



# Monmouth Town Council Annual Report 2020-21



# **CONTENTS**

- 1. Welcome from the Mayor**
- 2. About Monmouth Town Council**
- 3. Wellbeing of Future Generations (Wales) Act  
2015**
- 4. What Monmouth Town Council Has Been Doing  
In 2020-21**
  - a. Partnerships**
  - b. Community Events**
  - c. Community Grants**
  - d. Table of National Wellbeing Goals**
  - e. Table of Local Wellbeing Objectives**
  - f. Biodiversity**
- 5. Conclusion**
- 6. APPENDIX 1: Your Councillors**
- 7. APPENDIX 2: Councillors Meeting Attendance**
- 8. APPENDIX 3: Financial Accounts 2020-21**

# 1. WELCOME FROM THE MAYOR

Dear Residents,

It has been an incredibly difficult year for most of us but we shouldn't lose sight of the fact that we have managed with a war-like effort and quickly adapted to the "new-normal" as a community and without hesitation. Through that process we have also formed new relationships and maybe a better way of doing things.

For us as your Town Council, it has given us time to be introspective; we have considered all of our processes and procedures, our administrative model, our committee structures, and our longer term aims and ambitions when considering strategic partnerships. We want to be a more effective part of local government, delivering more and better outcomes and facilitating other local community groups to achieve their goals and ambitions. We are going digital in readiness for the next Council, with a keen eye on our environmental footprint and a much more holistic, joined-up approach to delivering services for all our residents.

It is with great pride and admiration of all our residents in their fortitude that I have served you as your Mayor.

Best wishes,

Mat Feakins

Town Mayor

September 2020 – May 2021





## 2. ABOUT MONMOUTH TOWN COUNCIL

### **Background**

Monmouth Town Council is the tier of local government closest to the community and represents the views and interests of the people of Monmouth to other authorities including Monmouthshire County Council, the Police, the Welsh Government and others. It consists of 16 elected Councillors that cover the 5 wards of Monmouth; Drybridge, Overmonnow, Osbaston with Dixton, Wyesham and Town. A full list of Councillors can be found at Appendix 1 of this report.

The majority of the present councillors were elected in May 2017 to serve a five year term of office and together they serve a population of 10,508 (2011 census). This year saw a by-election for the Town Ward for which Cllr Simon Jones was elected.

The Mayor and Deputy Town Mayor are elected each year by the council at the annual meeting in May, although this year due to the Coronavirus pandemic this was delayed until September.

### **The Pandemic**

The past twelve months have been particularly challenging globally, nationally and locally as well as for Monmouth Town Council (MTC). There was a delay of several weeks before the Welsh Government enacted emergency legislation which permitted local councils such as MTC to meet remotely. MTC used BT Conferencing as its remote meeting platform once meetings were able to be held in this manner. These continued throughout the remainder of the civic year.

Throughout the various lockdowns, staff have been working from home with very limited access to equipment, files and the office. This has created a challenging work environment. This meant the Council could not be as responsive to members of the public who demonstrated considerable patience and understanding.

### **Committees**

All Councils conduct their business through meetings which are formal, agenda-led events with a clear purpose of making democratic decisions for the benefit of the town. As well as Full Council, which includes all elected members, the Council has 3 committees that meet on a regular basis. These are:

- Finance and Policy, which meets 4 times a year.
- People and Places, which meets once a month.
- Planning, which meets twice a month.

All meetings are open to the public and normally take place at the Shire Hall, Agincourt Square, Monmouth. During the pandemic, however, all meetings have been held remotely via BT Telephone Conferencing. Every agenda provides members of the public with an opportunity to address the committee or Council during a designated "Public Participation" item. This ensures there is opportunity for members of the community to be involved in the decision-making process. Meetings sometimes include invited guests to speak on particular agenda items

Councillors have a duty to attend all meetings and must provide a reason for absence which is acceptable to Council if they are unable to attend. A record of attendance at meetings for all Councillors can be found at Appendix 2 of this report.

During the year, the Council reviewed its committee structure and reduced the number of committees from four to three by combining the Environmental Affairs and Community Affairs Committees into one renamed committee called People and Places. The purpose of this decision is to reduce the workload and to streamline the Council's processes.

### **Responsibilities**

Monmouth Town Council and Monmouthshire County Council are completely separate authorities with different responsibilities. However, both authorities work closely together on matters affecting Monmouth and its residents.

Monmouth Town Council has a number of assets in the town including the public toilets at Agincourt Street, over 40 dog waste bins, Drybridge Play Park, Town Field and a number of planters located both within the town and in residential areas.

Monmouth Town Council also provides the Christmas trees, street decorations such as Christmas lights and bunting and the history banners displayed on Monnow Street.

In addition, Monmouth Town Council contributes to a number of services provided by Monmouthshire County Council such as CCTV, cleaning and maintenance of Blestium Street public toilets, street cleaning and summer playschemes for local children to attend.

As part of our responsibilities, the Town Council hosts and/ or financially supports public events in the town such as Freedom Parades for the military, cycling events and the music festival to name just some, although in light of the pandemic this year there hasn't been the opportunity to host as many events as would be usual.

The Town Council also financially supports a number of local organisations that provide benefit to the local community through grant funding or partnership agreements.

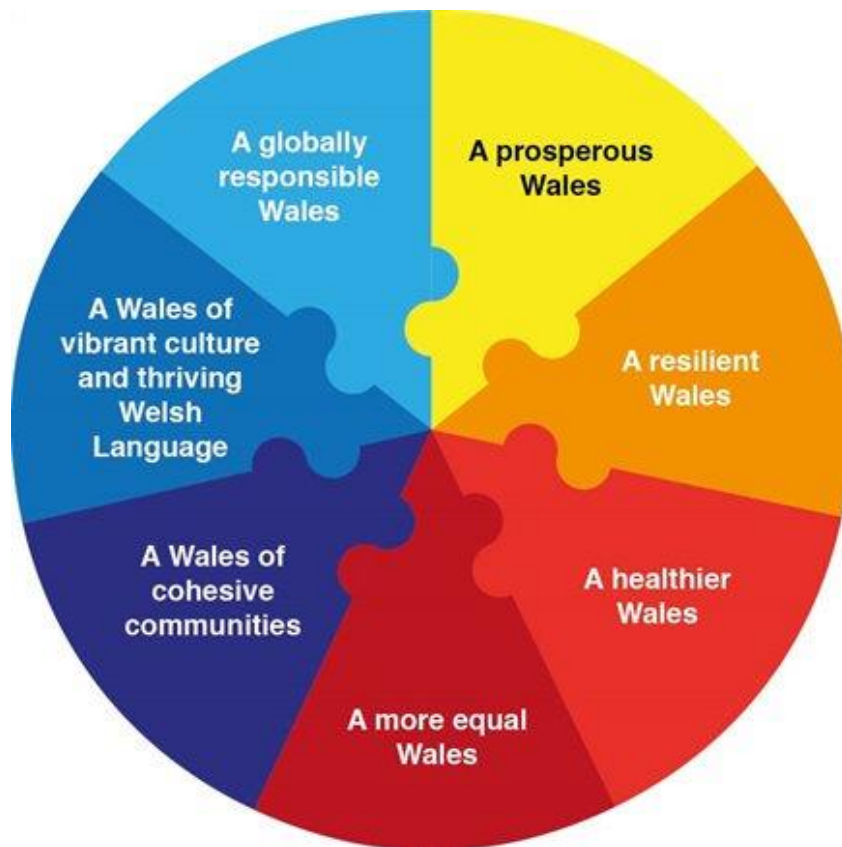
### **Finance**

The Town Council is required to set an annual budget each year. From this, MTC determines how much to request from Monmouthshire County Council which collects the funds via Council Tax, this is known as a precept demand. The precept for 2021-22 is £383,261 which represents a reduction of £13,134 from 2020-21. When setting the budget for this year, Councillors were mindful of the financial effect the pandemic had had on the community as well as the fact there were several planned activities the Council had budgeted for which did not go ahead. It was therefore able to reduce the budget whilst continuing to honour its current financial commitments and financially support those organisations such as the CA and Mind Monmouthshire whose services are now in great demand as a result of the pandemic.

A financial statement for the year end is included at Appendix 3

# 3. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

“The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.” (Future Generations Commissioner for Wales) Monmouth Town Council is one of the public bodies that is governed by this legislation. The legislation sets out 7 wellbeing goals that we should strive to achieve which are shown below.



It is imperative that, as a council, all decisions have consideration of the wellbeing goals for the benefit of the future generations of Monmouth but also the Wellbeing Plan that Monmouthshire County Council set for the whole County as a result of the 2015 Act.

The Wellbeing Plan for Monmouthshire has the following 4 objectives:

1. Provide children and young people with the best possible start in life.
2. Respond to the challenges associated with demographic change.
3. Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change.
4. Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

## 4. WHAT MONMOUTH TOWN COUNCIL HAS BEEN DOING IN 2020-21

It is not surprising that 2020-21 has been an abnormal year for the Town Council. The COVID-19 pandemic has prevented many of the usual events and activities from happening. It resulted in the Council having an Annual Meeting in September via telephone, a Mayor without a Civic Ceremony and a Christmas Day without visits. With that said, however, the year has brought new and exciting challenges and the opportunity to establish new relationships with the community.

The need to work from home meant that the Council had to ensure that a suitable working environment was available for all staff. As such laptops, printers and mobile phones were purchased, licences were purchased for Adobe and Microsoft 365 and accounts were set up for BT Telephone Conferencing and Zoom. This year also saw significant changes to the staffing structure of the Council with a new Town Clerk/RFO being appointed who started in May 2021.

Some of the key achievements for the Council are as follows:

### a. Partnerships

The pandemic brought challenges for many community organisations and charities in the area, with fundraising opportunities being reduced significantly. In light of this, Monmouth Town Council established three year partnerships with four local charities to provide financial stability and assurance for the foreseeable future.

These partnerships are with:

#### ➤ Mind Monmouthshire

The partnership with Mind Monmouthshire provided £15,000 per year for the mental health charity to provide additional support to Monmouth residents over the next two years, to be reviewed in early 2023.

#### ➤ Monmouthshire Citizens Advice

The relationship with the Citizens Advice has been long established, with regular annual funding provided from the Community Contributions fund. In 2020-21 a three year partnership was established which secures the sum of £12,000 per year for the purpose of providing financial, employment and social support for the residents of Monmouth.

#### ➤ Rotary Monmouth

Rotary Monmouth Community Champions provides the “Green Wall” on Blestium Street public toilets which sees seasonal planting that fills an

otherwise unattractive brick wall, which is much appreciated by the local community. This, again, is a project that has been supported prior to 2020 through the annual Community Grant fund. The establishment of a partnership agreement for £2000 per year, ensures that the Community Champions can continue to provide the spectacle of the “Green Wall” until 2024 without having to reapply every year.

➤ Monmouth Savoy Trust.

This is a new relationship that was borne from the impact that COVID 19 had on the entertainment business which threatened the oldest theatre site in Wales. The partnership agreement for the next three years provides funding of £15,000 per year for the theatre and has enabled the introduction of a “Kids Club” for all school children in Monmouth. This club allows children aged 5-11 to attend a monthly cinema screening free of charge. This scheme was seen as a way of congratulating local children for enduring the hardships the pandemic has imposed on them whilst also providing financial security for the theatre.

National Wellbeing Goals Achieved:



Local Wellbeing Objectives:

1. Provide children and young people with the best possible start in life
2. Respond to the challenges associated with demographic change
3. Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change
4. Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

**b. Community Events**

Despite the pandemic, Monmouth Town Council was able to support and/ or host the following events in 2020-21:



➤ Dr Bike

This event was held on 27<sup>th</sup> September 2020 and was arranged by the Monmouth Town Council Working Group, ACE Monmouth, which was set up as a result of the Town Council declaring a climate emergency in 2019. The event provided free bike servicing, free bike marking by the local police and stalls from local bike shops. It was well received by the cycling community and it is hoped that another event will take place in June 2021.



➤ Christmas Event 2020

In normal times, Christmas would see the Town Council's Christmas Lantern Parade but as this was not possible, the Christmas Event Working Group organised an event that adhered to the social-distancing regulations in place at the time. A traditional willow archway named "Pont Obaith" or "Arch of Hope" was created by a local willow artist and fixed to the Shire Hall gate. Members of the public were invited to hang their hopes and wishes for 2021 on the archway by creating their own willow hearts. Father Christmas sat on the steps of the Savoy Theatre having socially-distanced conversations with local children and there were entertainers patrolling Monnow Street for the entertainment of all residents.



National Wellbeing Goals Achieved:



Local Wellbeing Objectives Achieved:

1. Provide children and young people with the best possible start in life
2. Respond to the challenges associated with demographic change
3. Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change
4. Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

**c. Community Grants**

2020-21 saw Monmouth Town Council commit over £24,000.00 to local community projects that will benefit residents of Monmouth. Community grants were approved for:

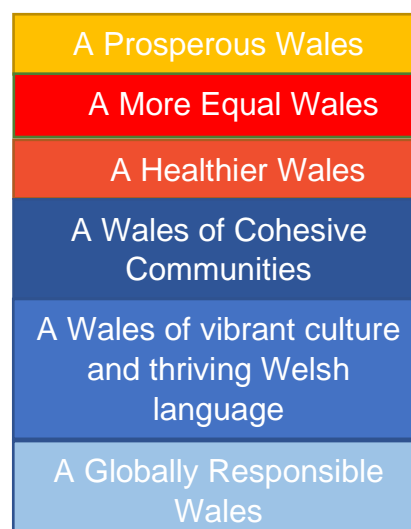
<b><u>Community Group</u></b>	<b><u>Project</u></b>	<b><u>Amount of Grant</u></b>
Monmouth Allotment Association	Repair of track to the allotments and Two River Meadow.	£10,000.00
Monmouth Tennis Club	The purchase of a noticeboard.	£154.50
Monmouth/ Carbonne Twinning Association	To establish a penpal relationship between students in Carbonne and Primary School students in Monmouth.	£405.00
Monmouth Parkinsons Support Group	To fund their "Live Loud" music support group.	£175.00
Monmouth Bereavement Support Group	Ongoing running costs.	£331.00
Growing Space	To establish an Overmonnow Community Garden	£1875.00
Monmouth Sports Association	To fund security measures for users of the Sports Ground.	£1260.00

Babington Meadow (on behalf of TUCC)	To purchase play equipment for Babington Meadow.	£1998.00
Cylch Meithrin Trefynwy	Outside activities for wellbeing.	£975.00
Drop it, Bag it, Bin it	To provide dog waste bag dispensers.	£910.00
Monmouth Rambling and Hillwalking Club	To create a display celebrating 40 years of the club.	£2688.00
Osbaston Primary School	To improve bike provisions at the school	£4125.00
Rockfield Park Community Centre	To renovate the disabled toilet and baby changing facility at the centre.	£3870.00
Transition Monmouth	Running costs of the Community Fridge (prevents food waste)	£2958.00

The grants process changed for 2020-21 to recognise the impact the pandemic had on groups' ability to fundraise. As such, grants of up to 100% of the project costs were available instead of the usual 75%. As part of the Community Grant process, applicants are asked to set out how the project adheres to the Wellbeing Goals imposed by the 2015 Act. As part of the analysis of the applications received, the projects' ability to satisfy some or all of the goals is considered and is a strong determining factor.

For more information on the Council's grant funding scheme, please visit [www.monmouth.gov.uk](http://www.monmouth.gov.uk)

National Wellbeing Goals Achieved:



## Local Wellbeing Objectives Achieved:

1. Provide children and young people with the best possible start in life
2. Respond to the challenges associated with demographic change
3. Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change
4. Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

d. National Wellbeing Goal	Local Activity
<p><b>Prosperous:</b> An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<ul style="list-style-type: none"> <li>• Monmouth Town Council is committed to working actively with partners to encourage and promote the town.</li> <li>• Monmouth Town Council has developed a new website and has increased use of our Facebook page. The website provides key contact information and responsibilities of the Council. Both the website and our social media are used to inform and communicate with residents, publicising meeting information, events and signposting to other service providers. This has been essential during the pandemic.</li> <li>• The Town Council financially supports a number of events and activities within Monmouth through the grants process and as part of the agreed budget, which include Christmas Lighting, the Music Festival and Carnival, MCC Playscheme, Civic Ceremony, and Remembrance Sunday parade.</li> <li>• The Town Council is committed to development of young people in the area and supports the local library by providing funding for the free newspapers and reading competitions.</li> <li>• Town Council grants are available for local groups and organisations.</li> <li>• The partnership with Mind Monmouthshire has enabled the creation of a funded post for a “Wellbeing Officer” in Monmouthshire.</li> </ul>
<p><b>Resilient:</b> A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.</p>	<ul style="list-style-type: none"> <li>• Monmouth Town Council is committed to ensuring that the town and its historical sites remain a pleasant clean and safe environment. The Town Council is not responsible for any highways or street cleaning, however, has developed excellent working relationships with the responsible authority, Monmouthshire County Council and supports them by funding the street cleaner position and cleaning of the toilets blocks.</li> <li>• Monmouth Town Council provides public toilets, and dog waste bins, whilst contributing to street cleaning and CCTV in the town.</li> <li>• The Town Council acts as consultee on planning matters and recommendations are made to the Local Planning Authority which includes any issues which are determined to be a detriment to the town.</li> </ul>



<p><b>Healthier:</b> A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</p>	<ul style="list-style-type: none"> <li>• The Town Council actively promotes a society in which health is key by supporting mental health services in Monmouth such as Mind Monmouth and Citizen's Advice as well as providing funding to support groups through the Community Grants process.</li> <li>• The Town Council supports the Sports Association and its associated clubs through the Community Grants scheme.</li> <li>• The mental wellbeing of children is supported through the Monmouth summer playscheme that is part-funded by the Town Council.</li> </ul>
<p><b>More Equal:</b> A society that enables people to fulfil their potential no matter what their background or circumstances</p>	<ul style="list-style-type: none"> <li>• The Town Council has held all remote meetings during the pandemic via BT Telephone Conferencing which enables all elected members and members of public to attend the meeting.</li> <li>• Monmouth Town Council supports the summer playscheme for children in Monmouth, including those who receive free school meals.</li> <li>• The community grant scheme is 2020-21 allowed all groups to apply for grants for up to 100% of the project costs to take into consideration the lack of fundraising opportunity during the pandemic.</li> </ul>
<p><b>Cohesive Communities:</b> Attractive, viable, safe and well-connected communities</p>	<ul style="list-style-type: none"> <li>• Monmouth Town Council is responsible for the delivery of a number of services and amenities.</li> <li>• Through devolution of services, the Town Council now manage the public toilets, taken on from Monmouthshire County Council, over 40 dog waste bins, street decorations and local planters.</li> <li>• The Town Council support services, operated by Monmouthshire County Council, which include provision of CCTV, street cleaning and local parks.</li> <li>• Monmouth Town Council is committed to working with partners and community groups to create an attractive, viable, safe and well-connected community.</li> <li>• Monmouth Town Council has supported the recent improvements to Monnow Street including the widening of pavements to enable social-distancing and the provision of additional seating areas that can be used by residents and visitors to the town.</li> <li>• The Planning Committee consider the impact of any development on the community and local businesses to ensure that a cohesive community is encouraged.</li> </ul>

<p><b>Vibrant Culture and Thriving Welsh Language:</b>  where we have lots of opportunities to do different things and where lots of people can speak Welsh</p>	<ul style="list-style-type: none"> <li>• The Town Council is in the process of drafting a Welsh Language Policy that will likely be adopted in 2021-22.</li> <li>• The Town Council organises or supports a number of cultural events including the Christmas Lantern Parade, the River Festival and Monmouth Raft Race.</li> </ul>
<p><b>Globally Responsible:</b>  where we look after the Environment and think about other people around the World</p>	<ul style="list-style-type: none"> <li>• Monmouth Town Council’s ACE Monmouth Working Group was set up in 2019 following the declaration of a Climate Emergency and their work has continued in 2020-21 with the Dr Bike Event, the Bee Festival and the organisation of the Future Festival (that was postponed as a result of the pandemic).</li> <li>• 2021 marks the 1<sup>st</sup> anniversary of Monmouth being declared a Bee Friendly Town which has seen the planting of perennial plants in the local planters, reduced mowing and more natural environments in the town.</li> <li>• The Town Council continues to support the Nature Isn’t Neat initiative.</li> <li>• The Planning Committee includes the sustainability and ecological impact a development may have on the area when considering applications.</li> </ul>



e. Local Wellbeing Objectives	Local Action
<p>Provide children and young people with the best possible start in life</p>	<ul style="list-style-type: none"> <li>• Councillors appointed as Governors on all 3 primary schools in Monmouth.</li> <li>• The continuation of support for Monmouth Comprehensive School through the “School Council Liaison Working Group”.</li> <li>• Council support with local summer reading competitions.</li> <li>• Financial support of the Summer Playscheme and art boxes supplied by Monmouthshire County Council (including distribution of art boxes to local children).</li> <li>• Initiating the Kids Club Cinema scheme in partnership with the Monmouth Savoy Theatre</li> </ul>
<p>Respond to the challenges associated with demographic change</p>	<ul style="list-style-type: none"> <li>• Establishing a working partnership with Mind Monmouthshire to ensure the long term provision of mental health support for Monmouth residents including the provision of a “Wellbeing Officer”.</li> <li>• Responding as a consultee for the Local Development Plan for Monmouthshire and Councillor attendance at workshops for the same.</li> <li>• Supporting local groups that focus on reducing loneliness and isolation and encouraging community engagement through the community grant scheme.</li> <li>• Supporting the Citizens Advice which in turn provides support to the community on a range of issues.</li> <li>• Working with local police officers to ensure an understanding of how demographic change has an impact on crime in Monmouth.</li> </ul>
<p>Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change</p>	<ul style="list-style-type: none"> <li>• Continuing the project work required for Nature Isn't Neat.</li> <li>• Supporting Monmouth as a Bee Town initiative by changing the planting scheme in all local planters and flower beds to perennial, bee-friendly plants.</li> <li>• Supporting the “No Mow May” initiative and wildflower planting in open spaces around the town.</li> <li>• Continuation of the project work undertaken by the ACE Monmouth Working Group which included the Bee Festival and Dr Bike event.</li> <li>• Continuation of support for the Plastic Free Working Group, Active Travel Working Group and the Litter Working Group which all focus on the protection of our natural environment.</li> <li>• The willow arch created for the Christmas event was a natural material which comes from a sustainable source and can be reused for future events.</li> </ul>

<p>Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.</p>	<ul style="list-style-type: none"> <li>• The development of partnerships with Monmouth Savoy Trust, Monmouth Rotary Community Champions and Citizen’s Advice.</li> <li>• Supporting the Monnow Street improvements to encourage tourism and local shoppers to the area following the COVID 19 pandemic.</li> <li>• Financially supporting community based projects through the community grant scheme.</li> <li>• The Christmas lights and associated Christmas events bring the community out to enjoy all the town has to offer and encourages support of the local economy.</li> <li>• The Planning Committee has been keen to encourage new businesses to Monmouth during the pandemic approving many changes of use for buildings and approving advertisement consent when applicable.</li> </ul>
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**f. Biodiversity in Monmouth (S6 Environment Act 2016 (Wales))**

Monmouth Town Council is committed to maintaining and enhancing biodiversity.

We work in partnership with Monmouthshire County Council to ensure a ‘no spray’ policy is practiced in our Town Field. We protect and encourage wildlife by being part of the Nature isn’t Neat project, which supports the re-wilding of green spaces and planting pollinator-friendly plants to encourage bees and other pollinators. In 2020, Monmouth was named the first Bee Town in the UK and also awarded the Caru Gwenyn (Bee Friendly) award.

Monmouth Town Council declared a Climate Emergency in 2019 and set up the ACE Monmouth Working Group that continues to promote the impact of climate change on society and arrange events to encourage change in the town and to raise public awareness locally.

We also support the Plastic Free Monmouth scheme which sets out to reduce the usage of single-use plastic that is washing up in our rivers and can be found increasingly in the countryside. By contributing funds to the drinking water fountains in the town we hope to reduce plastic waste even further. With our support and funding of Plastic Free Monmouth, the community-led steering group was able to obtain Surfers Against Sewage accreditation for the town and have encouraged local businesses to reduce their use of single-use plastic and apply for Plastic Free Status. This work has continued throughout 2020-21.

We help to deliver a cleaner, greener Monmouth with the provision of dog waste bins and the ‘Give Dog Fouling the Red Card’ campaign and also support our very active litter group (run in partnership with the local authority and a team of dedicated community volunteers).

Our Active Travel working group work diligently with the Local Authority to encourage the development of suitable routes for cyclists and walkers to reduce the use of vehicles and take into account such impacts when considering local planning applications. Provision for additional cycle parking in Monmouth was secured by the Active Travel group in 2021 and it is hoped that this project will continue into the forthcoming year. The Town Council and the Active Travel group have also been



consultees for the development of an active travel route from Kingswood Gate and Williamsfield Lane, working with Sustrans and Monmouthshire County Council

As a Town Council we also grant aid to local community groups for environmental projects such as Transition Monmouth and Overmonnow Community Garden. We also supported Kymin View School in securing a free nature pack from Keep Wales Tidy that enabled the school to create a butterfly garden in the school grounds.

Monmouth Town Council will continue to work with groups such as Nature isn't Neat and Plastic Free Monmouth to support projects which protect and improve our local biodiversity and through ACE Monmouth continue to support the projects of Transition Monmouth. We will, also, continue to promote the need to be Bee Friendly in all planting schemes in the town.

## 5. Conclusion

Despite 2020-21 being a difficult time for Monmouth and its residents, we are now able to look back and appreciate the strength in our community which was highlighted during the pandemic.

Whilst the Town Council was limited in its activity, the year was spent preparing for an exciting future. One that hopes to bring new opportunities, increased biodiversity, improved community connections and a strength in spirit that will ensure Monmouth remains a gem in the heart of the Wye Valley.

Monmouth Town Council

Shire Hall

Agincourt Square

Monmouth

NP25 3DY

# APPENDIX 1- YOUR COUNCILLORS

## Dixton with Osbaston Ward

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**Claudia Blair**

Indy Monmouth, Independent



**Jane Lucas**

Independent



**Richard Roden**

Conservative



**Anthea Dewhurst**

Liberal Democrat

## Wyesham Ward

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**Ken Breeze**

Indy Monmouth, Independent



**Kelly Jackson-Graham**

Indy Monmouth, Independent



**Emma Bryn**

Indy Monmouth, Independent



**Jane Gunter**

Independent

## **Drybridge Ward**

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**Rachel Jupp**

Indy Monmouth, Independent



**Alice Legg**

Labour



**Mat Feakins**

Welsh Conservative

## Town Ward

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**Simon Jones**

Indy Monmouth, Independent

## Overmonnow Ward

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**Terry Christopher**

Independent



**Rod Smith**

Welsh Conservative



**Jamie Treharne**

Welsh Conservative



**Sue White**

Conservative

# APPENDIX 2: COUNCILLOR ATTENDANCE

COUNCILLOR	FULL COUNCIL				FINANCE & POLICY				COMMUNITY AFFAIRS				ENVIRONMENT				PLANNING				ANNUAL MEETING
	N	P	A	%	N	P	A	%	N	P	A	%	N	P	A	%	N	P	A	%	
Cllr Blair	16	16		100	2	2		100	7	7		100	4	4		100				-	1
Cllr Breeze	16	2	14	13				-	7		7	0	4	1	2	25				-	-
Cllr Bryn ****	16	13	3	81	2	2		100	7	7		100	4	4		100	5	5		100	1
Cllr Caffel*	3	3		100	-	-	-		3		3	100	4	1		25	2		2	0	-
Cllr Christopher ***	16	14	2	88	2	2		100	3	2	1	67	4	4		100				-	1
Cllr Dewhurst	16	16		100	2	2		100	7	7		100	4	4		100	17	12	5	71	1
Cllr Feakins	16	16		100	2	2		100	7	3		43	4	4		100				-	1
Cllr Gunter	16	16		100	2	2		100	7	5	1	71	4	4		100	17	17		100	1
Cllr Jackson Graham	16	11	4	69	2	1	1	50	7	7		100	4	2	1	50				-	1
Cllr Jupp	16	15	1	94	2	2		100	7	4	2	57	4	4		100	17	10	4	59	1
Cllr Jones *****	1	1		100				-	1	1		100				-	1	1		100	
Cllr Legg *****	16	4	6	25				-	7	0	1	0	4		1	0	3			0	1
Cllr Lucas *****	16	15		94	2	2		100	7	1	1	14	4	2	1	50	14		3	0	1
Cllr Roden *****	16	15	1	94	2	2		100	7	4	2	57	4	4		100	14	11	3	79	1
Cllr Smith	16	13	3	81	2	2		100				-				-	17	15	2	88	1
Cllr Treharne**	16	11	5	69	2	2		100	3		3	0	4	4		100	17	16	1	94	1
Cllr White	16	9	6	56	2		2	0	7		2	0	4	3	1	75	17	15	2	88	1



<b>N</b>	Actual number of meetings held.	Black	Non-Committee member
<b>P</b>	Number of meetings attended.	Yellow	Non-Committee member in attendance
<b>A</b>	Apologies given and received.		

\* Cllr Caffel resigned from the Council on 6<sup>th</sup> July 2020

\*\* Cllr Treharne resigned from the Community Affairs Committee on 22/06/2020

\*\*\* Cllr Christopher became member of Community Affairs Committee on 07/09/2020 and resigned on 16/11/2020

\*\*\*\* Cllr Bryn became a member of the Planning Committee on 25<sup>th</sup> January 2021.

\*\*\*\*\* Cllr Jones was elected on 26<sup>th</sup> February 2021

\*\*\*\*\* Cllr Legg became a member of the Planning Committee on 22<sup>nd</sup> February 2021

\*\*\*\*\* Cllr Lucas resigned from the Planning Committee on 22<sup>nd</sup> February 2021

\*\*\*\*\* Cllr Roden resigned from the Planning Committee on 22<sup>nd</sup> February 2021.

# APPENDIX 3 – FINANCIAL ACCOUNTS 2020-21

## Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2021

Monmouth Town Council 2020/2021

	Last Year £	This Year £	Code and	Centre	Code Description
1	0	0	301	0	Current Year Surplus/Deficit
1	198,974	294,671	310	0	General Reserve
1	0	0	320	0	EMR Utilities
1	5,576	0	321	0	EMR Museum Contribution
1	10,000	10,000	322	0	EMR Cemetery
1	0	0	323	0	EMR Millennium Wheel Tiles
1	0	0	324	0	EMR Commemorative Oak Tree
1	45,000	45,000	325	0	EMR Public Realm Contribution
1	8,980	0	326	0	EMR Elections
1	0	0	327	0	Dixton Field Water Supply
1	0	0	328	0	Town Furniture
1	10,000	10,000	329	0	EMR Staff Absence Contingency
1	600	1,000	330	0	EMR Chapter 8 Training
1	4,830	4,830	331	0	EMR Welsh Language
1	1,330	0	332	0	EMR Agincourt St Toilets Repai
1	449	0	333	0	EMR CILCA/ILCA Course Costs
1	300	300	334	0	EMR Cycling Promotion
1	719	0	335	0	EMR Mayoral Expenses Overrun
1	250	0	336	0	EMR Carbonne Twinning 2018/19
1	600	0	337	0	EMR Place Plan Training
1	928	10,000	338	0	EMR Office Mangt to QMS IS9001
1	0	0	339	0	EMR New bridge paving
1	0	0	340	0	EMR MCC Grant play scheme
1	0	0	341	0	EMR CCTV
1	0	0	342	0	EMR 2x Notice Board provision
1	0	0	343	0	EMR Emergency Grant Funding
1	0	0	344	0	EMR Cycling Promotion
1	0	0	345	0	EMR Power Supply Costs Christm
1	0	0	346	0	EMR Drinking Water Fountains
1	0	0	347	0	EMR Air Quality Monitors
1	0	0	348	0	EMR Highfield Rd-cut through p
1	0	0	349	0	EMR IT upgrade
1	0	0	350	0	EMR 19/20 4th Qtr Office Equip
1	0	10,000	351	0	EMR Community Engt.& Resid. Su
1	0	0	352	0	ACE Mon Green spaces -tools
1	0	0	353	0	EMR MTC Covid-19 Recovery Fund
1	0	0	354	0	EMR Cycle Infrastructure Match
1	0	0	355	0	EMR Staff Training
1	0	0	356	0	EMR Allotment Association
1	0	0	357	0	EMR Future Events

## Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2021

Monmouth Town Council 2020/2021

	Last Year £	This Year £	Code	and Centre	Code Description
1	0	0	359	0	EMR Green Spaces Tree Planting
1	0	0	361	0	EMR Chippenham Play Park
1	0	0	362	0	EMR Active Travel Benches
1	<b>288,536</b>	<b>385,801</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	388,308	396,395	1176	101	Precept Received
2	<b>388,308</b>	<b>396,395</b>	Total amount of Precept income received in the year		
3	927	0	1054	101	Cluster grant funding
3	448	462	1190	101	Interest Received
3	<b>1,375</b>	<b>462</b>	Total income or receipts as recorded in the cashbook minus the Precept receipts		
4	75,813	104,674	4000	101	Salaries
4	0	0	4001	101	Tax/NI and Pensions
4	<b>75,813</b>	<b>104,674</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages,PAYE and NI(employees and employers), pension contributions and expenses		
5	0	0	5	0	Loan Interest
5	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings		
6	240	240	4005	101	Payroll Contract
6	26	48	4007	101	Officer & Member Travel
6	522	970	4009	101	Staff training & Subsistence
6	160	0	4010	101	Conferences
6	320	180	4011	101	Member Training
6	163	547	4021	101	Stationery & Office Supplies
6	406	68	4022	101	Postage
6	1,185	735	4023	101	Copying
6	1,897	-917	4025	101	Insurance
6	1,728	2,044	4027	101	Subscriptions
6	0	0	4030	101	Website
6	1,708	1,714	4031	101	Publicity
6	927	0	4032	101	Cluster grant
6	2,058	1,561	4057	101	Audit
6	2,251	4,138	4060	101	IT Contract
6	0	0	4062	101	IT Software,Subs & Finance Sys
6	305	1,786	4070	101	Office Equipment
6	13,100	1,368	4071	101	Shire Hall SLA annual payment
6	529	5,701	4081	101	Specialist advice services
6	0	0	4093	101	CCTV
6	13,056	13,382	4093	201	CCTV
6	20	225	4095	101	Clerks Contngency Fund

## Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2021

Monmouth Town Council 2020/2021

	Last Year £	This Year £	Code	and Centre	Code Description
6	608	95	4100	102	Mayor's civic expenses
6	2,912	3,117	4105	102	Civic Expenses
6	0	0	4107	102	Meetings Costs
6	300	400	4110	102	Mace Bearers
6	1,500	-1,500	4115	102	Elections
6	4,119	2,897	4120	102	Members' payments allowances &
6	38	55	4200	101	Section 137
6	0	0	4202	201	Larger Community Project Grant
6	18,000	16,000	4203	201	Community Contributions
6	24,000	22,385	4204	201	Community Grants combined
6	5,508	1,875	4216	201	Christmas Festival/Monlight
6	50	1,146	4221	201	Events
6	0	0	4222	201	Armed Forces Covenant Funding
6	834	0	4223	201	Communication/P
6	-800	0	4306	301	New bridge area paving
6	24,093	17,023	4307	301	Agincourt St. Toilets
6	26,266	26,922	4308	301	MCC Street Sweep
6	6,735	7,551	4309	301	Dog waste bins
6	8,645	3,528	4310	301	Town Maintenance Contract & Ex
6	24,360	24,170	4315	301	Street Decorations
6	3,440	719	4317	301	Decorations & Town Centre Enha
6	14,356	14,356	4321	301	Blestium St. Toilets
6	185	0	4322	301	Plastic Free Monmouth
6	51	0	4323	301	Peds.Bridge over R Wye
6	535	-5,739	4324	301	Climate Change Emergency
6	0	0	4351	301	Street Furniture
6	0	0	4353	301	Fountains
6	1,252	556	4600	401	Plg extra meeting costs
6	5,576	0	9002	901	EMR Museum Contribution
6	1,330	0	9008	901	EMR Agincourt St. Toilets Repa
6	0	255	9009	901	EMR Cycling Promotion
6	0	888	9010	901	EMR CILCA & ILCA Course Costs
6	1,033	21,653	9014	901	EMR Staff Absence Contingency
6	151	1,000	9017	901	EMR Mayoral Expenses Overrun
6	928	0	9020	901	EMR Office Management to QMSIS
6	0	2,000	9024	901	EMR MCC Grant play scheme
6	0	2,448	9029	901	EMR Drinking Water Fountains
6	0	825	9033	901	EMR 19/20 4th Qtr Office Equip
6	0	350	9035	901	EMR MTC Covid-19 Recovery Fund
6	0	0	9104	901	Staff Absence Contingency
6	(-) Total other	<b>216,604</b>	<b>198,764</b>	Total expenditure or payments as recorded in the cashbook minus	

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## Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2021

Monmouth Town Council 2020/2021

	Last Year £	This Year £	Code	and Centre	Code Description
	payments				employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b>	<b>(=) Balances Carried Forward</b>	<b>385,801</b>	<b>479,220</b>		Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5+ 6)
<b>8</b>		140	3,200	101 0	Debtors
<b>8</b>		12,779	14,718	105 0	Vat Due
<b>8</b>		5,815	5,128	110 0	Prepayments
<b>8</b>	<b>(+) Debtors</b>	<b>18,735</b>	<b>23,046</b>		Income and expenditure accounts only: Enter the value of debts at the year end
<b>9</b>		308,086	316,384	201 0	Lloyds TSB Combined
<b>9</b>		70,010	0	202 0	Lloyds TSB Treasury Deposit
<b>9</b>		0	155,449	204 0	Monmouthshire Building Society
<b>9</b>		66	66	210 0	Petty Cash
<b>9</b>	<b>(+) Total Cash &amp; Investments</b>	<b>378,162</b>	<b>471,899</b>		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement
<b>10</b>		0	2,060	500 0	Creditors P/L
<b>10</b>		2,421	263	501 0	Creditors
<b>10</b>		0	2,561	502 0	Pension Due
<b>10</b>		0	2,046	503 0	TAX/NI due
<b>10</b>		8,674	8,795	510 0	Accruals
<b>10</b>		0	0	599 0	Opening Balance Suspense
<b>10</b>	<b>(-) Creditors</b>	<b>11,095</b>	<b>15,725</b>		Income and expenditure accounts only: Enter the value of monies owed (except borrowings) at the year end
<b>11</b>	<b>(=) Balances Carried Forward</b>	<b>385,801</b>	<b>479,220</b>		Total balances should equal line 7 above: Enter the total of (8 + 9 - 10)
<b>12</b>		295,207	301,463	12 0	Total Fixed Assets
<b>12</b>	<b>Total Fixed Assets</b>	<b>295,207</b>	<b>301,463</b>		The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>13</b>		0	0	13 0	Total Borrowings
<b>13</b>	<b>Total Borrowings</b>	<b>0</b>	<b>0</b>		The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)