

Monmouth Town Council

Shire Hall
Agincourt Square
Monmouth NP25 3DY

Tel: 01600 715662

Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk



Finance & Policy Committee

Minutes of the Finance and Policy Committee meeting held on Tuesday 31st May 2011 at The Shire Hall Monmouth

Present:

Cllr R Hayward (Chair)	Cllr G Bright
Cllr Mrs S Chivers	Cllr Mr J Fletcher
Cllr Mrs J Gunter	Cllr Mrs J Hall
Cllr Mr M Jones	Cllr Mr T Christopher

In Attendance: Mrs S James, Town Clerk, Cllr Mrs S White

- 1. To receive declarations of interest on items on the agenda**
None received
- 2. To receive apologies for absence**
Cllr N Hacket Pain, Cllr R Bond, Cllr C Munslow
- 3. To elect a new Chairman**
Cllr R Hayward was proposed as Chair
Proposed: Cllr Mrs S Chivers, Seconded: Cllr Mrs J Hall
Unanimous
- 4. To elect a new Deputy Chairman**
It was confirmed that Cllr N Hacket Pain had agreed to stand for Deputy Chair if he was nominated.
Cllr N Hacket Pain was proposed as Deputy Chair
Proposed: Cllr R Hayward, Seconded: Cllr Mrs J Hall
Unanimous
- 5. To approve and sign the minutes of the previous meetings dated Monday 18th April 2011**
Proposed: Cllr Mrs J Hall, Seconded: Cllr Mrs J Gunter
Approved. Unanimous

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.

Explanations were given regarding questions on payments to Marmax Products, costs on re-locating to the Shire Hall, and the contribution towards a bin at Drybridge Park

The accounts were received and approved.

Proposed: Cllr Mrs J Gunter, Seconded: Cllr Mrs J Hall.

Unanimous

7.08pm Cllr J Fletcher joined the meeting

The expenditure report was explained, with Cllr R Hayward requesting that the Environmental Affairs street decorations budget is spent in full and in good time. It was also noted that the brackets provided for the banners for the Ryder Cup had been promised for the use of the Town council at no charge. The whereabouts of these banners should be located.

The Clerk confirmed the £20,000 CCTV budget is to be returned to Reserves, and the budget for the Agincourt Street toilets would come under the Finance Committee authority.

It was confirmed that the position regarding CCTV is to be reviewed annually.

7. To receive correspondence (listed separately)

Correspondence from Andy Mason was read regarding an unused CCTV camera to be removed from Monmouth to replace broken one at Caldicot

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

The SLA for the use of the Shire Hall has not yet been received or agreed. To be chased. It was confirmed that the notice board at the Shire Hall is sufficient for legal requirements. It was reported that surplus modern chairs from the Shire Hall had been given to local halls. The older surplus chairs will be looked at by an auctioneer, and auctioned if appropriate, or otherwise sold locally from site. Homemakers furniture was suggested as a possibility. Authority to delegate disposal of the chairs was given to the Clerk.

An update on CCTV was also given – for visiting the monitoring station, and that a trial option of only re-instating 3 cameras, at reduced costs was available.

It was proposed that no further action or debate regarding CCTV be taken at this stage.

Proposed: Cllr M Jones, Seconded: Cllr Mrs S Chivers.

Unanimous

9. To discuss CSAT'S issues

Dangerous parking of cars at the top of Hereford Road was reported. Although they are not parked illegally, they create a hazard, which is to be reported to CSATs.

Illumination at roundabouts outside Bridges and Rockfield, still no action been taken.

Bicycle riders around Blestium Street, Rockfield Road, Watery Lane area creating hazard to others and themselves. Education should be considered as a possible answer.

It was also reported that a PSCO is at Bridges on Tuesdays who may be approached by anyone who has concerns or issues.

Parking issues in Somerset Road area may be resolved as it appears some work is about to begin. To be checked for update.

10. To agree Forward Plan for 2011-12

It was noted and agreed to update last years plan

11. To consider and review risk management

A small working party of Cllr R Hayward and Cllr Mrs J Gunter was agreed to work on updating and reviewing existing risk management procedures.

12. To discuss and agree quotes for repair and re-upholstery of chairs in Mayor's Parlour

It has already been agreed as suggested by the working party, which chairs to keep, and which to repair.

Cllr J Hall had taken over the work of the working group. Quotations were available for Councillors to look at, and Downings at Ross appears to have provided the most appropriate quote. Chairs would be able to be taken individually, possibly by councillors. It was felt that the chairs should be upholstered with leather as befitting their situation within the Shire Hall. It was proposed that a recommendation be put to Full Council, that all the chairs should be repaired by Downing, based on the quote received, at a maximum cost of £4000 from the earmarked reserves for the Shire Hall.

Proposed: Cllr J Fletcher, Seconded: Cllr Mrs S Chivers.

For: 7, Against: 0, Abstention: 1

13. To consider re-valuation of regalia.

It was suggested that as the price of gold has recently increased significantly, the regalia should be re-valued for insurance. The regalia was last re-valued in 2009, and the auditor at the time suggested that appreciation of 10% per annum be applied, which has been completed as per the Council's asset register.

It was proposed not to re-value the regalia at present.

Proposed: Cllr Mrs J Hall, Seconded: Cllr M Jones.

For: 7, Against: 1

14. To discuss/approve quotes for scanning archives

The Clerk explained that several more boxes of archive material had come to light with the office re-location. Some date back to the 1970s, and contain some old style fax paper sheets which would take longer to scan in house. At present, storage is available within the Shire Hall, but this is not on a permanent basis, and there are concerns of deterioration. The administrative assistant is happy to continue with the scanning and archiving, but there are time and cost factors. Quotes have been obtained from outside bodies. It was explained that after scanning, some information has to be legally kept in hard copy.

It was proposed that a recommendation be put to Full Council that an outside agency be used to scan archive documents, up to £2500, to be paid from the Shire Hall earmarked reserves.

Proposed: Cllr G Bright, Seconded: Cllr Mrs J Hall

For: 6, Abstention: 2

15. To approve Clerk's attendance and travel costs for LCAS Seminar on 6th July 2011 in Cardiff (Place free with LCAS membership)

Approved

Proposed: Cllr Mrs J Hall, Seconded: Cllr R Hayward

Unanimous.

16. To consider a virement for costs incurred for Shire Hall move, from Shire Hall Reserves to Clerks contingency budget

The Clerk explained costs had been incurred during the office re-location back to the Shire Hall, of £330 to date, with payments still due for telephone handsets. At present payments

had been made from the Clerks Contingency fund, but this would not cover all anticipated costs. 9

It was proposed that £650 be vired from the Shire Hall earmarked reserves to the Clerk's contingency budget to cover this.

Proposed: Cllr R Hayward, Seconded: Cllr M Jones

Unanimous

8.15pm Cllr M Jones left the meeting

17. To agree budget for Civic Service

Details of costs to date were given, and a budget of up to £1400 was agreed. Information was also given about the route of the Parade, and quotes for traffic management that have been received for this. The protocol working group had already met to approve a new shorter route, with the Mayor's agreement, in order to avoid any traffic management costs.

Proposed: Cllr G Bright, Seconded: Cllr R Hayward

Unanimous

The Clerk requested a meeting of the protocol group that week, to confirm a detailed programme for the day

18. To agree a method of monitoring the use of the public toilets in Agincourt Street

It was suggested that figures of actual usage of the toilets should be established in order for cost per use to be calculated, and to enable accurate information to be available when reviewing funding. The clerk had details of a company and report produced for Abergavenny Town Council, although this was thought too expensive an option to follow up. Individual councillors including Cllr G Bright, would conduct a count. A notice should be put up stating that the Town Council now funded the toilets, giving details of contact information.

The Chair suggested that a decision should be reached on what actual numbers of usage would justify expenditure,

It was proposed that 10,000 uses (ie the population of Monmouth), would be acceptable.

Proposed: Cllr JR Hayward, Seconded: Cllr J Fletcher

For: 6, Against: 1

19. To agree format for budget details on website

Copies of the budget detail in a format suggested by the Clerk to go on the website had been previously circulated to councillors. Concerns were raised about possible misinterpretation of the information in percentage terms. The committee asked the Clerk to produce information about how other Councils publicised this information, and this would then be discussed at a future meeting.

20. Items of discussion for future meetings

Information on the website

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

No members of the press or public were present at the meeting

Cllr Mrs S Chivers questioned the need for the exclusion of press and public.