

Monmouth Town Council

Shire Hall
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Monmouth NP25 3DY

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Finance & Policy Committee

You are summoned to attend a meeting of the committee

**To be held on Tuesday 31st May 2011 at 7.00 pm
At The Shire Hall Monmouth**

For the purpose of transacting, the following business:

Mrs S James, Town Clerk. Dated 23rd May 2011

- 1. To receive declarations of interest on items on the agenda**
- 2. To receive apologies for absence**
- 3. To elect a new Chairman**
- 4. To elect a new Deputy Chairman**
- 5. To approve and sign the minutes of the previous meetings dated Monday 18th April 2011**
- 6. To receive and approve the summary of expenditure**
 - i.** To approve the accounts for payment between 01/04/11 and 21/5/11
 - ii.** To review a statement of the bank reconciliations as at 30/04/11
 - iii.** To review a statement of income as at 30/04/11
 - iv.** To receive report on committee's expenditure to 30/04/11.
- 7. To receive correspondence (listed separately)**
- 8. To consider action review summary and receive Town Clerk's report**
- 9. To discuss CSAT'S issues**
- 10. To agree Forward Plan for 2011-12**
- 11. To consider and review risk management**

- 12. To discuss and agree quotes for repair and re-upholstery of chairs in Mayor's Parlour**
- 13. To consider re-valuation of regalia.**
- 14. To discuss/approve quotes for scanning archives**
- 15. To approve Clerk's attendance and travel costs for LCAS Seminar on 6th July 2011 in Cardiff (Place free with LCAS membership)**
- 16. To consider a virement for costs incurred for Shire Hall move, from Shire Hall Reserves to Clerks contingency budget**
- 17. To agree budget for Civic Service**
- 18. To agree a method of monitoring the use of the public toilets in Agincourt Street**
- 19. To agree format for budget details on website**
- 20. Items of discussion for future meetings**
- 21. Date of Next meeting: Monday 11th July 2011**
- 22. To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by virtue of the Public Bodies (Admission to Meetings) Act 1960, Section 1 (2), on the grounds of confidentiality**
- 23. To discuss Clerk's robes**

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.