

Monmouth Town Council  
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**MINUTES OF MEETING OF MONMOUTH TOWN COUNCIL**  
**Held on Monday 19 July 2010 at 7.00pm**  
**at The Priory Priory Street Monmouth**

**PRESENT:**

Chairman the Mayor	Councillor Mrs J Hall
Councillor G Bright	Councillor Mrs S Chivers
Councillor Mrs A Dewhurst	Councillor Mrs J Gunter
Councillor M Jones	Councillor C Munslow
Councillor Mrs B Smith	Councillor Mrs A Were
Councillor Mrs S White	

**IN ATTENDANCE:** Mrs Sue James Town Clerk and Mrs Jane Lloyd Admin Assistant

A presentation was given by Ms Bethan Gibben Assistant Regeneration Officer for MCC regarding an update of the Gateway Monmouth/ Vision Monmouth document which contains projects for Monmouth.

The reason for this project is the first impression received of Monmouth when entering from the Bridge end is the sea of tarmac and this dominated by the toilet block.

Three phases of workshops were taken earlier this year with 113 responses, 96 of which were from the three schools in Monmouth, these ideas were displayed at the One Stop Shop but disappointingly there wasn't many responses from there.  
The conclusion formed was

- Focus on landscape rather than buildings
- Focus on providing a community/civic space
- Enhance the sites connected to the river
- There should be a feature
- Visitor information point but this not to dominate

Items not resolved

- Toilet provision
- Extent and layout of the land
- Extent of visual information

Funding for a feasibility study has been applied for, the result will be known in February 2011. If successful the information for the planning application should be compiled and ready by the end of March 2012.

Other funding that can be applied for are, the Rural Development Fund, to improve Monnow Bridge and the Gatehouse and a grant scheme to assist with the improvement of the facades of properties at the Monnow Bridge end of the Town.

**31. To receive declarations of interest in items on the agenda**

Councillor Mrs Chivers Agenda Item 36

**32. To receive apologies for absence**

Councillor R Bond, Councillor T Christopher, Councillor J Fletcher, Councillor N Hackett Pain and Councillor R Hayward

**33. To receive questions from members of the public for a maximum of 10 minutes**

None received

**34. To confirm and sign the minutes of the meeting held on 7th June 2010**

Minutes were confirmed correct and signed.

Proposed: Councillor Mrs Hall  
Unanimous

Seconded: Councillor G Bright

**35. To receive the Town Clerk's report (for information only)**

1. The Rolls Centenary Celebrations that took place on Monday 12<sup>th</sup> July were generally successful, with the service at St Mary's Church, the Reception at the Shire Hall, and Presentations, running smoothly. Sadly the Flypast did not take place, being cancelled at the last minute due to poor weather conditions at the take-off point in Lincolnshire. It was agreed that the Rolls Royce cars would make an extra tour of the town to help compensate for the flypast and to fill in some time. Unfortunately the second and final procession of Rolls Royce cars then took place immediately afterwards, before 4pm as scheduled, which led to many people missing the procession on the route out to The Hendre. Roger James of Rolls Royce has since been in touch with the Town Clerks Office and has offered to rearrange a flypast on another date to try to compensate for disappointments on the day. A meeting has been arranged to discuss this, but of course, it will again be subject to weather conditions on the day.
2. Mr Michael Booth, Manager of The Shire Hall, will be offering 'Behind the Scenes' tours of The Shire Hall to members of the public, on Wednesdays at 2pm from the 28<sup>th</sup> July. This is to view The Shire Hall still in its project stage and will continue until the doors are fully open to the public, each tour lasting approximately 45 minutes. Evening tours are also to be arranged, and any groups wanting to visit can please contact Mr Booth directly, as the numbers for Wednesday tours will be limited. He is currently based in the One Stop Shop.
3. Commander Tony Long, Royal Navy has invited the Mayor and specifically Councillor Terry Christopher, as he missed out on a previous visit whilst Mayor, to spend a day at sea on HMS Monmouth on 29<sup>th</sup> July, leaving from Plymouth. If any other members would like to go, please let me know as there is a chance that more places may become available nearer to the day. We will allocate on a first come first served basis.
4. Staff summer holidays: I will be away from 20<sup>th</sup> August, returning on 6<sup>th</sup> September. Cover will be provided by Jane during this period so that the office will remain open for the normal hours of business.

5. Can I remind members that I need to know, by Friday please, the names of those wishing to attend the National Training Programme organised by One Voice Wales. The next modules available locally are entitled, 'Understanding the Law' to be held in Cwmbran on 9<sup>th</sup> September, 'The Council as an Employer' to be held at The Sessions House in Usk on 16<sup>th</sup> September, and the 'The Council Meeting' to be held in Usk on 28<sup>th</sup> October or alternatively on 4<sup>th</sup> November in Cwmbran. All courses start at 6.30pm. Numbers are restricted so I would like to book soon to guarantee places.
6. We have had notice from One Voice Wales of the next meeting of the Larger Local Councils Committee meeting to be held this Wednesday, 21<sup>st</sup> July at 10am at Llandrindod Wells. Can any members able to attend please let me know after this meeting.
7. The first Town Council meeting to be held in the Shire Hall will be on 6<sup>th</sup> September 2010 – Full Town Council. Committee meetings until then will continue to be held in The Market Hall.

**36. To receive correspondence that the Mayor wishes to place before the Council**

The following letters were brought to the attention of the Council.

Letter 31: regarding the closure of courts in Monmouthshire was read out to the Council.  
 Letter 57: A letter of complaint received at the Town Clerks office from M Sutton & K Tomboline regarding the failure of events at the Rolls Event and non participation of local schools.

Councillor Mrs Chivers responded by reading a letter from The Comprehensive School explaining how pupils there were taking part through the curriculum and by attending the event its self, Councillors had also visited each primary school in Monmouth with attendance at the event from all of them. Unfortunately the private schools were already closed for holidays.

There wasn't a fault with the P.A. system but as speakers turned there heads to address the audience it did not pick up so well. Town Clerk to respond to the letter

Councillor Mrs Chivers brought to the attention of the Council a letter received by the environment Committee regarding a plaque in memory of Mr John Edwards and gave a brief history of him.

**37. To receive Chairman's report from the Council's Committees**

Copies were given to all members and will be available on the website

**38. To note the reports and minutes of the council's committees and outside bodies:**

- a **Planning Committee:**  
As per minutes next meeting to be held on Monday 2 August 2010
- b **Environmental Affairs Committee:**  
As per minutes next meeting to be held on Monday 23 August 2010
- c **Community Affairs Committee:**  
As per minutes next meeting to be held on Monday 26 August 2010
- d **Finance & Policy Committee:**  
No report given next meeting to be held on Monday 9 August 2010
- e **CSATS Committee:**  
No report

f **Monmouth Partnership Forum:**

Councillor Mrs Smith reported that. The group had an informal consultation on the shared space principle.

Next meeting to be held on 28 July at Bridges Community Centre

g **Others:**

**One day in the life:** All photographs are being collated with all CD's going to the Museum by 30 July to be looked at through September

**Rolls Event:** A meeting is to be held on Tuesday 20 July to discuss the event

**Vision Monmouth:** In future a report will be brought to full Council from Councillor R Hayward

**39. To receive the Member's attendance summary of committee meetings**

Members	Environment Committee	Planning	Town Council	Community	Planning	F&P	Planning	Environment Committee
	1st June	07-Jun	07-Jun	14-Jun	21-Jun	28-Jun	05-Jul	12-Jul
Cllr R Bond	Apologies	1	1	1	1	1	Apologies	Apologies
Cllr G Bright	1		1			1		1
Cllr Mrs S Chivers	1	1	1	1	1	1	1	1
Cllr T Christopher	1	Apologies	Apologies	1	Apologies	1	1	1
Cllr Mrs A Dewhurst	1	1	1	1	1	1	1	1
Cllr J Fletcher	1	1	1	Apologies	1	1	Apologies	1
Cllr Mrs J Gunter	1	1	1	1	1	1	1	1
Cllr N Hackett Pain			1			1		
Cllr Mrs J Hall	Apologies	1	1	1	1	1	Apologies	1
Cllr R Hayward	1	1	1		1	1	1	Absent
Cllr M Jones	1	1	1	Apologies	1	Apologies	Apologies	Apologies
Cllr C Munslow	Apologies	1	1	1	Apologies		1	1
Cllr L Robson		Resigned	Resigned	Resigned	Resigned			
Cllr Mrs B Smith	1		1	1				1
Cllrs Mrs A Were	1		1	1				1
Cllr Mrs S White	1		1	1		1		1
<b>Total In Attendance</b>	11	9	14	10	8	11	5	11
<b>Members on Committee</b>	14	10	16	12	10	12	10	14

**40. To approve payment for repairs to Mayors hat**

Quotation received and agreed

Proposed: Councillor Mrs White  
Unanimous

Seconded: Councillor C Munslow

**41. To resolve that the Town Clerk to be admitted to membership of the Greater Gwent (Torfaen) Local Government Pension Scheme with effect from 1<sup>st</sup> June 2010.**

Agreed

**42. To approve RBS software solutions training in Omega Accounts for Town Clerk, from training budget**

Approved

Proposed: Councillor Mrs White  
Unanimous

Seconded: Councillor C Munslow

**43. To consider the Statement of Accounts for 2009/2010, to authorise the Clerk to submit copies of sections 1, 2 and 4 of the Annual Return to the auditor and then to resolve that the assurances recorded in Annual Governance Statement are complete and final subject to the external auditors findings.**

Proposed: Councillor Mrs White  
For: 8

Against: 0

Seconded: Councillor C Munslow  
Abstention: 2

**Proposed by:** Councillor  
**Unanimous**

**Seconded by:** Councillor

**44. To confirm use of town field next to rowing club by The Rotary Club, for raft race 5<sup>th</sup> September 2010.**

Agreed

Proposed: Councillor C Munslow  
Unanimous

Seconded: Councillor Mrs Smith

**45. To discuss the placement of a bench in memory of Macebearer Mr Graham Powel**

Town Clerk will discuss this item with Mr Mike Booth Manager at Shire Hall

Proposed: Councillor Mrs White  
Unanimous

Seconded: Councillor C Munslow

**46. To discuss options for co-option of a Councillor for vacancy for the ward of Wyesham**

The Town Clerk informed the Council that we can now co-opt a new member. The vacancy will be advertised with a closing date of 13 August 2010. The format for the interview will be discussed at the F & P meeting to be held on Monday 9 August 2010

Proposed: Councillor Mrs White  
Unanimous

Seconded: Councillor Mrs Dewhurst

**47. To consider items of business for discussion at the next meeting**

Councillor Mrs Chivers raised the issue of not having 'any other business' on the agenda. Reference was given from Charles Arnold – Baker Local Council Administration book and after short discussion the Council will remain with the present heading of 'To consider items of business for discussion at the next meeting'.

**48. To confirm meeting dates**

Next meeting to be held on Monday 6 September 2010 7pm  
Shire Hall Monmouth

Confirmed

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_