



MONMOUTH TOWN COUNCIL

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**Minutes of meeting of the Finance and Policy Committee of Monmouth Town Council
Held on Monday 24th April 2006 in the Old Library / Community Room starting at 7.00 pm.**

Present: Chairman, Councillor G F W Buckland
The Mayor Councillor Mrs Sue Chivers, Councillor R Bond,
Councillor Mrs A Dewhurst, Councillor N Hackett Pain, Councillor R Hayward,
Councillor Mrs V Mitchell, Councillor Mrs C Pearce, Councillor L Robson
Councillor D Stevens, and Councillor Mrs S White.

In attendance: Mrs Sarah Robson Town Clerk.

1. Apologies were received from: -
Councillor Mrs Were.

2. 'Declarations of interest' in items on the agenda: -
N/A

3. To consider for approval the minutes of the Finance & Planning Committee of 13th March 2006.

The minutes were approved.

Proposed Councillor Buckland

Seconded Councillor Mrs White

For 9 Against 0 Abs 2

4. a To receive the summary of expenditure by 'Cheque' pages 1
Decision Required To approve the accounts to date for payment.

2380	2-Mar-06	Mr R Griffiths - Maintaining Drybridge Playarea	168.00	
2381	2-Mar-06	MCC - Advertising costs re Election in Wyesham ward	101.17	15.07
2382	13-Mar-06	Clr Mrs Chivers Final payment of Mayors Allowance	625.00	
2383	14-Mar-06	Planning Aid Wales - Handbooks x 4	20.00	-
DD	15-Mar-06	I Love Payday - March Salaries	1,907.31	-
DD	15-Mar-06	Payroll - Pension Contribution March	472.72	
DD	15-Mar-06	I Love Payday - March Salary charge	15.86	2.36
DD	22-Mar-06	Inland Rev TAX/Ni Feb 06	295.42	
2384	27-Mar-06	Clr R Bond - Telephone Expenses Jan - March 2006	25.00	-
2385	27-Mar-06	Clr A Dewhurst - Telephone Expenses Jan - March 2006	25.00	
2386	27-Mar-06	Clr L Robson - Telephone Expenses Jan - March 2006	25.00	
2387	27-Mar-06	MG Computers - Domain name, website and support	600.00	-
2388	27-Mar-06	SET - Office stationery	48.52	7.23
2389	27-Mar-06	MCC-Match funding fence at Oak Tree Cres, Wyesham	4,326.35	644.35
2390	27-Mar-06	Nigel Morris Watering and Cleaning re Town Maint	540.00	-
2391	30-Mar-06	Wales Audit Office - Fees for 2002-2005	2,291.25	341.25
2392	30-Mar-06	Clr T Christopher - Telephone Expenses Jan - March 2006	25.00	-
2393	4-Apr-06	RBS Software - new accounting package/Contingency	1,832.99	272.99
2394	4-Apr-06	Clr Mrs Were - Telephone Expenses Jan - March 2006	25.00	-

The payments were approved for payment.

Proposed Councillor Hayward

Seconded Councillor Mrs White

For 10 Against 0 Abs 1

There are no Section 137 payments for approval.

b To receive a statement of the cash balance (pages 2,3,4 & 5).

The statement of the Cash Balance was received.

Proposed Councillor Buckland

Seconded Councillor Mrs White

Unanimous

c Virements

Overall 'Other Admin Costs' are within budget but the sub heading for 'Auditing Costs' is over budget by £200.00. This is due to an unbudgeted increase in costs for previous years by The Wales Audit Office for years 2002/2005.

Members agreed to Vire £200.00 to cover the overspend against budget on Auditing Costs from Officers Travel and Training Budget, as this is from the same 'Other Admin Costs' heading, and there is an underspend of £256.18 at the year end.

Proposed Councillor Mrs White

Seconded Councillor Stevens

Unanimous

5. To consider the authorisation of payment of the following invoices and decide where to allocate spending within the agreed budget:

157 Royal Logistics Corps of Drums for Parade at Civic Service	£150.00
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Members agreed that this should be confirmed and paid out of the Ceremonial Entertainment Budget.

Proposed Councillor Bond

Seconded Councillor Robson

Unanimous

6. To receive RFO,s Report.

To review Town Council members attendance of meetings.

The Town Clerk circulated a copy of a spreadsheet showing a list of meetings and the number of attendances. It was suggested that for future reference it would be beneficial to show how many committee's each member sits on as a better indicator of regularity of attendance.

The Mayor Councillor Mrs Chivers expressed her concern that Councillor Roberts had not attended a meeting for in excess of six months. She advised members that a letter had been sent from The Clerk inviting Councillor Roberts to attend a meeting with herself and The Clerk. Councillor Roberts did attend the meeting and advised that he would attend the next full council meeting the following week, unfortunately he failed to attend. Councillor Bond reminded members that Councillor Roberts had experienced recent health problems and had been admitted to hospital on a number of occasions. The Clerk was asked to confirm whether the six month rule was a Town Council internal policy or part of the LGA 1972. Councillor Bond agreed to speak to Councillor Roberts informally with a view to him participating in The Town Council again. It was agreed that any further decision would need to be made at the next Full Council Meeting but that it should not be discussed at the AGM. The Clerk is to agenda this item for review and a decision at the meeting of Monday 12th June 2006.

Councillor Robson proposed that a press release should go out to advise local people that this information is available and post it onto the website.

Proposed Councillor Robson

Seconded Councillor Mrs Chivers

For 7 Against 4 Abs 0

To review RBS Accounts Package.

The Clerk advised that the new Omega Accounts Package had now been installed and was fully operational. It was suggested by the trainer that once the opening balances had been input it would be a useful training exercise to input the previous years' receipts and payments and then run the year end procedure. The Clerk informed members that all of the data had now been input and that there was a meeting scheduled for April 25th with the Internal Auditor with the purpose of running the year end. A list of reports available was circulated for members' information.

7. To consider nominations for new committees selection, to be confirmed at AGM.

The Clerk advised that all nominations had now been received with the exception of Councillor Roberts and it was suggested that his name would be included on the same committee's as he sat on last year. Councillor Hayward advised members that he felt in his opinion that the number of members that had put their names forward for planning was on the low side, and given that the quorum was 5 he asked any members present if they would consider being included to increase numbers. Councillors Mrs Dewhurst, Mrs White and Stevens all agreed that they would put their names forward. Also Councillor Mrs Chivers requested that her name be included on the Environmental Affairs Committee. It was then proposed that the nomination be recommended as they stand.

Proposed Councillor Stevens

Seconded Councillor Bond

Unanimous

8. Matters arising from previous meetings: -

i) Risk Assessment.

The Clerk advised that the work that had been done to date had been submitted for review to the trainer, a few revisions were needed. Once these have been done they will be circulated to those members who have been involved. The next training session has been arranged for Tuesday 30th May at 2.00pm in The Mayor's Parlour.

ii) Update re offer from MCC re taking over services and amenities.

Members were read out a letter that had been received from Sue Essex of The WAG in response to a request that had been made to try and broker an arrangement for Monmouth Town Council to run a pilot project in respect of the taking over and running of local services. The letter outlined that negotiations would need to take place with the principal council so that agreement could be reached. Councillor Buckland advised members that he had recently attended the SLCC meeting and had raised this issue with Mr John Palmer from WLGA, it seemed that for now any decision regarding the transfer of services had been put on the back burner. Councillor Buckland requested members support for a preliminary meeting to be held between The Chair and Deputy Chair of The Finance Committee, The Mayor and The Clerk and Mr Berg and Mr Crump from MCC. Town Clerk to arrange. The proposal was put to a vote.

Proposed Councillor Buckland

Seconded Councillor Hayward

For 8 Against 1 Abs 2

iii) Insurance Claim for damage to Deputy Mayors Pendant

The Clerk advised that repairs to the pendant had been completed and the pendant had now been returned, it was passed around for members to inspect. Members seemed to be in agreement that an excellent job had been done. In addition to replacing the gold collar the enamel had also been repaired and a new ribbon fitted. The Clerk advised that the invoice received from Thomas Fattorini had been forwarded to Zurich Insurance for them to settle.

- iv) **Any other matters arising from Finance and Planning Meeting of 13th March not covered elsewhere. As they are not specifically listed, no decisions may be taken on any of these other matters arising.**

Councillor Mrs Mitchell asked whether or not any decision had been made to offer support to Monmouth Comprehensive School in light of the recent presentation that had been made requesting support for funding for a coming trip to Africa. Councillor Robson informed members that he intended to bring this matter up at the next Community Affairs Meeting.

Councillor Buckland read out a letter that had been sent from the HLF to MCC confirming that they have received the application form for a grant. The letter advised that it would take at least six months for the assessment of the application.

9. Any Other Business, ie general information or notification of future discussions, no decisions can be made at this meeting on items that arise under this heading.

Councillor Mrs Chivers advised members that the Town Clerks robe is in a very poor state of disrepair, and needs to be either replaced or repaired. Members were advised that this is a very old piece of regalia. The Clerk informed members that there is a company in Bristol who would be able to give advise on what options were available. It was agreed by members that The Clerk could make arrangements for the robe to be looked at and a quotation obtained.

10. Next meeting Old Library Community Room Monday 5th June 2006.

There being no further business the meeting closed at 8.00pm.