

# Monmouth Town Council

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## Finance & Policy Committee

**You are summoned to attend a meeting of the committee  
To be held on Monday 1<sup>st</sup> November 2010 at 7.00 pm  
at Shire Hall, Monmouth  
For the purpose of transacting the following business:**

**Mrs Susan James Town Clerk. Dated 26<sup>th</sup> October 2010**

### AGENDA

**70. To receive declarations of interest on items on the agenda**

**71. To receive apologies for absence**

**72. To approve and sign the minutes of the previous meetings dated 20<sup>th</sup> September 2010**

**73. To receive and approve the summary of expenditure**

- i. To approve the accounts for payment between 18/09/10 and 29/10/10
- ii. To review a statement of the bank reconciliations as at 30/09/2010
- iii. To review a statement of income as at 30/09/2010
- iv. To receive quarterly report on committee's expenditure to date

**74. To receive correspondence**

- I. **MCC:** Temporary road closure notice for the Monmouth Armistice Day Parade on Sunday 14 November 2010.
- II. **Zurich Municipal:** Local Council Advisory Service-risk management advice
- III. **Roger Hoggins, MCC:** Future Provision of Public Conveniences-possibility of grant.
- IV. **Monmouth Rotary Club:** Request for use of Town field, Risk Assessment and site drawing for Bonfire Night 5<sup>th</sup> Nov 2010
- V. **C. Boase:** Request for explanation of whole process of co-option.
- VI. **MTC:** Response to C Boase
- VII. **Zurich:** Report of Examination of Play Equipment (Passed onto Mr R Griffiths)
- VIII. **Mazars:** MTC Annual return 31.3.10 Proposed audit certification and opinion

**75. To consider action review summary and receive Town Clerk's report**

**76. To receive update from CCTV working group and discuss.**

- 77. To discuss CSAT'S issues**
- 78. To discuss protocol and procedure, especially regarding the Remembrance Day Parade**
- 79. To discuss instructions/protocol for the Mace Bearers.**
- 80. To consider main objectives for coming year**
- 81. To discuss Clerks robes**
- 82. To resolve request from Community Affairs Committee to F & P Committee for funding from general Reserves to cover overspend of Rolls Event (of £351 +£50 St John's Ambulance)**
- 83. To discuss ear marked reserves and return to the general reserves.**
- 84. To consider draft Finance and Policy Committee budget and precept for approval of Full Council**
- 85. To confirm Town Clerk's authority to spend up to £1000 on Town and Council expenditure.**
- 86. To resolve to permit Monmouth Rotary Club to use the Town Field for Bonfire and Fireworks on November 5<sup>th</sup> and associated access dates.**
- 87. To discuss procedures for meetings with third party representatives and review Members Code of Conduct**
- 88. Discuss why Monmouth Partnership Forum meetings are listed on the Annual meeting dates list**
- 89. To discuss Health and Safety /Risk Management Schemes membership**
- 90. To agree a working group to set up a service level agreement for the Shire Hall occupancy**
- 91. To discuss Shire Hall room arrangements**
- 92. To discuss the storage of gifts/memorabilia**
- 93. To discuss the office workload**
- 94. Items of discussion for future meetings**
- 95. Date of Next meeting: Monday 13<sup>th</sup> December 2010, 7pm.**

For further background information or an explanation of any of the information provided, please contact the Town Clerk on receipt of this agenda. Please also contact the Town Clerk if you foresee any problems with any of the agenda items; if possible these will then be resolved before the meeting.