

Monmouth Town Council

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Minutes of the meeting of the Finance and Policy Committee of Monmouth Town Council held on Monday 3rd November 2008 in Market Hall, Priory Street, Monmouth starting at 7.00 pm.

Present: Chairman Councillor R Hayward,
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

61. To receive declarations of interest on items on the agenda

Councillor Mrs Dewhurst declared an interest in Item 69 regarding the Attik
Councillor Christopher declared an interest in Item 69 regarding the Attik and C.A.B

62. To receive apologies for absence

Apologies were received from Councillor N Hackett Pain and Councillor Mrs A Were

63. To approve the minutes of the previous meeting dated 22nd September 2008

The minutes were approved and signed as correct.

Proposed: Councillor Bond

For: 5

Abstentions: 1

Seconded: Councillor Mrs Dewhurst

Against: 0

7.05pm Councillor Mrs Chivers arrived and apologised for being late

64. To receive and approve the summary of expenditure

i) To approve the accounts for payment between 13/09/2008 & 27/10/2008.

The accounts were received and approved for payment.

Proposed: Councillor Jones

Unanimous

Seconded: Councillor Mrs Dewhurst

ii) To review a statement of the bank reconciliations as at 30/09/2008.

The bank reconciliations were reviewed and considered correct.

iii) To review a statement of income as at 30/09/2008

The Clerk advised members that the majority of income was derived from the precept payments, interest due and vat refunds

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

Monmouthshire County Council	Election Costs	£1377.31
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It was confirmed that these costs were within budget and should be paid.

**Proposed: Councillor Mrs Chivers
Unanimous**

Seconded: Councillor Bond

66. To consider correspondence

One Voice Wales: Report from Wales Audit Office.

The report was circulated to members for information. The Clerk highlighted some of the points and in particular the role of the auditor, both external and internal, councillor's responsibilities and several case studies were drawn to member's attention in relation to acts of fraud.

**67. To consider Action Review summary and Town Clerk's report
Regalia valuation**

The Clerk advised members this action is still outstanding and related to having the regalia valued and the question of transporting it to Fattorini in Birmingham. Further information would be obtained for discussion at the next meeting.

Shaping our Future

The information from each of the committees has been received and the Clerk reported that the process of collating the information is in hand and will be distributed for approval in due course.

68. To receive verbal report from CCTV working group

Councillor Hayward advised that this item would be deferred until the next meeting so that the working group could consider its findings and make its recommendations then.

69. To resolve to draw up budget and precept recommendations for the Council

A draft budget that had been prepared by the Clerk was circulated for discussion. It was agreed to make some minor changes and that the final version should be ready for approval in time for the next Finance meeting on 1st December. Following this would be the recommendation to Full Council for approval and a decision regarding the precept demand.

**70. To consider cost of specialist cleaning of the Mace Bearers uniforms from the Civic
Budget of £49.00 each**

This was agreed in principal however the Clerk advised that the Mayoral robe also needed some attention and that a further quote should be obtained before any decision could be taken. There was also a question regarding replacing the buttons on the existing Mace Bearers uniforms to match the new ones and once again this will be discussed once a quote is available for consideration.

71. To receive report from internal audit of cash book for period 01/04/2008 – 31/10/2008

Councillor Hayward reported that he had undertaken an internal audit of the Town Council's accounts and financial procedures and reported that in general everything was in good order. He wished to identify four items that he had raised with the Clerk for member's consideration and to decide whether or not any further action was necessary.

1. Invoices from suppliers not detailing whether VAT was applicable.

The Clerk advised that investigations had shown that there is a legal responsibility with the supplier to disclose this information and that by law if a company is VAT registered that the VAT registration number must be printed on stationery and invoices.

2. There is no system in place whereby a receipt for payment of goods is requested. The Clerk advised that this would cause an unnecessary additional administrative burden on the office. The audit trial would reveal whether or not a cheque for goods had been cashed and that this should be sufficient.
3. There was a cheque stub with only one initial on instead of the required two. Councillor Hayward reminded those members who are cheque signatories that it is their duty to check the invoice against the cheque raised and to initial the stub to show that this had been carried out.
4. The Chairman reported his concern that the Mayor is a cheque signatory. It is the responsibility of the cheque signatory to check all details of the payment before he signs and to be certain that the payment is due from the Town Council. The Clerk stated that in her opinion it would protect not only herself from any suspicion of potential fraud if the Mayor was not a signatory but also protect him in the same way. The Mayor requested that if he was no longer to sign cheques that he would prefer to be removed from the bank mandate.

72. To agree items of business for next meeting
As per Forward Plan

73. Next meeting: Market Hall, Priory Street on Monday 1st December 2008 at 7.00 pm

There being no further business the meeting closed at 8.20pm

Signature: _____ **Date:** _____