

Monmouth Town Council

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Minutes of the meeting of the Finance and Policy Committee of Monmouth Town Council held on Monday 2nd November 2009 in Market Hall, Priory Street, Monmouth starting at 7.00 pm.

Present: Chairman Councillor R Hayward
Councillor R Bond, Councillor G Bright, Councillor Mrs S Chivers,
Councillor T Christopher, Councillor Mrs A Dewhurst, Councillor J Fletcher,
Councillor N Hackett Pain, Councillor Mrs J Hall, Councillor M Jones
and Councillor Mrs B Smith

In attendance: Mrs Sarah Robson Town Clerk

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

Councillor Bright declared a Personal Interest in items 81 & 86

78. To receive apologies for absence

Councillor Mrs S White

79. To approve and sign the minutes of the previous meeting dated 21st September 2009

The minutes were approved and signed as correct

Proposed: Councillor Fletcher
Unanimous

Seconded: Councillor Bond

80. To receive and approve the summary of expenditure

i) To approve the accounts for payment between 15/09/2009 & 23/10/2009

The accounts for both Cashbook 1 and Petty Cash were received and approved for payment.

Proposed: Councillor Bond
Unanimous

Seconded: Councillor Mrs Dewhurst

ii) To review a statement of the bank reconciliations as at 30/09/2009.

The bank reconciliations were reviewed and considered correct.

iii) To review a statement of income as at 30/09/2009

The Chair drew members' attention to the amount of interest and commented how it had decreased dramatically during the last year.

81. To receive correspondence:

Royal British Legion – A written request to allow a representative of the Aden Veterans Assoc has been received and also a verbal request from Col Peter Goodison (retired) to lay wreaths. The committee noted this request and was in unanimous agreement that this would be acceptable.

82. To consider Action Review summary and Town Clerk's report

Action Review

The Clerk reported that the investigations into storage boxes for the Maces are still on-going.

Councillor Hackett Pain confirmed that he would make his recommendation of changes to the Standing Orders at the next Full Council meeting.

The Clerk reported that a 'past mayor' badge had been produced in the 1980's and one was passed around to members for their perusal. It was agreed to consider further the options available to purchase a new style badge and that this item would be discussed at the next F&P meeting in December.

Town Clerk's report

Mayor's Allowance and expenditure and Charity Accounts

The Clerk confirmed that a satisfactory review had been undertaken of the Mayor's expenses for allowances paid for the period May 2006 – May 2009. There was nothing further to report and no action required.

Internet banking

An application was recently made to Lloyds TSB to provide the office with internet banking facilities. This included the ability to check balances, make transfers, amend or cancel standing orders and print out statements. This would have helped to speed up many of the accounts processes and streamline efficiency within the office in relation to the accounts and audit functions. However the bank is unable to authorise this facility as the Clerk is not a signatory on the account.

83. To receive update from the Civic Protocols working group

The working group to consider civic protocols reported that it had not met.

84. To receive update from the Services working group

Councillor Christopher reported that further investigations had been made and quotes sought from a number of cleaning companies to take over responsibility for the Public Toilets. As none of the five companies that had been contacted had responded it was suggested not to pursue this any further. The other area of responsibility that had been considered was the allotments and some enquiries have been made to determine the level of services provided at other sites. This remains on-going but it was suggested that as a working group of the Environment Committee was already considering the millennium field and surrounding area that it would be advantageous to include the allotments within their remit. It was agreed on this basis to therefore cease any further work from the Services working group.

85. To consider draft budget and precept for approval of Full Council

Members considered the draft budget and concluded finally to approve a precept increase of 2% as against the 3% of previous years. Some cuts were agreed to the proposed budget within the Administrative and Environment budget heads in order to bring it down in line with the increase. It was therefore agreed to recommend to the next Full Council meeting due to be held on November 23rd the revised budget of £141,300.00 and a precept demand of £141,300.00. It was confirmed that the committee chairs would produce a press release to justify the expenditure and outline some of the proposed projects that the Town Council would consider for the following year.

Proposed: Councillor Hacket Pain
Unanimous

Seconded: Councillor Bond

86. To consider giving delegated authority to approve additional representation for the Remembrance Day parade

The members were in agreement that any late requests could be considered by the four committee chairs and the Mayor. It was confirmed that any requests would have to be made through the Town Clerk in order to ensure that the correct protocols have been observed. The policy was approved that no political parties or pressure groups would be given permission to march or lay a wreath but that other groups could be considered on an individual case by case basis.

87. To consider quote for framing official mayoral photograph

The Clerk provided a sample of materials for members' consideration however concern was expressed about the style and the cost. It was agreed that another quote would be sought and this item would be deferred until the following meeting.

88. To agree items of business for next meeting

Past Mayor's badge
As per Forward Plan

89. Next meeting: Market Hall, Priory Street on Monday 14th December 2009 at 7.00pm

There being no further business the meeting closed at 8.55pm

Signature: _____ Date: _____