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**MINUTES OF MEETING OF MONMOUTH TOWN COUNCIL**  
**Held on 3 April 2006 at 7.00pm**  
**In The Old Library Community Room**

**Present:** Chairman The Mayor Councillor Mrs S Chivers  
Deputy Mayor Councillor Mrs C Pearce, Councillor R Bond, Councillor G F W Buckland,  
Councillor T Christopher, Councillor Mrs A Dewhurst, Councillor J Fletcher,  
Councillor N Hackett Pain, Councillor R Hayward, Councillor Mrs V Mitchell, Councillor L Robson,  
Councillor D Stevens, Councillor Mrs A Were and Councillor Mrs White.

**In Attendance:** Mrs Sarah Robson Town Clerk and Mrs Jane Lloyd Clerical Assistant.

**1. To Receive Questions from Members of the Public for a Maximum of 10 minutes:**

Mrs K Buckland brought to the attention of this Council the insufficient number of letterboxes in her opinion that are situated on the Shire Hall side of Monnow Street there being three on the other side of the street. She has contacted the Post Office in Cardiff a year ago explaining that at busy times of the day it can be difficult to cross the road to access the boxes. The box outside Shire Hall is designed for postcards only and the only other post box on this side of the street is outside the sorting Office.

Ms Gwen Rogers highlighted issues with the on going problems for the market traders outside Shire Hall, whilst the pavement area is being done. Problems occur when packing up at the end of the day as the red and white bollards that have been put back prevent market users getting away until the largest stallholder leaves as there is only one access point. The Mayor also agrees that this is a problem but advised that the bollards were put back because of cars parking on the pavement and also a pedestrian being injured when a car mounted the pavement as the kerbs are now low. It was suggested that if a policeman or traffic warden showed more presence then the parking problem would be less likely to arise. The Town Clerk was asked to set up a meeting with the One Stop Shop and request a risk assessment of the area.

**2. To Receive Declarations of Interest in Items on the Agenda:**

None received.

**3. To Receive Apologies for Absence:**

Councillor Mrs M Atkins, Councillor R Bond and Councillor S Roberts

**4. To Confirm & Sign the Minutes of the Meeting held on 20 February 2006:**

Minutes confirmed correct.

**Proposed:** Councillor Mrs S Chivers

**Seconded:** Councillor Mrs C Pearce

Unanimous

## **5. To Receive the Town Clerks Report:**

1. I have been informed by one of the tree officers at M.C.C that on March 8<sup>th</sup> a mature oak was planted at the back of Somerfield. This is the replacement tree that the developers of the new housing site were required to plant after taking down the previous tree.
2. Can I remind everyone that in accordance with the new procedure that has been agreed for the selection process of the new Mayor and Deputy Mayor; I need to have your written nominations in before 1<sup>st</sup> May. With your agreement I have scheduled an additional Full Council meeting for Monday 8<sup>th</sup> May at 6.00pm to consider and discuss the nominations. Nominations do not need to have a seconder and you can nominate yourself.
3. Following the last Finance and Policy Committee a working party has been set up to organise the arrangements for the reception for Monsieur Helle in June. Those on the working party are Councillors Mrs Chivers, Mrs White, Mrs Dewhurst and myself. A date has been set for the first meeting on Wednesday 19<sup>th</sup> April 2006. The budget for a scroll was set at the August meeting in the sum of £300.00 and I am already liaising with a calligrapher to organise this, and in addition at the recent meeting a budget for the reception was agreed in the sum of £500.00.
4. The Mayor's Civic Award Ceremony will be taking place at Bridges Community Centre on Thursday 13<sup>th</sup> April. Invitations were sent to all members but I still have not received replies from a number of members can you please let me know at the close of the meeting if you are able to attend if you have not done so already.
5. I have spoken to Jim Keetch from MCC regarding the Catalpa tree. Work has now been completed on the crown reduction and pruning to a height of 2 metres, also cable supports have been put into the tree to help to strengthen it. The props that are currently being used are only as a temporary measure. Two quotes have been obtained for the permanent ones; there are two options, stainless steel props at a cost of £1500.00 or oak props at a cost of £3000.00. The money for the props has not been secured yet and Mr Keetch is hoping to find external funding to assist with the cost so that the work can be completed as soon as possible. Mr Keetch advised me that the preferred option for the props would be to install the oak ones, which would be more sympathetic to the environment.
6. I am still waiting for a number of members to return their selection for the nominations for the new committees. I would be grateful if you could please let me have the forms back before the end of next week so that I can collate the information and advise members of the proposed new committees that will be formally accepted at the AGM.
7. Barbara Wright has embroidered a new pennant, to be used on any official car when The Mayor is undertaking civic duties. This will form part of The Town Council regalia and the formal presentation to The Mayor will take place tomorrow 4<sup>th</sup> April, outside The Shire Hall.

## **6. To Receive Correspondence:**

Invitation from Attik to their 5th anniversary party.

CCTV Away day, invitation to resolve outstanding issues prior to signing the SLE.

MCC Play scheme details have not been finalised yet. Mike Moran has requested a meeting with members. Meeting to be arranged on Monday 10 April with members of the Community Affairs Committee.

## **7. Matters Raised by Members:**

None received in writing.

## **8. Reports & Issues:**

### **a Planning Committee:**

As per minutes. Dates of some committee meetings have changed due to the rotation of meetings in order to give planning more time to discuss other issues and not clash with other meetings.

### **b Environmental Affairs:**

As per minutes. Principle items coming up later on this Agenda.

### **c Community Affairs Committee:**

As per minutes. The main item was the Mayors Civic Awards ceremony on 13 April.

**d Finance & Policy:**

As per minutes. Principle items coming up later on this Agenda.

**e Monmouth Partnership Forum:**

The main items were: planning NHS over the next 10 years in Monmouth.

Councillor L Robson talked about 'Monmouth on the move' discussing coordinating marketing groups in Monmouth, he will be drafting notes which he would like the Town Council to discuss.

**f Others- Fairtrade:**

Cllr Dewhurst reported that this had been a very successful first year and that Monmouth is the first town in Monmouthshire to have this status. The next meeting is to be held on Tuesday 4 April.

**9. To Consider MCC Proposal to take Responsibility for War Memorial in St James Square:**

It was agreed that more information would be required as to specific costings as The Town Council will not receive funding from MCC for the upkeep of the cenotaph area. Members raised concerns in relation to where the boundaries would be, and whether or not the pavement surrounding the cenotaph would be included. Also members asked whether or not an annual tree report would be required and more specific information regarding insurance cover and costs. The Town Clerk is to write to MCC and request further details.

**10. To Resolve to Confirm New Committee Membership:**

An amended list of membership of the committee's was circulated to include Cllr Mrs V Mitchell. This was done as required in standing Orders, any changes must be confirmed by full Council.

**Proposed:** Councillor GFW Buckland

**Seconded:** Councillor Mrs S Chivers

**Unanimous.**

**11. To Resolve to Authorise Virement of £5,000.00 from Match Funding Budget to Town Maintenance Budget (Environmental Affairs) to fund works at Drybridge Play area:**

At the last Environment meeting a discussion took place because the match-funding budget had not been spent. It was agreed that equipment at Drybridge Park play area needs repairing urgently. This comes following the most recent Engineer's inspection report. The committee unanimously agreed to utilise the money for this, when reported at the following F&P committee it was agreed that as per standing orders this had to go to Full Council for agreement. Councillor Stevens explained the whole procedure had been taken through 2 committee meetings and a Town Council meeting prolonging the issue. He felt that it would be worthwhile considering amending the regulations to make the process quicker. Councillor Buckland pointed out that it is a vital to have these procedures but that the Standing Orders are to be reviewed shortly.

**Proposed:** Councillor D Stevens

**Seconded:** Councillor GFW Buckland

**Unanimous.**

**12. To Resolve to Confirm Recommendation of the Working Party of The Environment Committee regarding the Towns' Floral Arrangements for 2006/2007:**

A working party of the Environmental Affairs Committee took place to review three tenders that had been received. There was a list of criteria drawn up with quotations being marked over seven categories including, imaginative display, ongoing care, watering, community involvement, incremental prospect, good working relationship with Town Council and value for money. It was agreed that the recommendation to full Council would be to award a grant to Monmouth Flower Project after they gained most points overall.

**Proposed:** Councillor D Stevens

**Seconded:** Councillor GFW Buckland

**Unanimous.**

**13. To Resolve to Confirm Recommendation of the Finance & Policy Committee to Purchase RBS Accounts Package:**

Cllr Buckland reminded members of the importance of having a robust and efficient accounting package. Cllr Buckland and The Clerk had received a demonstration and both felt satisfied that this package would provide growth for the future as well as satisfying the present criteria. It is proposed to purchase the RBS Omega package at a total cost of £1560.00 plus vat this includes the cost of setting up the programme and the data transfer, a 1-year support and maintenance contract and 2 days on site training.

**Proposed:** Councillor Mrs S Chivers  
**Unanimous.**

**Seconded:** Councillor Mrs S White

**14. Any Other Business:**

Councillor Buckland asked members to consider over the coming weeks the changes that will soon take place with the membership of the committee's changing after the AGM. Consideration would need to be given to the selection of Chairmen and Deputy chairs of the committees for the following year. Councillor Stevens announced he would be standing down as chairman of the Environmental Committee

**15. To Agree Meeting Dates:**

Confirmed.

**There being no further business the meeting closed at 8.15 pm**