

Monmouth Town Council

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Finance & Policy Committee

**Minutes of the meeting of the Finance and Policy Committee of Monmouth Town Council
held on Monday 9th August 2010
in Market Hall, Priory Street, Monmouth starting at 7.00 pm**

Present: **Chair** Chairman Councillor R Hayward
Councillor G Bright
Councillor T Christopher
Councillor J Fletcher
Councillor Mr R Bond

Deputy Chair Councillor N Hacket Pain
Councillor Mrs S Chivers
Councillor Mrs A Dewhurst
Councillor Mrs J Gunter

In Attendance: Mrs Sue James

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

Cllr Mr G Bright declared a personal interest in Agenda item no.44

33. To receive apologies for absence

Cllr Mrs J Hall, Cllr Mrs S White, Cllr Mr M Jones

34. To approve and sign the minutes of the previous meetings dated 28th June 2010

The minutes were approved and signed as correct
Proposed: Cllr MR J Fletcher, Seconded: Cllr Mrs J Gunter
Unanimous

35. To receive and approve the summary of expenditure

- i. To approve the accounts for payment between 21/06/2010 & 02/08/2010
- ii. To review a statement of the bank reconciliations as at 30/06/2010 and 31/7/10.
- iii. To review a statement of income as at 31/7/2010
- iv. To receive quarterly report on committee's expenditure to date

Payment

The accounts were received and approved for payment.
Proposed: Cllr R Hayward, Seconded Cllr Mr N Hacket Pain
Unanimous

36. To receive correspondence

- a. **Michaels Civic Robes** - Invoice £77.20 Paid directly by Mr John Blake
Town Clerk to write to thank Mr Blake
- b. **Superintendent Dave Johnson** – CCTV Presentation
Presentation already given to CCTV working group
- c. **HM Revenue & Customs** – VAT online enrolment acknowledgement
- d. **Mike Booth** – Acknowledgement of request for Draft Service Level Agreement –
Shire Hall
- e. **HM Customs & Excise** – VAT Account Credit of £3338.21
- f. **HM Revenue & Customs** – VAT Details of Assessment

Noted

Late Correspondence received

37. Town Clerk's Report

- Signatories for the bank account have now been updated to include Cllr Mr Gerry Bright, with Cllr Mrs A Were no longer being a signatory.
- We have now successfully enrolled to submit VAT returns on line and this year's first quarter return has now been submitted.
- The Year end accounts have now been sent to the External Auditor. They will be returned with the Auditors report for Full Council to consider and formally approve.
- A letter has been received in the office today from Legal Services at Monmouthshire County Council, accepting Monmouth Town Council's offer of £5000 to settle the court case – claim no.OPP00098.
- Geoff Howard from RBS Software came to the office for the day on Thursday 29th July to give training on the Omega financial software package. Some updates and adjustments were required to ensure the financial year was correctly set up. I have now completed my first month end procedure for July, but please bear with me as I am still finding my way around the system as well as the financial procedures involved.
- The invoice for replacement of gold trim on the Mace Bearer's hat for £77.20 has been paid directly, as a donation, by Mr John Blake.
- I have now completed the 2 day Working With Your Council course which was helpful, although did take a lot of knowledge as given, and it concentrated on the discussion element of exercises and questions. A lot of additional work is still required to complete the course. I have been invited, along with some other clerks on the course, to Pontypool Town Council Offices, by Ruth Tucker, this Friday morning. It would also be beneficial for Jane to come and meet other clerks and participate in the discussions as she will also need to complete this course at a later stage. Cllr Terry Christopher has kindly agreed to man the office during the morning to enable us both to attend.
- I also attended a SLCC meeting on Friday 16th July at Usk which was beneficial in making contacts and meeting other local Town Clerks.
- Can I please ask the councillor who contacted Drybridge House regarding the railings to contact them again to speak to Mark after his return from holiday -16th August on 01600 715638.

2. **Ioan Gealy, Legal Dept., Mon CC** – Acceptance of Offer to settle re. Claim no. OPP00098

3. **WAG, Dept for Social Justice & Local Gov't** – Local Government Partnership Scheme: Annual Report 09-10, notice of report on website

<http://wales.gov.uk/topics/localgovernment/partnership/publications/?skip=1&lang=en>.

4. **Peter Johns** – Email: Notice of Election of NEC Branch Substitute Representative, SLCC

38. To consider action review summary

Storage of Maces.

Town Clerk to confirm current storage conditions of maces at Museum and check on stage of investigation regarding suitable storage boxes.

39. To discuss CCTV in Monmouth

Cllr Mr N Hackett Pain reported that the CCTV working group were due to report back to Finance and Policy Committee but research is still incomplete as they were waiting for response to a number of questions to Monmouthshire County Council, put in writing at the request of Mr Andy Mason (MCC). Two meetings have been held with the police, and a meeting with Monmouth Chamber of Trade and Commerce has taken place.

40. To discuss CSAT'S issues

The Chair clarified that this Agenda item is to enable members to bring up issues to be put forward to CSATS.

Cllr Mrs A Dewhurst raised the issue of taxi drivers using disabled parking spaces whilst having breakfast at Wetherspoons – The Kings Head.

Cllr R Hayward raised the issue that dogs on Chippenham are often not kept on a lead, as per signs. This needs to be enforced, especially during the school holiday period.

Cllr G Bright raised the issue of lorries parking in coach spaces in Blestium Street with no apparent enforcement. He acknowledged that local buses can park there, although didn't agree with this, but coaches bringing visitors to the town were sometimes unable to park. He also raised the issue of loud rowdy behaviour and obscene language being used alongside The Green Dragon and old people's home.

Cllr Mr N Hackett Pain reported from CSATS meetings, that

- a. Litter and graffiti are the main types of anti-social behaviour in Monmouth. All graffiti should be reported to the One Stop Shop immediately for removal
- b. The police have just completed a 3 month campaign against anti-social behaviour in the town centre resulting in 33 arrests.
- c. Lighting is very poor in Monnow Street with many dark and unlit areas providing hiding space.
- d. The police have requested the provision of more litter bins and more lighting on Chippenham. It is difficult to police with large unlit areas, exacerbated with the Festival nearby.

Cllr Mrs J Gunter reported bottles/tins and litter left on the Wye Bridge by people fishing from the pavement.

Cllr Mr J Fletcher reported issues with lighting especially in the Overmonnow area due to overgrown hedges and trees.

Cllr Mr R Bond reported no lighting in Nailers Lane which is used as a toilet at night, and problems of vandalism and noise at night in Agincourt Street and behind the Nelson Rooms. The closure of the toilets in Glendower Street was also briefly discussed with alternatives mentioned as being The Shire Hall and local pubs.

41. To discuss protocol and procedure

Cllr Mrs S Chivers spoke for the working group and reiterated that a draft report had been completed. This was the report previously presented to the committee. However, it was agreed that a fuller and detailed document, similar to Standing Orders format, would be presented formally, and when agreed, added to Standing Orders. This would be quite lengthy but should alleviate any future misunderstanding or embarrassment. This will be presented on the Council's return to the Shire Hall.

It was agreed that there was also a need to speak to all churches or outside bodies regarding the Council's protocol and procedure at Civic events.

42. To agree format and a voting system to select a candidate after interview at the next Town Council meeting on Monday 6th September

Cllr T Christopher stated that in the past, candidates were invited to a full Town Council meeting. After the meeting, candidates gave presentations to the Council and were asked questions by members. Members chose their preferred candidate by a points system.

Cllr MR R Hayward clarified that two decisions are required: 1.-To agree there is a suitable candidate, 2.-To vote for preferred candidate.

Discussion took place regarding the holding of a special Full Council meeting on Thursday 2nd or Friday 3rd September to interview candidates before Full Town Council meeting on Monday 6th September. The Town Clerk pointed out that the advertisement had said interviews would be held, and decision made, on Monday 6th September.

The closing date for applications is 13th August, and Cllr Mr R Hayward and the Town Clerk will draw up a list of questions before interviews.

43. To appoint Councillor(s) to carry out twice yearly internal audit.

Cllr Mr R Hayward and Cllr Mr N Hackett Pain were appointed.

Proposed: Cllr Mrs S Chivers, Seconded Cllr Mr T Christopher

Unanimous

44. To confirm re-appointment of Mr Clive James as Internal Auditor as per the Accounts and Audit (Wales) Regulations

Confirmed

Proposed: Cllr Mr R Hayward, Seconded: Cllr Mr J Fletcher

Unanimous

45. To agree that the Town Council formally request the Royal British Legion to organise the Civic Remembrance Day service and parade on behalf of the Town Council.

It was agreed to formally request the Royal British Legion to organise the Civic Remembrance Day service and parade on behalf of the Town Council, but not to delegate the choice of person to attend the parade.

46. Consider main objectives for coming year

Cllr Mr R Hayward suggested that the Council could decide on main or long-term objectives for the future regarding specific projects as well as the more routine issues from meeting to meeting. It was decided that councillors think about issues they may want to suggest and that it was probably best for this to be at Full Town Council rather than at Committee level. Cllr Mrs A Dewhurst reported that good discussions and ideas take place at Monmouth Partnership forum.
To be placed on further agenda at Full Town Council or Finance and Policy Committee.

47. Consider Annual report

This is now available to view on the website.

48. Review Standing Orders

These were reviewed in November last year with no changes. Any agreed changes regarding updated Protocol and Procedure from the working group will need to be added when agreed. Any suggestions or changes required by members to be passed on to the Office so can be reviewed together when necessary.

49. Review complaints book

No complaints received since last review. Some discussion about the definition of a complaint took place. It was decided to leave as it stands, with complaints constituting allegations against the council, maladministration or complaints about councillors, not as a result of difference of opinion.

50. Review “Any other business” agenda item

After some discussion, it was agreed to change agenda wording to “Items for discussion for future meetings” with committees able to refer to other committee agendas.

51. To agree items of business for next meeting

None noted

52. Date of Next meeting:

Monday 20th September 2010, 7pm, The Shire Hall, Monmouth.

There being no further business the meeting closed at 8.25pm

Minutes of the meetings are available on our website

Signed: _____

Date: _____