qty	Total
 New Inspiron 15 5000	£509.52	3	£1,528.56
Dell Mobile Wireless Mouse - MS3320W - Black	£13.98	3	£41.93
<hr/>			
	Subtotal		£1,570.49
	VAT		£314.10
	<hr/>		
	Total (GBP)		£1,884.59
<hr/>			

Product Details

Item	Unit Price	Qty	Total
New Inspiron 15 5000	£509.52	3	£1,528.56
Windows 10 Pro 64bit, English, Dutch, French, German, Italian Intel® Iris® Xe Graphics with shared graphics memory 8GB, 1x8GB, DDR4, 3200MHz 256GB M.2 PCIe NVMe Solid State Drive 15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA Display Platinum Silver No Microsoft Office License Included 30 day Trial Offer Only McAfee® LiveSafe™ 12 Month Subscription McAfee® LiveSafe™ 12 Month Subscription 1Y Collect and Return Service 1Y Collect and Return Service - No Warranty Upgrade 4-Cell Battery, 53Whr (Integrated) Internal Silver UK/Irish Qwerty Backlit Keyboard with numeric Keypad Power Cord (UK) 802.11ac 2x2 WiFi and Bluetooth Wireless Driver Silver Palmrest With Fingerprint Reader 65 Watt AC adapter Software Driver Windows MOCKINGN515TGL2105_4101_OPP/GB/NL/FR/ES/DE/CH/SE/WER/BTO Inspiron 15 5000 Series 5502 Shipping Docs - English, French, German, Italian, Dutch No Warranty Tech Sheet Required Dell Order Information No Retail Info Required Intel® Core™ i5 Processor Label Recovery USB Media Not Included Standard shipment English Palmrest Label Shipping Box No EAN Shipping Box Label System driver UMA bases BN55213			

Item	Unit Price	Qty	Total
Dell Mobile Wireless Mouse - MS3320W - Black	£13.98	3	£41.93

Need Help?



We're here to answer any of your Order Support questions. [Contact Us.](#)

Please do not reply to this email as it's auto-generated

Frequently Asked Questions

- If you have given us an email address, please check it regularly for information about your order.
- For security reasons we are not able to change your delivery address for this order.
- Please check the details on this document and immediately contact us / your Sales Rep if there are any issues or discrepancies.
- On receipt of your order, please inspect your delivery and make Dell aware of any discrepancies with items stated in this document as soon as possible and in line with Dell's Terms and Conditions.

Legal Disclaimers:

(1) Product images included in this e-mail are representative only.

(2) Please note that your order is subject to Dell's standard [Terms and Conditions](#) (for the Sale of Products & Services to [Consumers](#) or Business (Commercial & Public Sector) Customers as applicable) which will have been issued to you at the time of placing your order (by means of a purchase page online and /or your Dell Quote). Services are provided by Dell as described in the relevant service agreement (which may comprise order forms or Service Descriptions available at www.Dell.com/ServiceContracts, Technical Specification Forms or Statements of Work). By signing a Dell Quote and/or submitting a purchase order pursuant to a Dell Quote, you agree to be bound by Dell's T&Cs and any referenced service agreement (together the "Agreement"). This Agreement is final between the parties, replacing any preprinted or other terms in any purchase order, invoice or other document issued by either party, unless such document is agreed in writing by both parties to take precedence.

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(3) [Consumers](#) have a Right to Cancel and return the product within 14 calendar days from the day after the date of receipt. For Services, if you cancel within 14 calendar days from the day after the day you receive your Order Confirmation and have requested or accepted performance of the Service, then you will be refunded pro-rata based on the Services performed up until the date of receipt by Dell of the cancellation notice. You lose the right to cancel if the Services are fully performed within the cancellation period. For Software, you lose your right to cancel if you download or begin using the Software during the 14 day cancellation period. For further details of your right to cancel and payment of return freight costs, please see the [Order Support](#) section of our website.

(4) You should only provide personal data to Dell where strictly required. Where Dell needs to process your personal data in order to fulfil your order, Dell shall only do this in accordance with its legal obligations and in line with the [Dell Privacy Statement](#). Where Dell is required to process personal data on your behalf in the fulfilment of this order, as a processor, Dell shall do so only in accordance with its legal obligations and in line with any form of data processing agreement that may be agreed between the parties. If there is no data processing agreement, Dell will process customer personal data in line with Dell's standard [Data Processing terms](#).

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Please address any complaints to <https://www.dell.com/support/home/uk-en>

We're here to answer any of your [Order Support](#) questions. [Contact Us](#).

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped unless otherwise agreed in the governing terms.

Tech Specs & Customization

Features & Design

Tech Specs



Processor

11th Generation Intel Core i5-1135G7 Processor (8MB Cache, up to 4.2 GHz)

Operating System

Windows 10 Pro 64bit, English, Dutch, French, German, Italian

Graphics Card

Intel® Iris® Xe Graphics with shared graphics memory

Display

15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA Display

Hard Drive

256GB M.2 PCIe NVMe Solid State Drive

Memory

8GB, 1x8GB, DDR4, 3200MHz

Primary Battery

4-Cell Battery, 53Whr (Integrated)

Wireless

802.11ac 2x2 WiFi and Bluetooth

[▶ See All Tech Specs](#)

CYBER Sale: Save 12% with code **CYBER12SB**

Inspiron 15 5000

Total Savings **£9.71**

Shipping **FREE**

Dell Price £592.98

★ Receive **DOUBLE** Rewards points on this product from 9/11/2020-06/12/2020 when you sign up to Dell Rewards

Ships in 16-18 business days

★★★★ 4.0 (577)

Product ID: bn55213

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Processors
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Inspiron 15 5000

★★★★ 4.0 (577)

Technology tailored to you

Created with you in mind, stay productive with easy-to-use innovation like a numeric keypad, lid-open sensor and powerful 11th Generation Intel® Core™ processors.

Starting at £579.00

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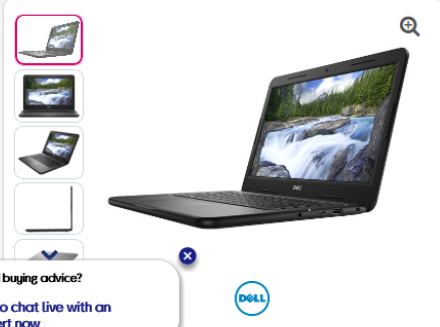
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Dell Latitude 3310 2-in-1 - 13.3" - Core i5 8265U - 8 GB RAM - 256 GB SSD



10+ available

[User Manual](#)

Dell Latitude 3310 2-in-1

Flip design

Core i5 8265U / 1.6 GHz

Win 10 Pro 64-bit

8 GB RAM

[View more details](#)

Product Code:P268264P
Manufacturer No:1WVJT

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£746.92 ex VAT

£896.30 inc. VAT

Quantity

1

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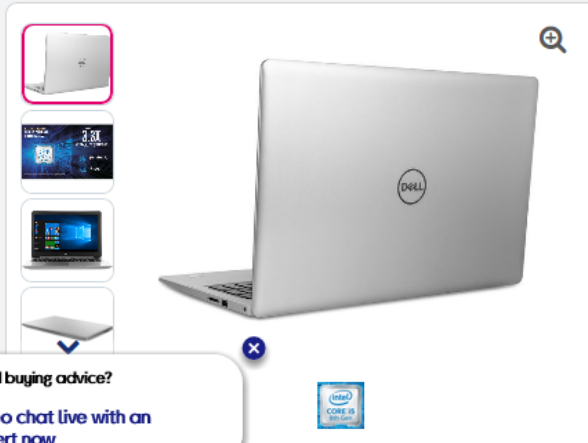
✓ Free delivery on this item



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DELL Inspiron 15 5000 15.6" Intel® Core™ i5 Laptop - 2 TB HDD, Silver



Unavailable

Achieve: Fast computing with the latest tech
Windows 10
Intel® Core™ i5-8250U Processor
RAM: 8 GB / Storage: 2 TB HDD
Full HD display
Battery life: Up to 8 hours

[View more details](#)

Product Code:N243562W
Manufacturer No:HV3H4

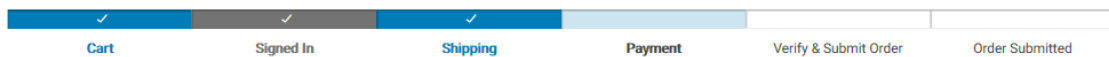
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Select method of payment



Credit/Debit Card

Card number *

*

Verify & Submit Order

Order Submitted

✓ Applied Coupon: CYBER12SB
(- £208.44) [Details](#)

£237.58 total savings

Total (6 Items)

£1,884.59

Total includes VAT and delivery

Arrives By

06/01/2021

Continue

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Learn more

Learn more



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- Cart
- Signed In
- Shipping
- Payment
- Verify & Submit Order
- Order Submitted

Verify & Submit Order

Ship to Paula Hartley [Change](#)
 Monmouth Town Council
 Kewset, Merrivale Lane
 Ross-on-Wye, Herefordshire HR9 5JL
 07340 551364
 townclerk@monmouth.gov.uk

Bill to Paula Hartley [Change](#)
 Monmouth Town Council
 Kewset, Merrivale Lane
 Ross-on-Wye, Herefordshire HR9 5JL
 07340 551364

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Payment method ending in 8002 [Change](#)

✓ **Applied Coupon: CYBER12SB**
 (- £208.44) [Details](#)

£237.58 total savings
Total (6 Items) £1,884.59

Total includes VAT and delivery

★ **Your reward**
 Points earned for future purchases 1884 points

Arrives By
 06/01/2021

By selecting Submit and agree to pay, you agree to Dell's [Terms of Sale](#) and you agree to not export this order outside of your country location.

[Submit and agree to pay](#)

[Important Information](#)



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- Order Submitted

✓ Thanks for your order

An email confirmation will be sent to townclerk@monmouth.gov.uk. Please note the following information:


Order details

Your Internet Receipt Number: **G82008-1858-61029**

Order date: 04/12/2020

Arrives By: 06/01/2021

For order status and more information: [view purchase details](#).

Item	Quantity	Price (excl delivery):
 <p>New Inspiron 15 5000</p> <p>Show full specs</p> <p>Hide savings</p> <p>Applied Coupon: CYBER12SB Details</p>	3	£1,737.00 - £208.44

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Applied Coupon: CYBER12SB

- £208.44

[Details](#)

CYBER Sale: Save 12% with code
CYBER12SB. Ends Dec 6th.

[Details](#)

Arrives By

06/01/2021



Dell Mobile Wireless Mouse -
MS3320W - Black

3

£71.07

[Hide savings](#)

Save 41%

- £29.14

[Details](#)

Arrives By

07/12/2020

Bundle Total:

£1,570.49

Free delivery.

Expires 27/01/2021

[Details](#)

Total (6 Items)

£1,884.59

Total includes VAT and delivery

Microsoft Project Licence Details.

Microsoft Project is a project software that allows the user to set up, monitor and run a project. Here are the features and benefits:

1. High level and more detailed tasks are input, allocated to users and set on a timeline within a Gantt chart. This allows you to see how the project is going, if it will reach its milestones, and if there are enough hours in the day to make this feasible.
2. Percentage completion can be set against these timelines, so at a glance you can see how the project is progressing.
3. You can change the view to high level or detailed so that executive can view high level, and people working on the project can drill down to their level.
4. Milestones are input, which allow you to see if it is feasible within the timescales, and adjust accordingly.
5. Interdependent tasks can be set up, so that you are aware at a glance if one task will prevent another occurring. If it is preventing it, the whole set of linked tasks can be moved to a realistic timeline.
6. There is also a shared resource pool that can be shared among projects where the equipment and materials can be found. These can also have their own calendar so that users can see when these are available.
7. It can be used for financial management.
8. It integrates with Office 365.
9. It has various templates that are ready to use.
10. It is the oldest and most used in the world and is therefore the most developed and robust.

I believe that to run a project as efficiently as possible it is a necessary cost at £22.50 per month, and it can be used for any project/event/occasion, that required specific planning i.e. Remembrance, Lantern Parade etc. There are other cheaper applications out there, but I'm familiar with Project which makes it more time efficient to get up and running with it. Examples of cheaper options include i.e. Monday.com at £14 per month or Asana at £20.99 per month.

Paula

Paula Hartley

RFO and Town Clerk Support Officer

Mobile Phone Report for Full Council 25.01.2021

In line with the Welsh Assembly rules, all Officers are currently working from home. This means, at present, we are not able to receive telephone calls from Members or residents and can only make calls using our personal phones. In the initial lockdown, the Officers used a pay as you go phone that was accessible to the public. The issue with the pay as you go phone was that it was extraordinarily expensive with Officers often having to top up the credit on a daily basis.

It has been suggested by the Locum Town Clerk that the Town Council purchase 2 mobile telephones so that these can be used by Officers to deal with all incoming and outgoing calls. It will allow for the office telephone number to be diverted to the mobile phones so Officers will be able to deal with all telephone calls received. It has been confirmed by SRS that they can put a divert on the Town Council telephone number, remotely.

Specification requested

The Locum Town Clerk has suggested the following:

1. The phones should be smart phones
2. The phones should be purchased on a monthly contract basis
3. They should allow Wifi Calling (C. Williams does not have mobile signal at home)
4. A monthly budget of approximately £25-£40.
5. Payment will need be done via direct debit
6. Account will need to be set up in MTC name.

Deals found

The phone recommended by both Three and EE at the time of writing this report was the Samsung A21S as it was felt that this was a smart phone suitable for the Town Council's needs. A comparison of this phone from other providers is detailed below. Additional models of phone are also included for the purpose of comparison.

Please note all prices are excluding VAT.

<u>Phone Provider</u>	<u>Smart Phone</u>	<u>Contract length</u>	<u>Data allowance</u>	<u>Text/ Calls</u>	<u>Monthly Payment</u>	<u>Upfront Payment</u>	<u>Wi-fi Calling</u>	<u>Additional details</u>
EE	Samsung A21S	24 months	3GB	Unlimited	£19.00	None	Yes	Email confirmation received from EE. Account would be set up in MTC name with a credit check carried out via an ID verification telephone call with an employee. This is a business account set up through the public sector dept. The offer for the iPhone and Huawei is from the website.
	IPhone XR	24 months	12GB	Unlimited	£30.00	£8.33	Yes	
	Huawei P Smart 2020	24 months	3GB	Unlimited	£19.00	£8.33	Yes	
O2	Samsung A21S	24 months	3GB	Unlimited	£22.25	None	Yes	Have left a voicemail for public sector dept for more specific information but at the time of writing the report there has been no response. The details here are advertised deals on the O2 business website.
	IPhone XR	24 months	3GB	Unlimited	£29.96	None	Yes	
	Sony Xperia L4	24 months	3 GB	Unlimited	£22.25	None	Yes	
Vodafone	Samsung A21S	24 months	2GB	Unlimited	£18.33	£7.50	Yes	I have had a conversation with the business/ public sector dept who has taken all our details and am now waiting to hear back from an Account Manager for a more specific discussion. This is anticipated to take place in the next 5 days. The details here are advertised deals on the Vodafone website.
			6GB	Unlimited	£21.67	None	Yes	
	IPhone XR	24 months	2GB	Unlimited	£26.67	£9.99	Yes	
	Sony Xperia L4	24 months	6GB		£19.17	£15.83	Yes	
Three	Samsung A21S	24 months	40GB	Unlimited	£18.00	None	Yes	This offer lasts for 7 days and so will have expired by the time of the meeting, however, this offer provides a comparison to consider and it may well be an
	IPhone SE		40GB	Unlimited	£23.33	None	Yes	

	Huawei P30 Lite	24 months 24 months	Unlimited	Unlimited	£24.17	TBC	Yes	extension of time would be granted if necessary. This account can be set up in the name of MTC. The offers for iPhone and Huawei are taken from Three website
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Any updates received prior to the meeting can and will be circulated to all Councillors.

Summary

At the time of writing this summary, I am yet to hear from O2 business or Vodafone, however, using the information I have obtained from websites and call advisers from Three and EE, I would suggest that the Council should be considering the offers for the A21S. I recommend this on the basis that the phone will be predominantly used for making and receiving calls and, as it has the ability to make WiFi calls, there seems little justification in spending more money on different phones with extra features. The quality of the camera etc will not be relevant for the purpose of this phone and in any event, most smart phones now have reasonably good cameras. In addition, there are concerns about the compatibility of iPhone with Microsoft packages which the Officers use every day. There are also concerns about the security of Huawei which may cause concern for Councillors (although these concerns seem unfounded at the current time). Samsung, however, uses Android which is compatible with Microsoft, is an established operating system and is also familiar to current Officers.

The package offered by Three seems excellent value for money as the amount of data is considerably more than the other providers are offering. Councillors should keep in mind, however, that this offer is time limited and so it may not be available once a final decision has been made by Council. If that is the case, I would suggest that the offer made by EE is a reasonable replacement. Again, it is good value for money with sufficient data allowance.

Report compiled: C. Williams 18.01.2021

From: joanne.w.ward@ee.co.uk
Sent: 15 January 2021 12:30
To: Town Clerk, Monmouth Council
Subject:EE Quote

Categories: Caitlin

Hi Kaitlin

Please see below details of the offer we discussed over the telephone

2 x Samsung A21s handsets (free of charge)

Both will have the below

Unlimited calls/texts

3gb data

WIFI calling

24 months commitment

£19 ex vat per line per month

Please email me when you are ready to go ahead and I will call you to set this up

Thank you

Joanne
Joanne.w.ward@ee.co.uk

From: BusinessSales <BusinessSales@three.co.uk>
Sent: 15 January 2021 16:09
To: Town Clerk, Monmouth Council
Subject: BDB33 Caitlin Williams Business Proposal
Attachments: Price Guide December 2020.pdf; Three Means Business Flyer.pdf; Customer Agreement Form.pdf; Three Means Business - The Important Bits.pdf

Categories: Caitlin

Hi Caitlin,

Thanks for your time today; it was great speaking to you. Based on your business needs, I recommend the following deal shown below;

Samsung A21s x2

* £0 Inc. VAT Upfront Device Charge

Simply Business 40GB Plan

- * Unlimited Minutes
- * Unlimited Texts
- * 40GB Data (Includes 40GB Personal Hotspot)
- * 24-month contract
- * £15 Ex. VAT per month (£18 Inc. VAT per month)

Not only that, but you'll get access to so many more amazing benefits including Go Roam, along with access to our fantastic partners at WeWork, Moo, FreshBooks and Wix.

If you'd like to go ahead and set this up, please provide the details below and reply to this email (BusinessSales@three.co.uk) with BDB33 in the subject line along with the attached Business Agreement Form, which must be signed.

*Please note we will only send to your registered or trading address so please specify which address you'd prefer

- * Full Business Name
- * Company Reg Number
- * VAT Number (if applicable)
- * No. of employees
- * No. of years trading
- * Applicants time with company
- * Registered, trading and billing addresses
- * Bank details to allow me to set up your Direct Debit
- * Details for a point of contact (name, phone number, position within company, email address)
- * A memorable password for the account for when you call in to discuss your account
- * Whether you want any spending caps from £10-£100 or a zero credit limit
- * How many contracts you would like, what plan & colour of device

- * A copy of photo ID (Passport or Photogenic Driver's Licence) as proof of person placing the order
- * For device contracts: 2 pages from a bank statement (dated within the last 3 months that clearly shows the Business Name, Registered/Trading Address and Post Code)
- * A Purchase Order confirming the order details

Please also update your marketing preferences below.

Marketing Type

Opt In Decision

Mobile Calling

SMS

Post

Email

3rd Party

Partners

In addition to the Agreement Form, I've included a full copy of our Price Guide along with some important high-level terms. Our full terms can be found at www.three.co.uk/terms; please download a copy for future reference. If you need anything else, don't hesitate in dropping me an email with the subject (Duncan BDB33)

Prices quoted above are valid for 7 days and are priced per connection.

Kind regards

Duncan

Duncan MacLeod – BDB33

Business Sales Executive

Telephone: 0333 338 1026

Three Means Business – Business Like a Boss

<http://www.three.co.uk/business>

Website Offers

EE Website

Summary of your order	One-off	Monthly
iPHONE XR Black 64GB - 24 months		
• iPHONE XR Black 64GB	£8.33	-
• Business Essential 12GB data	-	£30.00
Total before VAT:	£8.33	£30.00
VAT:	£1.67	£6.00
Total:	£10.00 One-off	£36.00 Monthly

[Add to basket](#)

Sometimes, the price of something saved in your basket may change. If it does, we'll let you know in case you want to change your mind about ordering it. Current prices shown on our sales pages will apply.

Summary of your order	One-off	Monthly
HUAWEI P SMART 2020 Midnight Black 128GB - 24 months		
• HUAWEI P SMART 2020 Midnight Black 128GB	£8.33	-
• Business Essential 3GB data	-	£19.00
Total before VAT:	£8.33	£19.00
VAT:	£1.67	£3.80
Total:	£10.00 One-off	£22.80 Monthly

[Add to basket](#)


Sometimes, the price of something saved in your basket may change. If it does, we'll let you know in case you want to change your mind about ordering it. Current prices shown on our sales pages will apply.

O2 Website

Need advice? Call an O2 Business specialist on 0800 028 0202, Mon-Fri 9am to 6pm.

Show prices
 Inc VAT Ex VAT

1. Your plan [Edit](#)


	Device Samsung Galaxy A21s 32GB Blue Loan details	- 1 +	Upfront £0.00 ex VAT	Monthly £6.25 ex VAT
Airtime Plan 3GB data Unlimited minutes Unlimited texts 24 month contract More details			£16.00* ex VAT	

3. Your extras



Excluding VAT	£0.00	£22.25*
VAT @ 20%	£0.00	£4.45
Total cost	£0.00 upfront	£26.70* monthly


[Go to basket](#)

1. Your plan [Edit](#)

	Device iPhone Xr 64GB Black Loan details	- 1 +	Upfront £0.00 ex VAT	Monthly £13.96 ex VAT
Airtime Plan 3GB data Unlimited minutes Unlimited texts 24 month contract More details			£16.00* ex VAT	

Offers included

-  Save £90 on the 64GB model.
-  Apple TV+ included for one year when you buy an Apple device.


iPhone XR

In stock
£0.00 upfront cost, £29.96* a month

← Back
Go to basket


3. Your extras

Excluding VAT	£0.00	£29.96*
VAT @ 20%	£0.00	£5.99
Total cost	£0.00	£35.95*
	upfront	monthly

Go to basket

*Each year your Airtime Plan will be adjusted on your April bill by the RPI rate of inflation announced in the preceding Feb. See [o2.co.uk/prices](#)

All prices ex VAT unless otherwise stated



Sony Xperia L4

In Stock
£0.00 upfront cost, £22.25* a month

← Back
Go to basket

Show prices
 Inc VAT Ex VAT

1. Your plan Edit

	<p>Device</p> <p>Sony Xperia L4 Black 64GB</p> <p style="font-size: 0.8em;">Loan details</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> - 1 + </div>	Upfront	Monthly
			£0.00 ex VAT	£6.25 ex VAT
<p>Airtime Plan</p> <p style="font-size: 0.8em;">3GB data Unlimited minutes Unlimited texts 24 month contract</p> <p style="font-size: 0.8em;">More details</p>				<p>£16.00*</p> <p>ex VAT</p>

2. Your Spend Cap

Would you like to add a Spend Cap? ⓘ

Sony Xperia L4 64GB In Stock
 £0.00 upfront cost, £22.25* a month

[Back](#) [Go to basket](#)

3. Your extras

Excluding VAT	£0.00	£22.25*
VAT @ 20%	£0.00	£4.45
Total cost	£0.00 upfront	£26.70* monthly


[Go to basket](#)

Vodafone Website


www.vodafone.co.uk/basket

Package 1 [Change](#) [Remove package](#)

Samsung Galaxy A21s 32GB Black



Red 2GB
24-month Phone Plan




- 3-in-1 SIM
- Unlimited minutes
- Unlimited texts
- 2GB data allowance
- Unlimited picture messages
- 51 roam-free destinations
- 3-month free trial of Secure Net

[Want to keep your number?](#)

	Upfront	Monthly
Subtotal	£7.50 (ex VAT)	£18.33 (ex VAT)

Package 1 [Change](#)

Remove package 

Samsung Galaxy A21s 32GB Black



Red 6GB

24-month Phone Plan



- 3-in-1 SIM
- Unlimited minutes
- Unlimited texts
- 6GB data allowance
- Unlimited picture messages
- 51 roam-free destinations
- 3-month free trial of Secure Net

[Want to keep your number?](#)

Subtotal

Upfront

£0

Monthly

£21.67

(ex VAT)

one.co.uk/basket?icmp=stickybasket

Apple iPhone XR 64GB White



Business 2GB

36-month Phone Plan



- 3-in-1 SIM
- Unlimited minutes
- Unlimited texts
- 2GB data allowance
- Unlimited picture messages
- 51 roam-free destinations

Joining us from another network?

Bring your **current number** to Vodafone **with a PAC code**, or get a **new number** with a **STAC code**.

Switching is **quick, simple** and can be done **now or after your purchase**.

Switch Network

Subtotal

Upfront

£9.99

(ex VAT)

Monthly

£26.67

(ex VAT)

Sony Xperia L4 64GB Black



Red 6GB

24-month Phone Plan



- 3-in-1 SIM
- Unlimited minutes
- Unlimited texts
- 6GB data allowance
- Unlimited picture messages
- 51 roam-free destinations
- 3-month free trial of Secure Net

Joining us from another network?

Bring your **current number** to Vodafone **with a PAC code**, or get a **new number** with a **STAC code**.

Switching is **quick, simple** and can be done **now** or **after your purchase**.

Switch Network

Subtotal

Upfront

£15.83

(ex VAT)

Monthly

£19.17

(ex VAT)

Three Website



iPhone SE

Super-fast A13 Bionic chip. Portrait mode and 4K video. Beautiful 4.7-inch Retina HD display and Touch ID. And long battery life. Small iPhone. Huge performance.

- Business benefits
- Personal Hotspot

Monthly Data	Upfront*	Per month*
40GB	£00.00	£23.33
10GB	£00.00	£23.33
5GB	£00.00	£21.67

Find out more

Unlimited Data



**Huawei
Huawei P30 Lite**

Available for

£0*
upfront

£24.17*
a month

Unlimited data
Unlimited minutes

Update on matters identified in the 2019-20 Internal Audit report to Monmouth Town Council 25.01.21

Item	SB comments	SJ comments	DM/PH Comments	Action required	By who	Priority 1(high)-3 (low)	Completed Y/N
Update on matters identified in the 2019-20 Internal Audit report, including:			Reported to FC 22.06.20				
a) Clearing any outstanding prior year credit/accrual entries by the end of the third quarter of the new financial year at the very latest, in order to limit the possibility of distortion in future budget monitoring reports.	No action to date (although see point 6 below). The intention is to review all debtor and creditor balances in January 2021 in order to resolve any significant un-cleared items (which may otherwise distort budget monitoring reports and undermine effective budgetary control).	Please check – I had a quick look but couldn't find (and don't remember doing), a review and action plan acting upon the 10 recommendations within the IA report – p2. Think I've previously produced a table for consideration and agreement in previous years – could be used as a template if necessary. To be reviewed in Jan 2021		Completed in January once training on accounting software undertaken	PH/DM	1	Y
b) Maintaining a consistent approach of review and compliance with Financial Regulations and approved contract management processes.	Financial Regulations, the list of 'approved recurring payments' and the 'scheme of delegated authority for expenditure' were all reviewed and agreed by Council on 7th	Ongoing			SB	2	

	September 2020. Some compliance testing will be undertaken (on a sample of invoices) as part of the Internal Audit (refer to point 12).						
c) Ensuring that official waivers to Financial Regulations are justified, approved prior to contractual commitment (if possible) and on limited occasions only.	Whether any official waivers have been approved to date needs to be confirmed by the Town Council.	Any waivers to Fin.Reg. eg. Specialist services – check included or minute approval accordingly	DM - Only waiver I'm aware of relates to the purchase of trees (see 14.12.20 minutes) where only two MCC approved suppliers were approached for prices;		DM	2	Y
d) Continuing to undertake appropriate due diligence in future service transfer developments and document existing arrangements in formal signed agreements.	There were no new service transfer developments to report. PH is to provide the Internal Auditor with an update report on all existing SLAs and Recurring Contracts (including some contracts currently being tendered).	No new service transfers to date		List of contracts updated and attached	PH	2	Y
e) Reviewing any decisions taken under emergency delegation arrangements approved by the Town Council , to confirm compliance with current legislation and the latest statutory guidance.	The Town Council needs to confirm whether it has reviewed and ratified any decisions which may have been taken under emergency delegation arrangements.	Put all delegated decisions back to council for ratifying (eg. Through early covid period especially), include those that had emergency/agreed	All payments during lockdown were ratified at 11th May 2020 meeting of FC		PH/DM	2	Y

		delegated approval.					
f) Challenging any budgets where recurring patterns of substantial under-spending may be emerging without reasonable mitigating circumstances and reviewing and approving the level of General Reserves whilst considering budget/precept proposals for 2021-22.	The Internal Auditor has been advised that these matters are all to be reviewed by the Town Council as part of the 2021/22 Precept and Budget setting process. To evidence this and demonstrate compliance with statutory guidance, copies of all relevant reports will be required for the Internal Audit file (once finalised).	To be reviewed within budget setting considerations	Initial budget meeting held on 07.12.2020. Minute No 127 suspends FR 3.1 to allow budget to be discussed in its entirety in one session. All underspent budget lines discussed in detail. See also budget report to Council. Further meeting held on 04.01.2020 when 2021/22 budget approved.		DM	1	Y
	It is understood that the Town Council is currently applying new arrangements to improve and expedite the process of finalising annual expenditure proposals and hopes to agree a budget and precept in December 2020. As previous arrangements were detailed in the relevant sections of its existing Financial Regulations, any changes required should be approved by Council before setting the budget and precept, in order to demonstrate on-going compliance.						

<p>g) Having regard to statutory guidance, internal control requirements and effective use of resources when considering the establishment of separate petty cash accounts for specific official working groups.</p>	<p>To date, separate petty cash accounts have not been established. The Council should however carefully consider previous advice if similar proposals are subject to future discussion.</p>	<p>o Separate petty cash accounts for working groups not progressed to date</p>	<p>Noted. I understand this was proposed because WG's wanted to be able to purchase sundry items like gardening gloves and the RFO was requiring three quotes. I would suggest this type of expenditure should fall within the Clerk's delegated powers allowing items such as this to be purchased as required which would negate the need for petty cash accounts for working groups. Proposed to review Financial Regulations as part of the Whole Office Review and Committee Structure Review.</p>	<p>Review of FR's by 31st March 2021</p>	<p>DM/PH</p>	<p>3</p>	<p>N</p>
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<p>h) Continuing to monitor agreed payroll procedures and processes in order to safeguard compliance with employment contracts, HMRC contributions and Pension requirements.</p>	<p>The Council has documented employment contracts and maintains established systems for calculating, recording and paying net salaries, statutory PAYE and Pension deductions/contributions.</p>	<ul style="list-style-type: none"> o Payroll procedures & employment contracts to be raised and considered within audit 	<p>Sue left me detailed instructions but did not refer to any 'established systems' other than utilising the services of the Payroll Company. This month (Dec) was challenging because of a number of anomalies in the month.</p>	<p>PH set up spreadsheet to ensure accurate payroll.</p>	<p>DM/PH</p>	<p>1</p>	<p>Y</p>
	<p>Following the identification of some technical anomalies during previous payroll audits, Members resolved that any in-year changes to contracted salary grades were to be referred to the Internal Auditor for independent verification, prior to implementation. There have been no referrals in 2020-21 (to date).</p>		<p>At 06.11.20 SSC meeting It was agreed that a staff members wkly hours would be reduced from 24 to 18 to start 01.11.2020, however this was deferred to 01.12.2020 owing to staff shortages. An incremental salary increase was also approved to be backdated to Oct but this was overlooked for Dec payroll and corrected in Jan payroll.</p>		<p>DM</p>	<p>1</p>	<p>Y</p>

	The Internal Auditor has been informed that current staffing/ structural arrangements will be changing during the current year and that the Council's professional HR advisors have indicated to senior Members, that the Council should not release more precise details as these should remain strictly confidential.		It is now possible to divulge that the RFO and Clerk have both been made redundant and the Council intends to recruit an individual to a combined post in the New Year with the assistance of the Locum Clerk	N/A			
	Consequently it is assumed that the Town Council wishes the approval and implementation of these structural changes to remain outside the scope of the internal audit. The Council will of course still need to provide assurances that all have been complied with and may be required to evidence this by Audit Wales (as the new external auditor).		Not sure which 'statutory and internal regulatory requirements' are being referred to so can't confirm compliance.				
	Standard payroll and contractual compliance testing of the monthly payroll sample made available will however be undertaken during the internal audit (refer to point 11), as in previous years.		Noted				

<p>i) Requiring all Members declining payments that it is a statutory requirement to confirm their decision in writing.</p>	<p>To date no payments have been officially declined but written confirmation will be sought by the Council from any Members wishing to decline mandatory or discretionary payments.</p>	<p>○ Ongoing, members to be reminded before payments due</p>	<p>This is being undertaken in January 2021</p>	<p>Approved by council and determinations calculated for payment next month - February 2020</p>	<p>DM/PH</p>		<p>In progress</p>
<p>In addition to the above comments, it was agreed that the departing RFO (SJ) would advise her successor of the need to report progress periodically on all of the above to Council. In the past this has been reported collectively using a standard template format. There have been no reports this year, to date.</p>			<p>Am not aware of a standard template format for this. Suggest using this document.</p>	<p>SB agreement to use this document sought</p>	<p>SB</p>		<p>Y</p>
<p>Evidence of the Council's progress with any 2019-20 recommendations made by Internal and/or External Audit, may be checked by Audit Wales in the external audit arrangements being introduced this year.</p>			<p>Noted</p>	<p>Reported to FC on 25th January 2021</p>	<p>DM/PH</p>		<p>Y</p>

**MONMOUTH TOWN COUNCIL
FINANCIAL REGULATIONS**

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	10
7.	PAYMENT OF SALARIES	12
8.	LOANS AND INVESTMENTS	13
9.	INCOME	14
10.	ORDERS FOR WORK, GOODS AND SERVICES	15
11.	CONTRACTS	15
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	17
13.	STORES AND EQUIPMENT	17
14.	ASSETS, PROPERTIES AND ESTATES	18
15.	INSURANCE	18
16.	CHARITIES	19
17.	RISK MANAGEMENT	19
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

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 or Finance and Policy 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 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 **income and expenditure** 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 **or Council**. 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 and Policy 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 and Policy 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 and Policy 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 and Policy 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 and Policy 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 and Policy 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 and Policy 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 Full Council, **on the advice of the Staffing Sub-Committee**. ~~which should recommend such changes for approval to (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.

25/01/21 FC annual review including option for use of debit/credit cards; revisions for Clerk/RFO as a single post.

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Date: 25th January 2021

Report to Full Council

Subject: Committee Structure and Working Groups Review

Prepared by: Deborah McNeill, Locum Clerk

Introduction

1. It has been suggested that there are options for restructuring committees to improve efficiency and to help manage workloads.
2. It is proposed that this could be achieved by March, before the new Clerk/RFO is in place.

New Committee Structure Proposals

3.
 - a) Combine Community Affairs and Environmental Affairs into one committee and formalise full delegated authority to this committee with a monthly meeting schedule. Combining the two committees is proposed because of the overlap of responsibilities and confusion for officers, members and the public. Consideration could be given to a new name for this committee, perhaps External Affairs.
 - b) Finance and Policy to continue but meet quarterly.
 - c) Full Council to meet monthly.
 - d) Planning Committee to meet as and when required in the same manner it has been during the pandemic. This system appears to have worked very well (as opposed to the previous schedule of fortnightly meetings).
4. For this to be effective, a review of the current delegations to the Clerk would be required. In a well-functioning Council, councillors are responsible for the strategic elements of Council work by setting policy, approving Standing Orders and Financial Regulations, and determining the structure of the Council. Officers are responsible for the operational element by delivering the outcomes in accordance with the strategic decisions of the Council.

Working Groups

5. The Council has a large number of working groups looking at specific areas (see attached list of working groups). Some of these are effective because they meet regularly and report back to the Council/relevant committee with proposals that can be taken forward. Others are less effective, meeting infrequently, causing the matter not to progress which creates frustration and is potentially damaging to the Council's reputation.
6. In my experience, working groups are more effective and productive when they are Officer supported, however there are currently too many for this to be realistic. In some cases, working groups would be better identified as task and finish groups ie they exist only for as

long as necessary to conclude a project.

7. It is proposed therefore that a complete review of the current working groups be undertaken. Lead councillors on the working groups are welcome to feed back any thoughts they may have on their own working groups as part of this review.

Task and Finish Group

8. It is proposed to set up a task and finish group of equal numbers of staff and councillors, making a total of six members, to review the committee structure and working groups. It is suggested to include Officers so that they are involved in the process, have an input and so that the final proposals are practical and workable.
9. The specific remit of the task and finish group would be to:

Review the current committee structure, delegations (to Officers and committees) and current working groups including their purpose and effectiveness and make recommendations to the February meeting of Full Council to include a proposed timetable of meetings for the next civic year.

Monmouth Town Council

Proposed Schedule of Meetings February and March 2021

Planning – as and when required (Tuesdays)

Community Affairs 15th February

Full Council 22nd February

Environmental Affairs 1st March

Finance & Policy 8th March

Full Council 22nd March

The Welsh Language Debate

I previously provided analytics regarding visitors to the website and the Welsh speaking capabilities of Monmouthshire (18%). For further information, year to date there have been 8746 visitors to the website of which 42% are from Wales. The remainder, give or take a few from overseas are from England. Thank you Emma for your example of the Caernarfon website where the number of Welsh speakers is considerably more and personally I think it makes the website quite confusing to navigate.

I have contacted Vision ICT, (our website provider), and we have three options:

Option 1: We create a complete version in Welsh which will cost approx. £1000 but will not include any translation costs. There would still be the issue that we couldn't load any Agendas or Minutes, and we would have difficulty keeping it up to date: i.e. any news items couldn't be posted in Welsh unless we paid someone to do it, which, by the time it was ready, would be old news.

Option 2: We could use Google Translate. This would cost £85 to set up, and a visitor to the site would click on the Welsh link and Google would translate it. The translation would be Google's but these are improving all the time and it wouldn't translate any attachments.

Option 3: We put dual headings across the website in both English and Welsh. Personally, I feel this is a cheat, as what is the point on clicking into a Heading in Welsh only to be taken to a page or document in English.

We do have an ear-marked reserve of £4830 for Welsh Language (331) so potentially could use some of it for this purpose. However, I do believe we should still be mindful of the fact that during last year, only 42% of the website visitors were Welsh, some of those were us, and of that 42%, most will not be able to communicate in Welsh.

Dear All,

As you are aware Wales entered level 4 Covid-19 related restrictions on Saturday the 20th of December. While these restrictions will be reviewed regularly the Minister for Housing and Local Government has been considering the implications of the current, and likely future, situation on elections. In particular the re-scheduled local government by-elections are of concern. The Minister has therefore decided that in the New Year she will bring forward new Regulations that will move the window for postponed by-elections to **1st March 2021 – 6th May 2021**. This means that the holding of by-elections in February will no longer be possible once the Regulations have come into force. As these Regulations will be made early in the New Year we ask Returning Officers and administrators to consider carefully whether it is within the public interest to issue notices of elections at the end of December as the current Regulations allow for. This change has been made in order to provide the electoral community with a longer period of time to prepare for the by-elections and also to move the dates toward the spring.

As ever the Welsh Government elections team will be happy to help with any queries, please email: Etholiadau.elections@gov.wales

Angharad

Angharad C Thomas-Richards

Pennaeth tîm Etholiadau Llywodraeth Leol / Head of Local Government Elections team
Yr is-adran Democratiaeth Llywodraeth Leol / Local Government Democracy Division

Llywodraeth Cymru / Welsh Government