

# Monmouth Town Council

Market Hall  
Priory Street  
Monmouth NP25 3XA

Tel: 01600 715662

Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)  
[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



## Finance & Policy Committee

### Minutes of the meeting of the Finance and Policy Committee of Monmouth Town Council held on Monday 24 January 2011 in The Market Hall, Monmouth at 7.00 pm

**Present: Chair** Councillor R Hayward  
Councillor G Bright  
Councillor Mrs J Hall  
Councillor J Fletcher  
Councillor Mr R Bond  
Councillor Mrs S White

**Deputy Chair** Councillor N Hackett Pain  
Councillor Mrs S Chivers  
Councillor Mrs A Dewhurst  
Councillor Mrs J Gunter  
Councillor Mr T Christopher  
Councillor M Jones

**In Attendance:** Mrs S James Town Clerk.

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

None received

**114. To receive apologies for absence**

None received

**115. To approve and sign the minutes of the previous meetings dated  
Monday 13<sup>th</sup> December 2010**

Approved

Proposed: Cllr Mr J Fletcher, Seconded Cllr Mrs S White

Unanimous

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

- i. To approve the accounts for payment between 13/12/10 and 21/1/11
- ii. To review a statement of the bank reconciliations as at 31/12/10
- iii. To review a statement of income as at 31/12/2010
- iv. To receive quarterly report on committee's expenditure to date

The Clerk explained that the Bank Reconciliation at 31/12/10 Cash book 1 included 3 cheques that also had contra-payments, as entered in month previously.

Unpresented cheque to MCC for £5000 for play scheme to be followed up.

Also details of further receipts to date from sales of Day in the Life Booklets were given.

Budget detail –budget for Staff training and subsistence overspend was explained (two changes of Clerk), and budget for Councillor Expenses overspend and further anticipated overspend due to expenses paid from previous year as these were previously missed

through Clerk changes.

Confirmed Earmarked Reserves had been previously agreed to return to general reserves, and this will be done at the end of the year. The amount available in General Reserves was discussed and Shire Hall payments outstanding.

The accounts and reports were agreed.

Proposed: Cllr Mr R Bond, Seconded Cllr Mrs J Gunter

Unanimous

### **117. To receive correspondence**

- i. Open Spaces Society: Renewal of subscription notice
- ii. Lloyds TSB: Notification of Relationship Manager
- iii. Email Clerk/Paul Barrett/ Roger James: Rolls Royce lunch
- iv. Siemens: info. Re. CCTV system at Bexley monitoring 3<sup>rd</sup> party CCTV systems
- v. C Boase: Further request re; Co-option advice
- vi. Clerks & Councils Direct magazine Jan 2011
- vii. The Voice Magazine Dec 10 (One Voice Wales)
- viii. The Clerk Magazine (SLCC) Jan 2011
- ix. Clive James, internal auditor confirming will be visiting soon
- x. MTC reply to Mr Boase
- xi. One Voice Wales : Info re: Ballot for invitation to Buckingham Palace Garden Party

Late correspondence was also noted:

1.WAG:Info on Borrowing by Community and Town Councils 11-12

2.WAG: Info on Section 37 Expenditure limit for 2011-12

3. Antique World: Report and cost of repairs regarding furniture at the Shire Hall

4.The Electoral Commission: Info to be made available to public re. Referendum on 3<sup>rd</sup> March.

i. Open Spaces Subscription renewal for 2011. After some discussion regarding the amount of advice received,

It was proposed not to renew the subscription.

Proposed: Cllr Mr R Bond, Seconded: Cllr Mr N Hackett Pain

For: 10, Against:1, Abstention:1.

iv. Siemens, it was confirmed members of the CCTV working party received this correspondence

Letters v. and x. and number 4 in late correspondence were also read. Email iii was explained by the Clerk in view of being asked to attend a luncheon provided by Rolls Royce.

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

#### **Action Review-**

SLA working group-Confirmed meeting has been arranged with Mr M Booth and Mr Jones

Protocol -needs to be updated and included in review of Standing Orders still

Storage of Maces – no concerns on present storage, investigation if to display in Shire Hall

Other issues to be resolved on return to Shire Hall

Confirmed letter to be sent to K Beirne re. Immediate return of TIC to Shire Hall

SLA - working group members to pass suggestions to the office before meeting.

#### **Town Clerk's Report**

The Clerk attended a recent SLCC meeting, and the administration assistants' weekly contracted hours rose to 20per week from 1<sup>st</sup> January. The VAT return for Oct-Dec 2010 has been completed and filed. Amounts may have to be vired from the Clerk's contingency, and the

Office supplies budget, to finance the purchase of a new computer for which £500 was included in the office equipment budget, but with software licences, may be much higher. An invitation has been received for the Mayor and consort to attend the Royal Welsh Freedom of the County Ceremony and Parade on 4<sup>th</sup> March. It is being held at the Shire Hall as it is felt this is the most appropriate venue in the county. The dress code is to be chains of office, not full robes.

A discussion followed confirming the reasons that the Mayor would not be wearing the Mayoral robes at the Freedom Parade on 4<sup>th</sup> March, as it is a Monmouthshire, not specifically Monmouth event, with the Mayor as a guest (as per MCC information given). Cllr Mr G Bright requested it be recorded that he felt the Mayor should be in full robes with the Mace Bearers, as a mark of full respect.

**119. To discuss CSAT'S issues**

Cllr R Hayward again raised concerns over parking on the pavement area on the Hereford Road specifically in the vicinity of Parade House. Concerns over parking on the cobbled area outside the Shire Hall and at the Old Monnow Bridge were also raised. Cllr Mrs A Dewhurst confirmed that Ms S Whiting is to be invited to a meeting of the Community Affairs committee to discuss this.

**120. To receive valuer's report and restoration quotes for chairs at the Shire Hall and to make decision on storage/restoration/disposal/location**

A report from Mr C Cook of Antiques World had been received that morning and was briefly explained by the Clerk, with copies available for inspection. Cllr Mr G Bright asked about financing repairs, but it was noted that the report was only to assist in establishing which chairs should be kept at this stage, not about repairing. A working group was formed of Cllr Mrs J Hall, Cllr Mrs S White, Cllr Mrs S Chivers and Cllr Mr R Bond. The Clerk advised that further reports/valuations/quotes should be obtained, and it was agreed that decisions need to be made about what chairs are needed, where they should be kept, and disposal/storage of others. The working group will do this and arrange cataloguing and marking of the chairs as Town Council property. Report and information should be forwarded to Shire Hall SLA working group to liase possible loan of some chairs to MCC within the Shire Hall.

**121. To receive and discuss protocol for Mace Bearers**

It was discussed that this was necessary with instructions and guidance to be included within Standing orders. The Protocol working group are to draw this up, and it was suggested that it may also be appropriate to speak to Mr J Blake.

**122. To agree Administration Assistant's attendance on Working With Your Council course 23/3/11 and 12/4/11 at Abergavenny, at cost of £180 max, plus travelling**

The Clerk requested that the Administration assistant attend this course. Cllr Mrs S Chivers requested clarification that this would not mean an automatic salary increase, which was confirmed.

Proposed: Cllr Mrs S White, Seconded Cllr Mr T Christopher  
Approved – Unanimous

Recommendation that £1035 is vired from General Reserves to cover the resulting cumulative overspend on staff training budget

Proposed: Cllr Mr T Christopher Seconded Cllr Mrs S White  
Approved – Unanimous

**123. In order to accurately identify training needs, to agree the recording of training received by each councillor**

The Clerk had suggested that it would be appropriate for a record to be kept of training each member had received. This was discussed as providing evidence of the council's competence, and would also be useful for others to access for the cascading of information. Records would not continue to be held for a councillor when they had left office.

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

Agreed - Unanimous

**124. Items of discussion for future meetings**

Battle of Agincourt Celebrations – confirmed as to go onto Environmental Affairs agenda

Internal Audit report – audit to be carried out before next meeting

Review of Standing Orders

**125. Date of Next meeting: Monday 7<sup>th</sup> March 2011**

**There being no further business, the meeting closed at 8.10pm**

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.