Monmouth Town Council

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Minutes of the meeting of the Finance and Policy Committee of Monmouth Town Council held on Monday 18th August 2008 in Market Hall, Priory Street, Monmouth starting at 7.00 pm.

Present: Deputy Chairman Councillor N Hacket Pain
Councillor R Bond, Councillor G Bright, Councillor T Christopher,
Councillor Mrs S Chivers, Councillor Mrs A Dewhurst and Councillor M Jones

In attendance: Mrs Sarah Robson Town Clerk
Councillor J Fletcher

32. To receive declarations of interest on items on the agenda
None Received

33. To receive apologies for absence
Apologies were received from Councillor R Hayward and Councillor Mrs A Were

34. To consider for approval the minutes of the previous meetings dated 30th June 2008 and the pink paper minutes dated 30th June and CCTV Working Group of 9th July 2008
The minutes of the Finance and Policy committee were approved and signed as correct.

Proposed Councillor Bond
Seconded Councillor Jones **For 6 Abstentions 1 Against 0**

The minutes of the CCTV Working Group were approved and signed as correct.

Proposed Councillor Christopher
Seconded Councillor Jones **Unanimous**

35. To receive and approve the summary of expenditure
i) To approve the accounts for payment between 23/06/2008 & 31/07/2008. (Page 1)
The accounts were received and approved for payment.

Proposed Councillor Bond
Seconded Councillor Mrs Dewhurst **Unanimous**

ii) To review a statement of the bank reconciliations as at 31/07/2008. (Pages 2,3,& 4)
The bank reconciliations were received and approved as correct.

Proposed Councillor Mrs Dewhurst
Seconded Councillor Bond **Unanimous**

iii) To review a statement of income as at 31/07/2008 (Page 5)

The Clerk advised members that the majority of income for the first four months was derived from the first precept payment, interest due and the vat refund

36. To confirm authorisation of payment of the following invoice and agree where to allocate spending within the agreed budget

N/A

37. To consider correspondence

MCC Steve Greenslade: Request for funding contribution towards Shire Hall project

Members were advised that the letter requested confirmation of the Town Council's contribution towards the Shire Hall Project as it was necessary to provide evidence of funding to the lotteries board. There was also a request to confirm that the payment of £125,000.00 would be available for payment in March 2009.
The Deputy Chair advised members that a letter had been written to MCC on 4th July to request a meeting with the Project Board to discuss issues and also to provide a financial timetable for the project. It was reported that to date there has been no response.
Members agreed that a letter should be sent to Steve Greenslade confirming the guarantee of funding but not giving any offer of when the payment will be made until our requests have been met as per the letter of 4th July. Once this has been received and a meeting has been scheduled with MCC to discuss this matter further negotiations can be entered into to discuss when the contribution would be paid.

38. To receive reports from R.F.O

N/A

39. To review and consider amending Administration Assistant's job description

The Clerk circulated copies of the existing job description and the proposed replacement. It was agreed that the new document should be accepted providing the Admin Assistant and the Clerk were both happy with the changes.

Proposed Councillor Jones
Seconded Councillor Mrs Dewhurst **Unanimous**

40. To consider 'Shaping our Future' – the next four years

The Chair confirmed that each committee had been responsible for reviewing the document and considering its future aims and objectives. It was agreed that the Finance committee's roll was one of monitoring and overseeing and that the amendments that had been previously agreed and circulated could be accepted. A draft of the final document would be circulated for discussion shortly and then adopted as a working plan for the Council for the coming four years.

Proposed Councillor Bright
Seconded Councillor Bond **Unanimous**

41. To review Standing Orders

Members were reminded that in accordance with standing orders a review must be undertaken every eighteen months and that consideration must now be given as to whether or not any changes were required. There was general agreement that since the last major review when the conflicts and contradictions had been ironed out there would be little to consider for change. However it was recognised that there was still an area of concern about the standing order that sets out the procedure for dealing with persistent non

attendees at committee meetings. The members asked the Clerk to make some enquiries to see how other councils dealt with this difficult problem and it was agreed to defer this item until further feedback was available.

42. Matters arising from previous meetings

i) CCTV Working Group

Councillor Hacket Pain advised that letters have been sent to the following:

Four other town councils asking for feedback, there has only been a response from 2 to date.
Letters to the Chamber of Commerce; Independent shopkeepers & Traders; publicans but so far only 3 responses had been received although some of the letters to retailers had only just been delivered.
Chris Norman would organise a visit to Caerphilly control room at a suitable time.
The local Police and Senior Police had both been written to and both had responded positively and agreed to attend a meeting.
Letters asking, initially, for information sent to Area Management level (not local management) of all major stores in the Town. To date there has been no response other than a verbal reply from Waitrose and one from the Betting Shop.
A letter which was sent to the Home Office asking how many Police Forces have CCTV installed in their area and the proportion of this that is funded by the Police has been referred onto the appropriate department and to date there is no further information in relation to this.
Members were advised that two letters have been received from MCC in relation to CCTV, the one requesting that the overdue amount of £11,500.00 be paid and another from Chris Norman to advise that a decision needed to be made by the end of September. The Clerk advised that an appropriate response would be sent.
No further meeting has been arranged as the working group are waiting until September to see what further feedback is received. Further information will be available as progress is made.

ii) Shire Hall Project

It was confirmed that work has now commenced at the Shire Hall although no official communication had been received from MCC to advise of this. Councillor Bright told members of his concern regarding breaches to Health & Safety with the delivery of several portacabins that he had witnessed. It appeared that there was no method statement for the Contractors and that there was no evidence of co-operation with the police to ensure traffic management.

iii) Any other matters arising from Finance and Policy Meeting of 30th June 2008 not covered elsewhere. As they are not specifically listed, no decisions may be taken on any of these other matters arising.

None reported

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

Councillor Bright advised the committee of his concerns relating to the apparent lack of Health and Safety measures on the work that is currently being undertaken at the Rolls Hall. He reported that he has been in touch with the OSS regarding this.

The Clerk advised members that the registration of Dixton Field was now complete and recommended that the deeds be deposited at Charles Blacklock Solicitors for safe keeping. The members were in agreement that this was the best course of action.

44. Next meeting: Market Hall, Priory Street on Monday 22nd September 2008 at 7.00pm

There being no further business the meeting closed at 8.00pm

Signature: _____Date: _____