

MONMOUTH TOWN COUNCIL

Shire Hall

Agincourt Square

NP25 3DY

Tel: 01600 715662

Email: townclerk@monmouth.gov.uk

www.monmouth.gov.uk



**DRAFT Minutes of the
Extraordinary Full Council Meeting
held on Monday 26th April 2021 at 6.00pm
held via BT Telephone Conference Call**

Present:

Cllr C Blair	Cllr E Bryn
Cllr T Christopher (Deputy Mayor)	Cllr A Dewhurst
Cllr M Feakins (Mayor)	Cllr J Gunter
Cllr Jackson-Graham	Cllr S Jones
Cllr J Lucas	Cllr R Roden
Cllr J Treharne	

D. McNeill (Locum Clerk)
C Williams (Administrative Officer)
3 Members of the public and press

219.	To receive apologies for absence. Apologies for absence were received and accepted from Cllrs Breeze, Jupp, Smith and White. No apologies were received from Cllr Legg.
220.	To receive declarations of interest in items on the agenda. Cllr Christopher declared a personal interest in item 224 regarding the Citizens Advice Bureau.
221.	Public Participation <i>To receive questions from members of the public for a maximum of 10 minutes (During this time of remote meetings any members of public who wish to speak/ask a question must email their request in by the working day prior to the meeting).</i>
222.	Minutes for Approval a) To approve Full Council Minutes for the remote meeting held on 22/03/2021. It was resolved to approve the Full Council Minutes for the remote meeting held on 22/03/2021 with attendance amended to remove the reference to Cllr Bryn leaving early and to add that Cllr Jupp did leave early. b) To approve Full Council Minutes for the remote meeting held on. It was resolved to approve the Full Council Minutes for the remote meeting held on 16/11/2020.

223.	<p>Committee Minutes</p> <p>The minutes of the following committee meetings were noted:</p> <p>a) People and Places held on 12th April & 19th April 2021.</p> <p>b) Planning held on 6th & 13th April 2021.</p>
224.	<p>Community Partnership Agreements Citizens Advice Monmouth</p> <p>To consider a proposed 3-year partnership agreement with Citizens Advice Monmouth (CAB) and agree an annual financial commitment (sum to be agreed).</p> <p>It was noted that CAB would be seeking £12,000 from all councils that support them to minimise the need to fundraise and to help cover the shortfall they experience each year.</p> <p>They are in the process of fundraising for a funded position for a Post-COVID support role and have raised $\frac{3}{4}$ of the funding required but will be asking Monmouth Town Council if they could contribute funds towards this role. Further information on this and the funding requirements for it will be presented to Council at the June meeting in the hope that MTC might agree to financially support this role. She confirmed that Chepstow Town Council has agreed to fund between £5k and £10k for the position.</p> <p>It was further noted that the CAB are back in the office in Monmouth 2 days a week and are slowly increasing the number of volunteers available which is excellent news.</p> <p>Councillors were more than willing to support the CAB with an annual commitment of £12,000 per year.</p> <p>It was resolved to approve the 3-year partnership agreement with Citizens Advice Monmouth with an annual financial commitment of £12,000.</p>
225.	<p>Finance</p> <p>a) Payments: To approve the Schedule of Payments for the period 16/03/2021 to date and any late payments.</p> <p>b) VAT To note the VAT return for 31/03/2021.</p> <p>c) External Audit To note that the new arrangements for external audit in which Monmouth Town Council would have had a more detailed review of financial transactions for 2020/21 has been deferred for one year.</p> <p>It was resolved to approve the above agenda items en bloc.</p> <p>d) Financial Regulations To consider draft amendments to Financial Regulations to reflect changes to staffing and committee structure, current practices and improve internal controls.</p> <p>It was resolved to approve the amendments to Financial Regulations to reflect changes to staffing and committee structure, current practices and to improve internal controls.</p>

	<p>e) Climate Future Festival It was noted that the festival has been successful in achieving grant funding from the Wye Valley AONB so MTC's payment of the £4,760 match funding approved at budget setting has been progressed.</p> <p>f) Bank Reconciliations</p> <p>i) As per Section 2.2 of the Financial Regulations, to appoint a member, other than the Chair, to check and sign the bank reconciliations at least once each quarter and at year end for the year 2021/22.</p> <p>It was resolved to appoint Councillor Blair to check and sign the bank reconciliations at least once each quarter and at year end for the year 2021/22.</p> <p>ii) To agree retrospectively which three months bank reconciliations, (one from each quarter), should be checked and signed for the year 2020/21.</p> <p>It was resolved to agree retrospectively that the bank reconciliations in June, September, December & March will be checked and signed for the year 2020/21.</p> <p>g) Cycle Infrastructure Match Funding</p> <p>i) It was noted that MCC have granted MTC a £5795.20 contribution towards the cycle shelter and hoops to reimburse the Match Funding.</p> <p>ii) To discuss and agree whether to vire the £6000.00 Match Funding from EMR 354, (Cycle infrastructure Match Funding), back into General Reserves, and close the EMR.</p> <p>It was resolved to amend the name of the EMR 354 to Active Travel Activities and retain the £6,000 in that fund for the time being.</p> <p>h) Partnership Agreements</p> <p>i) To agree to create a Partnerships nominal code for all partnership agreements from the existing Mind Partnership code 4206.</p> <p>It was resolved to create a Partnerships nominal code for all partnership agreements from the existing Mind Partnership code 4206.</p> <p>ii) To agree an amount to vire from General Reserves into the Partnership code 4206 to cover the amounts approved for partnership agreements for 2021/22.</p> <p>It was resolved to vire £34,000 from General Reserves into the Partnership code 4206 to cover the amounts approved for partnership agreements for 2021/22 and to vire £10,000 from the Community Contributions fund for the CAB element.</p>
226.	<p>Committee Schedule</p> <p>a) It was noted that from now on the Planning Committee will not be considering any late applications so that it is clear when all applications are being considered</p>

	<p>and the agendas will be issued on a Thursday so that as many applications as possible can be considered the following week.</p> <p>b) It was resolved to approve the schedule of Planning Committee meetings to be held twice monthly with the addition of a meeting on 17th August 2021.</p> <p>c) It was resolved to move the date of the Finance & Policy Committee meeting scheduled for Monday 31st May, which is a Bank Holiday, to Tuesday 1st June 2021.</p>
<p>227.</p>	<p>Committee Restructuring</p> <p>a) Scheme of Delegation</p> <p>i) To adopt draft guidelines for selection of Committees to form part of the Scheme of Delegation.</p> <p>It was resolved to adopt the guidelines for selection of Committees as an appendix to the Scheme of Delegation.</p> <p>ii) To amend the Scheme of Delegation to appoint the Mayor and Deputy Mayor as ex officio members with full voting rights to all committees.</p> <p>a) It was resolved to approve amendments to the Scheme of Delegation to appoint the Mayor and Deputy Mayor as ex officio members with full voting rights to all committees.</p> <p>There was some discussion about the use of the term ‘ex-officio’ and a proposal to remove the word from the document was not carried.</p> <p>b) It was resolved to add a dictionary definition for the word ‘ex-officio’ at its first use in the Scheme of Delegation.</p> <p>iii) To approve the draft delegations to the Staffing Sub-Committee.</p> <p>It was resolved to approve the draft delegations to the Staffing Sub-Committee.</p> <p>iv) To amend the frequency of meetings for the Planning Committee.</p> <p>It was resolved to amend the frequency of meetings for the Planning Committee to twice monthly.</p> <p>b) Standing Orders</p> <p>i) To review SO 3w: A meeting shall not continue past 9pm and shall not exceed a period of two hours.</p> <p>It was resolved to amend SO 3w to a meeting shall not continue past 9pm and shall not exceed a period of three hours.</p> <p>ii) To adopt Standing Orders without sections A & B of s27 now that they form part of the Scheme of Delegation.</p>

	<p>It was resolved to adopt Standing Orders without sections A & B of s27 now that they form part of the Scheme of Delegation and to include the amended SO 3w.</p>
289.	<p>Independent Review Panel for Wales</p> <p>a) To note and adopt the 2021 Annual Report including considering discretionary payments at Determinations 43, 45, 46, 47, 48 & 49.</p> <p>i) It was resolved to note and adopt the 2021 Annual Report and approve an annual payment of £500 each to members in recognition of specific responsibilities (specifically chairmanship of a committee) in accordance with Determination 43 of the February 2021 IRPW Report (which is in addition to the £150 payment for costs and expenses); and</p> <p>ii) It was resolved to adopt all other discretionary Determinations specifically:</p> <ul style="list-style-type: none"> • 45 (travel costs) • 46 (overnight subsistence costs) • 47 (financial loss compensation) • 48 (£1,500 mayoral responsibility) • 49 (£500 deputy mayoral responsibility). <p>b) To appoint a Councillor to represent Monmouth Town Council at the Remuneration Review meeting scheduled for 10th May 10am – 12 noon. It was suggested that Councillors not in attendance at tonight’s meeting may be interested.</p> <p>It was resolved to delegate to the Clerk to appoint a Councillor to represent Monmouth Town Council at the Remuneration Review meeting scheduled for 10th May 10am – 12 noon.</p>
290.	<p>Local Government and Elections (Wales) Act 2021</p> <p>The Clerk highlighted the key provisions in the summary document provided by One Voice Wales, in particular, the introduction of the General Power of Competence.</p>
291.	<p>One Voice Wales</p> <p>It was noted that the explanation for the 6% increase in annual membership fee to £1,827 is because it is determined by the number of dwellings which increased by 124 and a 3% inflationary increase.</p>
292.	<p>Annual Meeting of the Council</p> <p>It was noted that due to the ongoing pandemic lockdown restrictions, the Annual meeting will not be held face to face and therefore the usual ceremonial aspects of the meeting will not be facilitated.</p>
293.	<p>Allotments</p> <p>It was noted that further information from Monmouthshire County Council regarding the future provision of allotments in Monmouth including at Vauxhall Fields is still awaited.</p>

<p>294.</p>	<p>Covid 19 Recovery To consider options for supporting the community back to normality.</p> <p>It was resolved to set up a Task & Finish Group to review and consider options for supporting the community back to normality post Covid-19, to report back to the June meeting of Full Council, with all Councillors as members and Councillor Feakins to organise the first meeting.</p>
<p>295.</p>	<p>Shire Hall Office Space To review the requirements of the Town Council for office space in the Shire Hall.</p> <p>It was resolved to refer a review of the requirements of the Town Council for office space in the Shire Hall to the Service Level Agreement Working Group.</p>
<p>296.</p>	<p>Old Skate Park Site To discuss and agree a potential strategy for considering alternative uses for the Old Skate Park site.</p> <p>The site comes with multiple constraints including severe flooding, is located at the end of the Millennium Field, surrounded by trees, consists of a concrete surface with access via a dirt track from near the rowing club. Within the last two years, it has been confirmed that is owned by MTC. It was noted that the Millennium Field is a Field in Trust which restricts options for future use.</p> <p>It was resolved to set up a Task & Finish Group to review and make recommendations to Full Council for a potential strategy for considering alternative uses for the Old Skate Park site with all Councillors as members and Councillor Feakins to organise the first meeting.</p>
<p>297.</p>	<p>Date of Next Meeting The next scheduled remote meeting will be the Annual Meeting of Council on Monday 24th May 2021 at 6:00pm.</p>
<p>298.</p>	<p>Exclusion of the Press and Public To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by the Public Bodies (Admission to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality.</p>
<p>299.</p>	<p>Appointment of Town Clerk/Responsible Finance Officer a) To approve the draft contract of employment and note the proposed start date.</p> <p>It was resolved to approve the draft contract of employment for Paul Morgan with minor amendments, to appoint Councillor Feakins to sign the contract on behalf of the Council and to note the proposed start date.</p> <p>b) To approve a draft induction and training programme.</p> <p>It was resolved to approve the induction and training programme and for the new Clerk/RFO to arrange a time to meet Councillors once in post.</p>

	<p>c) To approve a press release.</p> <p>It was resolved to approve the draft press release for immediate release to include a photograph of the new Town Clerk if possible.</p>
<p>300.</p>	<p>Locum Clerk</p> <p>To consider extending the term for the locum clerk for a period of up to two months beyond the appointment of the new Town Clerk/RFO to assist with transition, handover and induction with weekly hours to be agreed.</p> <p>It was resolved to extend the term for the locum clerk for a period of up to two months beyond the appointment of the new Town Clerk/RFO to assist with transition, handover and induction and to agree continuing at the current rate of up to four days per week.</p>

Meeting ended at 8.15pm

Monmouth Town Council

Shire Hall
Agincourt Square
Monmouth
NP25 3DY



Tel: 01600 715662
Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk

DRAFT

**Minutes of the Remote Meeting of the People and Places Committee
Held via BT Telephone Conferencing on Monday 10th May 2021 at 7pm**

Present:

Cllr E Bryn	Cllr C Blair
Cllr T Christopher (Chair)	Cllr A Dewhurst (Deputy Chair)
Cllr M Feakins	Cllr J Gunter
Cllr R Jupp	Cllr J Lucas
Cllr J Treharne	Cllr R Smith
Cllr S White	

D. McNeill (Locum Town Clerk)
P. Morgan (Incoming Town Clerk & RFO)
C. Williams (Administration Officer)
2 members of press and public

Minute Item No.	Details	Action
27	Attendance and apologies for absence To receive apologies for absence. Apologies were received and accepted from Cllrs Breeze, Jackson-Graham, Jones, and Roden. No apology was received from Cllr Legg.	
28	Declarations of Members interest and dispensations To receive declarations of interest in items on the agenda in accordance with Part 111 of the Local Government Act 2000, which established the Local Government Code of Conduct for Members. No declarations of interest were recorded.	
29	Minutes To confirm, as a correct record, the minutes of the meeting held on Monday 19 th April 2021. It was resolved to approve the minutes of the meeting held on 19 th April 2021 as a true record.	
30	Public Participation	

	<p>To hear comments from members of the public on items to be discussed on the agenda.</p> <p>There were no requests to speak from members of the public.</p>	
31	<p>Payments and Budgets To approve any payments/late payments and to note budget details.</p> <p>It was resolved to approve the payments and to note budget details to date.</p>	
32	<p>Policing in Monmouth To welcome PCSO Facchiano to the meeting to discuss police related matters in Monmouth and to agree any actions arising from the same.</p> <p>The Chair welcomed PCSO Facchiano to the meeting who confirmed that the COVID 19 pandemic had highlighted a number of issues but the key issue is youth related anti-social behaviour and a lack of guidance for teenagers in the town. He highlighted that a number of activities for teenagers has stopped during the pandemic which has increased boredom and a lack of discipline has resulted in some teenagers turning to alcohol and drug misuse. He suggested that more facilities for the age group 13-22 need to be provided with leisure activities and interests being promoted at Chippenham Park (as an example) to engage young people.</p> <p>It was noted that one of the trouble spots in Monmouth is the allotments and policing of this is more challenging due to a lack of CCTV in the area. Rockfield Road carpark and Millennium Field are also noted as being locations of issue. The police have found that the increased and improved CCTV in the Sports Ground has discouraged young people from gathering there.</p> <p>Traffic units predominantly dedicate their time to Newport area at present but the PCSO felt that it would be helpful for a traffic unit dedicated to Monmouth and Abergavenny as there are some issues that he cannot manage by patrolling on foot.</p> <p>It was clear from discussions that there is a lack of resources in Monmouthshire as a whole with only 1 Sergeant for Monmouth/ Abergavenny, 1 Neighbourhood Beat Officer and 3 PCSOs for Monmouth despite the increasing population. It was noted that community groups could support the police with speeding offences if training was available.</p> <p>The PCSO advised that Councillors and members of the public can support the police by making reports at the time an incident is occurring either online or through 101/ 01633 838111 (Police Headquarters).</p>	

	<p>PCSO Facchiano was thanked for his time and attendance at the meeting.</p> <p>It was resolved to write to the Police Commissioner for Gwent highlighting the Committee's concerns regarding policing in Monmouth and to invite them to a future meeting to discuss these issues further.</p>	CW
33	<p>Dog Waste Bins</p> <p>(a) To consider adoption of the draft dog waste policy.</p> <p>The Litter Group presented a draft policy which proposed not adding new dog bins or increasing the frequency of emptying because other options are available. These include encouraging the public to either use the next nearest dog bin with capacity, taking their dog waste home or using a general waste litter bin. Dog waste mixed with general waste can be incinerated locally and does not need to be transported elsewhere and/or stays out of landfill.</p> <p>It was suggested that an education campaign be implemented to explain the rationale behind the policy and encourage Monmouth dog owners to use alternative means for disposing of dog waste.</p> <p>It was resolved to adopt the dog waste policy prepared by the Litter Group for a trial period of six months and to include the item on the Action Summary to enable review.</p> <p>(b) To consider the possible need to increase the number of times dog waste bins are emptied in select areas in Monmouth.</p> <p>It was agreed that this agenda item was no longer relevant.</p> <p>(c) To note the price increase of emptying each bin from £3.90 to £4.10.</p> <p>It was resolved to note the price increase for the emptying of each dog waste bin.</p>	
34	<p>Town History Banners</p> <p>(a) To receive an update on the redesign of the history banners prepared by Platform One and to agree a budget for the design and installation of the new banners</p> <p>It was noted that the designer for Platform One had suggested new colours with additional town characters included. The material of the banners was questioned with Councillors agreeing that consideration should be given to a plastic-free alternative. Suggestions were also made to consider the use of the Welsh language within the project.</p>	

	<p>i) It was resolved that the Working Group would research alternative materials to be used for the banners and the use of the Welsh language ensuring compliance with the guidance received from the Welsh Language Commissioner and to consider any potential changes to the design of the banners.</p> <p>ii) It was resolved to include Cllr Christopher as a member of the working group.</p> <p>(b) To consider and agree the removal of the current history banners due to health and safety concerns.</p> <p>It was resolved to accept the quote from Chillipepper signs to remove the existing history banners on Monnow Street and for the funds to be taken from Town Centre Enhancements budget code.</p>	<p>EB/ TJC/ AD/ JT</p> <p>CW</p>
35	<p>Town Maps (EB) To receive an update on the town maps and the inclusion of defibrillator locations.</p> <p>A number of options for adding defibrillator locations to the existing maps were discussed. It was noted there are a number of logistical issues to take into consideration.</p> <p>It was resolved to defer this item to a future meeting to allow further information to be provided.</p>	<p>EB</p>
36	<p>Removal of Payphone on Monnow Street To consider the proposed removal of the payphone in Monnow Street and to agree a response to the same.</p> <p>It was resolved to defer this item to obtain information about the precise location of the phone box.</p>	<p>CW</p>
37	<p>Chippenham Play Park To note the update received from Monmouthshire County Council regarding the Chippenham Play Park.</p> <p>It was resolved to note the update received from MCC regarding the Chippenham Play Park.</p>	
38	<p>Planters in Monnow Street To consider the proposals made by the MTC planting contractor and Town Amenities Working Group in respect of the new planters in Monnow Street and to agree a budget for the improvement of them, if deemed necessary.</p> <p>Councillors considered the proposed options including annual bedding plants, decorative bark and bee friendly perennials</p>	

	<p>including costings. It was estimated this will involve approximately 18 tree planters.</p> <p>It was resolved to agree the purchase of bee friendly perennials and decorative bark for the purpose of improving the appearance of the tree planters, with a budget of up to £1500 taken from the Town Enhancements budget code.</p>	CW/PH
39	<p>Temporary Cycle Parking (EB) To consider and agree the purchase of a temporary cycle parking unit using cost code EMR 354 (Active Travel Activities).</p> <p>It was noted that this request initially came from the Dr Bike event. It was suggested that the temporary cycle parking could allow up to 16 bikes to park and could be used to increase the number of cycle parking spaces for any community event in Monmouth. MCC have confirmed they could be stored at their Mitchell Troy Yard and could be available for all who wished to use them. It was hoped that the racks could be purchased in time for the Dr Bike event due to be held in late June 2021.</p> <p>Concerns were raised about the lack of cost and liability information available to allow full consideration of this item.</p> <p>It was resolved to defer the item to the Full Council meeting scheduled for the 24th May 2021 to allow the circulation of cost details for the temporary cycle parking.</p>	EB/DM
40	<p>Update on Action Summary The Action Summary was noted.</p>	
41	<p>Items for Discussion at Next Meeting To agree any future items for discussion.</p> <ol style="list-style-type: none"> 1. To agree the Christmas Event budget. 2. To receive an update on Blestium Street Coach Parking. 	
42	<p>Press Release To determine whether any Press Releases are required.</p> <ol style="list-style-type: none"> a) It was resolved that the Chair and Administration Officer would prepare a press release to form a part of the campaign relating to dog waste disposal in town. b) It was resolved to prepare a press release providing support of the Police in Monmouth and highlighting some concerns raised. 	TC/CW CW
43	<p>Date of Next Meeting To note the date for the next meeting is scheduled for 14th June 2021.</p>	

Meeting closed: 20:57

Shire Hall
Agincourt Square
Monmouth
NP25 3DY



Tel: 01600 715662

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

Minutes of the Planning Committee
Held via BT Telephone Conferencing on Tuesday 27th April 2021 at 6pm

Present: Cllr A Dewhurst Cllr S Jones
 Cllr J Treharne (Chair) Cllr S White

C. Williams (Administration Officer)
2 members of press and public

139.	<p>Attendance and apologies for absence To confirm attendance and receive apologies for absence.</p> <p>Apologies were received and accepted from Cllrs Bryn, Gunter, Jupp and Smith. No apology was received from Cllr Legg.</p>
140.	<p>Declarations of Members Interests and Dispensations To receive declarations of interest in items on the agenda.</p> <p>Cllr S Jones declared a personal interest in item 144 application B.</p>
141.	<p>Minutes To confirm and sign the minutes of the meeting held on Tuesday 13th April 2021.</p> <p>It was resolved to approve the minutes of Tuesday 13th April 2021 as a true record.</p>
142.	<p>Public Participation To receive questions from members of the public for a maximum of 10 minutes. <i>(During this time of remote meetings any members of public who wish to speak or ask a question must email their request by the end of the working day before the meeting. The Chairman, may at his/her discretion, agree that a member of the public wishing to speak on an item can do so when that item is reached on the agenda.)</i></p> <p>No requests were received from members of the public.</p>
143.	<p>Payments To approve any payments/ late payments to date</p> <p>It was resolved to approve the payments to date for the Planning Committee.</p>

144. New Applications

**A. DM/2021/00227 Planning Permission (deferred from 6th April 2021)
Provision of gantry to allow safe working environment to
allow wash down of equipment.**

**Location: Williams Building
Kingswood Gate
Monmouth
Monmouthshire
NP25 4EE
Recommendation required by 14th April 2021 (extension granted by MCC
Planning Officer)**

The Chair welcomed a representative of Siltbuster to answer questions relating to the application. It was confirmed that the water from the washing of equipment was connected to the foul water system. The representative confirmed that the purpose of the application was to put in place a frame to prevent falls whilst operatives wash equipment from height. He also confirmed that noise levels were minimal due to the location of the site.

It was **resolved** to recommend approval of application DM/2021/00227.

B. DM/2021/00621 Householder

**Extension of the existing property by adding a second storey
at the north-eastern end of the existing building, and by
adding a single storey extension to the south-eastern
elevation.**

**Location: Valentine Cottage
Wyesham Avenue
Wyesham
Monmouth
Monmouthshire
NP25 3NF
Recommendation required by 4th May 2021**

It was **resolved** to recommend approval of application DM/2021/00621 with the condition that the Applicant should contact Welsh Water to determine the location of drainage facilities in the area

C. DM/2021/00636 Householder

**Alterations to and extensions to an existing barn conversion
and attached out-buildings, currently used as a single
dwelling house. (To be retained as a single dwelling house.)**

**Location: Perrymill Barn
Vine Acre
Monmouth
Monmouthshire
NP25 3HW
Recommendation required by 4th May 2021**

	<p>It was resolved to recommend approval of application DM/2021/00636 with a request for further clarification on what changes would be made to the hedgerows and trees (as noted in the application documentation).</p> <p>D. DM/2021/00650 Planning Permission Proposed change of use from class A1 to mixed class A1/A3 use with associated external and internal alterations. Location: 80-82 Monnow Street Monmouth Monmouthshire NP25 3EQ Recommendation required by 5th May 2021</p> <p>It was resolved to recommend approval of application DM/2021/00650.</p> <p>E. DM/2021/00651 Advertisement Consent Fascia sign - utilising existing fascia signage panel with top detail and side column details either side to be retained and receive paint decorations to match new scheme. New 200mm high 'Coffi Lab' hand painted lettering with trough lighting. Hanging sign - utilising existing wall bracket with proposed illuminated 'Coffi Lab' projecting sign hung off existing wall bracket. Coffi Lab Logo to be hand painted on section of wall above shop front (front & rear). Location: 80-82 Monnow Street Monmouth Monmouthshire NP25 3EQ Recommendation required by 5th May 2021</p> <p>It was noted that trough lighting was no longer sought by the Applicant and that the logo would not be painted on the front of the building, only at the rear.</p> <p>It was resolved to recommend approval of application DM/2021/00651.</p>
<p>145.</p>	<p>Consultation: Proposed Base Station Installation Upgrade At Ctil120827_Vf0276_Tef0305 – Kymin Road, Naval Temple, Monmouth, NP25 3SF To consider the proposed installation upgrade at Kymin Road.</p> <p>Councillors noted that the consultation related to the upgrade of an aerial already in situ and that it could improve the use of technology in Monmouth for residents and business owners.</p> <p>It was resolved to submit a response to the consultation confirming that the committee has no issue with the proposed installation.</p>
<p>146.</p>	<p>Training and Networking</p>

	<p>(i) To review the “Solving Problems with Planning Online” training held on 21st April 2021 and to agree any actions arising from the same.</p> <p>Councillors that were able to attend the training confirmed that they found the session informative and the links provided to be extremely useful not just for the committee but for the potential Place Plan for Monmouth. The Administration Officer highlighted the benefit of the application “PlaceCheck” and how it could potentially benefit the Council as a whole. It was agreed to consider this as part of the place plan agenda item that will be included at the next Planning Committee meeting. It was agreed that the Administration Officer would provide a report on the use and cost of “PlaceCheck”.</p> <p>(ii) To confirm Councillor’s attendance at the Planning Aid Wales training session on “Introduction to Planning Enforcement” to be held on 27th May 2021 at a cost of £30.00 per delegate.</p> <p>It was resolved that Cllrs Treharne, Jones, White and Dewhurst would attend the training session “Introduction to Planning Enforcement” to be held on 27th May 2021 at a cost of £30.00 per delegate.</p> <p>It was resolved to open the invitation to members of the committee that had recorded their apologies for this meeting.</p> <p>(iii) To confirm Councillor’s attendance at the remote joint networking event by Planning Aid Wales and One Voice Wales “Regenerating Welsh Towns and Communities post Covid-19” scheduled for 23rd June 2021 at a cost of £50 per delegate (10% discount for more than 4 delegates).</p> <p>It was resolved that Cllrs Treharne, Jones and Dewhurst would attend “Regenerating Welsh Towns and Communities post Covid-19” scheduled for 23rd June 2021 at a cost of £50 per delegate and that the invitation should be open to the whole Council.</p>
<p>147.</p>	<p>Action Summary To consider and update the Planning Committee Action Summary (attached)</p> <p>Enforcement of Yummies: The Chair confirmed that the MCC Planning Officer has a meeting with the owners of Yummies this week and that he would provide an update following the meeting.</p>
<p>148.</p>	<p>Items for Discussion at Next Meeting To agree any future items for discussion</p> <p>1. To consider beginning the process of drafting a Place Plan for Monmouth.</p>
<p>149.</p>	<p>Date of Next Meeting To note the date of the next meeting will be held on Tuesday 11th May 2021 at 6:00pm</p>

Meeting closed: 18:58

NP25 3PR
Recommendation required by 13th May 2021

It was **resolved** to recommend approval of application DM/2021/00567 with the condition that the proposed recycling area is re-sited away from the neighbour's seating area.

B. DM/2021/00733 Mod or Removal of Condition
Modification of condition 2 relating to DM/2019/00804.
Location: Thornycroft
Prospect Road
Monmouth
Monmouthshire
NP25 3SZ
Recommendation required by 19th May 2021

It was **resolved** to recommend approval of application DM/2021/00733 with the recommendation that the MCC Planning Department and Applicant work with the neighbour to allay her concerns regarding the potential lack of privacy and light.

C. DM/2021/00706 Householder
Two storey rear extension
Location: The Old Coach House
Dixton Road
Monmouth
Monmouthshire
NP25 3PP
Recommendation required by 20th May 2021

It was **resolved** to request further information from the Applicant (via the Planning Officer) regarding the terrace design with specific detail relating to any considerations given to ensuring the privacy of both neighbours and to request an extension of time from the Planning Officer for consideration of this application.

*It was **resolved** to consider D and E together as they relate to the same property.*

D. DM/2021/00693 Listed Building Consent Heritage
LBC - First floor extension to extend bathroom over existing ground floor utility.
Location: 23 Monkswell Road
Monmouth
Monmouthshire
NP25 3PF
Recommendation required by 20th May 2021

E. DM/2021/00692 Householder
First floor extension to extend bathroom over existing ground floor utility.

**Location: 23 Monkswell Road
Monmouth
Monmouthshire
NP25 3PF
Recommendation required by 25th May 2021**

It was **resolved** to recommend approval of applications DM/2021/00692 and 00693.

F. DM/2021/00563 Planning Permission

Erection of three detached residential dwellings (C3) and private driveways.

Location: Beech Tree House

Vine Acre

Monmouth

NP25 3HW

Recommendation required by 21st May 2021

It was **resolved** to recommend approval of application DM/2021/00563 with the condition that consideration is given to the incorporation of solar energy throughout the development.

G. DM/2021/00028 Reconsultation

Two storey, gable ended side extension and associated works.

Location: 6 Monkswell Close

Monmouth

Monmouthshire

NP25 3PH

Recommendation required by 18th May 2021

It was noted by Councillors that the amended plans submitted were no different from the initially submitted plans.

It was **resolved** to defer this application pending receipt of further information from the MCC Planning Department regarding the amended plans and to request an extension of time from the Planning Officer for consideration of the same.

H. DM/2021/00537 Planning Permission

Change of use to class A3 (Greek eatery/takeaway).

Location: 13 Monnow Street

Monmouth

Monmouthshire

NP25 3EF

Recommendation required by 25th May 2021

It was **resolved** to recommend approval of application DM/2021/00537.

156.	<p>Place Plan To consider the development and potential adoption of a Place Plan for Monmouth and to agree any actions arising from the same.</p> <p><i>Cllr Jupp joined the meeting</i></p> <p>Councillors agreed that this project was something that would benefit from input from the whole council and, therefore, should be referred to Full Council for consideration.</p> <p>It was resolved to recommend to Full Council that a Task and Finish Group should be set up for the purpose of developing the Place Plan for Monmouth to report to Full Council.</p>
157.	<p>Removal of Pay Phone in Monnow Street To consider a committee response to the potential removal of the pay phone in Monnow Street for referral to the People and Places Committee.</p> <p>It was resolved to defer this item until the next meeting as Council is awaiting clarification as to which payphone is potentially being removed.</p>
158.	<p>Action Summary To consider and update the Planning Committee Action Summary (attached)</p> <p>There were no updates relating to the Action Summary.</p>
159.	<p>Items for Discussion at Next Meeting To agree any future items for discussion</p>
160.	<p>Date of Next Meeting To note the date of the next meeting will be held on Tuesday 25th May 2021 at 6:00pm</p>

Meeting Closed: 19:16

enough to take charge of this monument for all time. He proceeded "I feel assured that you, and those who succeed you in the office of Mayor, and also the Corporation of this ancient borough will properly guard and take care of it for all time, befitting those brave men who gave up their lives for their country."

The Mayor came forward and replied that on behalf of the Aldermen and Burgesses of the borough of Monmouth he accepted this beautiful monument as a sacred trust for all time to be preserved by the Corporation to the memory of the fallen.

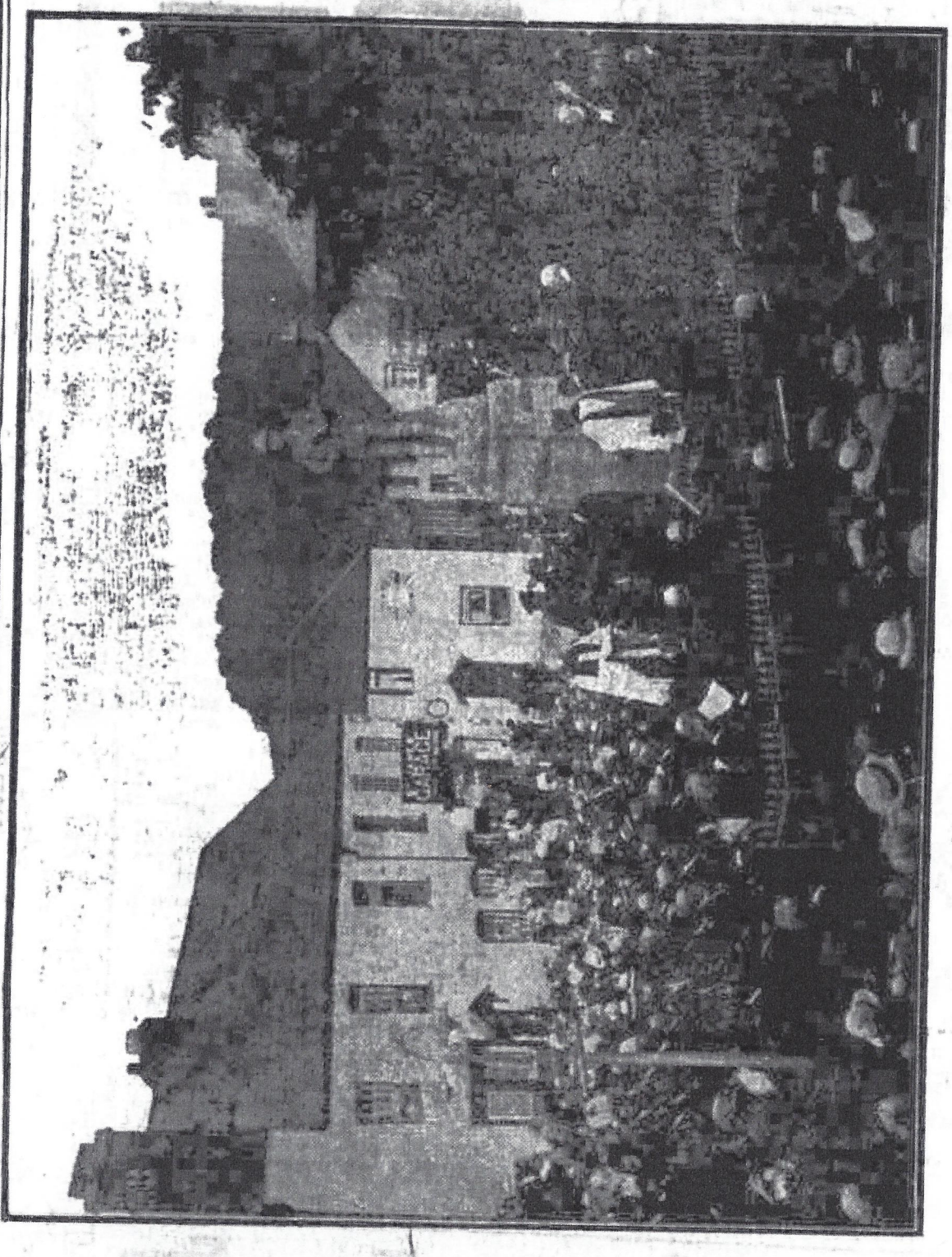
The hymn "On the Resurrection morning" was sung, followed by the National Anthem. Then followed one of the most impressive scenes of the whole proceedings. Relatives and friends pressed forward to reverently place floral tributes on the monument. Floral tributes came from ex-soldiers, the Memorial committee, the Town Council, the Girl Guides, the Schools, and the many relatives and friends and quickly the monument was one mass of beautiful flowers. Thus successfully ended another historical event with so many of which, of different kinds, the ancient town of Monmouth has been connected, and which in this case has entailed long and arduous work on all concerned and especially upon the Mayor, the Committee, and notably upon Mr. Geo. H. Adamsen, the efficient hon. secretary. The Memorial gives great satisfaction and reflects much credit upon the sculptor.

Lord and Saviour. Amen.
Let us Remember before God the Men in whose memory this Memorial is now about to be dedicated.

After further prayers the Rev. Canon Harding said "In the Faith of Jesus Christ we dedicate this memorial to the Glory of God, in the name of the Father and of the Son, and of the Holy Ghost.

FORMAL "HANDING OVER" TO THE MAYOR AND CORPORATION.

Mr. P. Hobbs said that on behalf of the Subscribers, and the Committee, he had to ask the Mayor and Corporation to be kind



C. V. Hyam, Photo.

UNVEILING OF MONMOUTH WAR MEMORIAL.

MONMOUTH WAR MEMORIAL.

Impressive Dedication and Unveiling

At the opening of the services the band played the "Dead March." Then followed the hymn "O God, our help in ages past." After prayers, by the Vicar of Monmouth, the hymn "God of our fathers, known of old" was sung, Mr. G. T. Bennett presiding at the harmonium. The lesson, Revelation



C. V. Hyam, Photo.

UNVEILING OF MONMOUTH WAR MEMORIAL.

MONMOUTH WAR MEMORIAL.

Impressive Dedication and Unveiling Ceremony.

A Memorable Assembly.

Historic Local Gathering.

Thursday, the 6th inst., was the day set apart for the dedication and unveiling of the Monmouth War Memorial in St. James' Square, Monmouth. The event took place under circumstances which will ever be remembered by those who were present. The assembly was large and representative, and the general impressiveness was well in keeping with the important military annals of Monmouth. Always a military centre, Monmouth for its size took a large part in the great War, and its men flocked to the colours at the country's call—many never to return.

There had been much discussion and consideration as to the form the Monmouth War Memorial should take, but a long time ago it was decided, at the first public meeting held at the Rolls Hall, that a fitting local memorial should be provided by public subscription. The Mayor of Monmouth (Mr. A. T. Blake) has been the Chairman of the Memorial Committee, and a willing and very energetic hon. secretary has been Mr. George B. Adamson, who, throughout, has given much time and work to his energetic duties.

Lt. R. S. MacGeough-Bond, R.F.A.; Pte. C. A. Page, Welsh Guards; Spr. L. Pendre, R.E.; Pte. W. O. Phipps, 2nd Mons.; Pte. J. Powell, K.S.L.L.; Rifeman W. Powell, K.R.R.; Corpl. G. Pyner, 6th Lab. B., R.E.; Spr. B. E. Reed, R.M.R.E.; Gnr. S. Rees, R.F.A.; Pte. T. Richards, Lab. B., K.L.R.; Corpl. G. Roberts, 2nd Mons.; Pte. W. C. Roberts, 11th Hussars; P.O. G. E. Rowberry, H.M.S. Pegasus; Sgt. S. R. Ruck, 2nd Mons.; Corporal W.artin, R.E.; Pte. C. H. Stroud, R.W.F.; Pte. G. Tyndall, 2nd Mons.; Pte. T. Vedmore, R.A.M.C.; Pte. W. Vedmore, S.W.B.; Pte. A. Watkins, 3rd Mons.; Pte. A. Watkins, S.W.B.; Pte. F. Watkins, Lab. Batt.; Corpl. G. Wood, 2nd Mons.



At the opening of the service the band played the "Dead March." Then followed the hymn "O God, our help in ages past." After prayers by the Vicar of Monmouth, the hymn "God of our fathers, known of old" was sung, Mr. G. T. Bennett presiding at the harmonium. The lesson, Revelation VII, verses 9 to 17 was read by the Rev. F. C. Tucker.

The Mayor then called upon Major Reade to unveil the Memorial.

BRIEF STIRRING ADDRESS.

Major Reade's words were intently listened to and rang out stirringly. He said "Mr. Mayor and Fellow Townspeople. We are gathered here to-day to pay a tribute to those men of our town who for a Just and Righteous cause laid down their lives.

By their great sacrifice they have preserved for us the bulwarks of the nation's strength, Freedom, and Justice. May we who remain, so strive to live that, emulating their noble example, we win the victory of peace.

They have now entered into that peace which passeth all understanding, which cannot be bought for gold, neither shall silver be weighed for the price thereof. Let this monument, raised to their glorious memory, serve to remind us and generations to follow of the great cause for which they died. Constantly keeping this before us may we live at unity with periods of unrest one another through the periods of unrest that must inevitably follow such a great struggle. Let that spirit of comradeship and devotion to duty which they showed during the period of War be fostered in ourselves.

So may we pass through these turbulent times to a permanent peace, a time of prosperity and goodwill, and their great sacrifice will then not have been made in vain.

enough to take charge of this monument for all time. He proceeded "I feel assured that you, and those who succeed you in the office of Mayor, and also the Corporation of this ancient borough will properly guard and I take care of it for all time, befitting those brave men who gave up their lives for their country."

The Mayor came forward and replied that on behalf of the Aldermen and Burgesses of the borough of Monmouth he accepted this beautiful monument as a sacred trust for all time to be preserved by the Corporation to the memory of the fallen.

The hymn "On the Resurrection morning" was sung, followed by the National Anthem.

Then followed one of the most impressive scenes of the whole proceedings. Relatives and friends pressed forward to reverently place floral tributes on the monument. Floral tributes came from ex-soldiers, the Memorial committee, the Town Council, the Girl Guides, the Schools, and the many relatives and friends and quickly the monument was one mass of beautiful flowers. Thus successfully ended another historical event with so many of which, of different kinds, the ancient town of Monmouth has been connected, and which in this case has entailed long and arduous work on all concerned and especially upon the Mayor, the Committee, and notably, upon Mr. Geo. B. Adamson, the efficient hon. secretary.

The Memorial gives great satisfaction and reflects much credit upon the sculptor.

PENALT PARISH CHURCH.

CLERGYMAN'S RECORD OF RECENT VISIT.

The Rev. H. Morgan, rector of Holy Trinity, Newport, writes in a Newport contemporary as follows, upon his recent visit to Penalt Parish Church:

The country parishes of Monmouth amply repay a visit. Among these, and not the least interesting, is the upland parish of Penalt—or Penalt, to give the place its proper spelling. The parish bears the name of the Parish Church, and is descriptive. Penalt signifies the church at the headland, and is situated at the headland of the hilly range that forms the parish. The church lies in a sequestered dingle sheltered by a bold headland from the stormy north and overlooking the winding Wye. It is a double-roofed edifice with a square tower at the west end, saddleback roof, and extended chancel at the east end of nave. Originally the church consisted of nave only, with tower and chancel, but later a south aisle was added, with south porch attached, and to separate the aisle from the nave lofty arches were erected resting on imposing pillars formed of square fluted stone blocks placed diagonally. From the south aisle a wide passage leads to the chancel, an unusual peculiarity.

The South Porch shows the well-preserved oak roof several centuries old. In the porch are the usual side stone ledges, and at the right-hand corner, embedded in the church wall, is the holy water stone basin, in good state of preservation. Above the entrance doorway of the porch, erected on the corner of the roof, is a quaintly placed dial surmounted by a stone cross. Leading from the porch into the church is an ancient oak door of several thicknesses, kept together by heavy nails and staples. This door is an interesting feature in the church on account of the ancient design formed in it. On the door is engraved a heart-shaped design with the letters I.H.S. filling in its outline. Above the design are the interesting records, "Anno 1532," and underneath the wording "Anno," and a mark not clearly expressed.

At the east end of the south aisle is kept the oak chest of the church, in an excellent state of preservation. This is hollowed out of a solid trunk, and the lid is heavy and thick. The front at the west end of the nave, is octagonal in design resting on an imposing square block and

Date: 18/05/2021

Monmouth Town Council Current Year

Page 1

Time: 17:32

Lloyds TSB Combined

List of Payments made between 01/04/2021 and 24/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Mind Monmouthshire	5317	7,500.00	FC220221m186b	PartnershipAgree 1stinstal21
06/04/2021	Three Mobile	9846970763	36.00		Three Mobile Mar 21
06/04/2021	Indeed	DC	17.58		TC Advert IndeedMar21
08/04/2021	One Voice Wales	5323	1,827.00		OVW Subscription 21-22
08/04/2021	Microshade Business Consultant	5325	64.80		Hosting RBS Remote Apr 21
08/04/2021	City Illuminations Ltd	5324	1,440.00		Bunting InstalDec 20MCC reim
09/04/2021	Inty Cascade	DD	50.83	RecPayment Del Auth	Office 365Subs April21
15/04/2021	Torfaen CBC	DD	1,487.45	Del Auth	Pension March 21
15/04/2021	Small Business Payroll Service	DD	3,443.74	Rec Payment Del Auth	Salaries April 21
16/04/2021	AceClimateFuturesFestivalMonmo	5332	4,760.00	FC 04/01/21m156 b,c	Fund for Futures Festival 2021
19/04/2021	Merlin Waste	5333	720.00		Dog Waste May 21
19/04/2021	BT Conferencing	1134281	566.64		BTConference Mar 21 10 confs
19/04/2021	Adobe Systems Software Ireland	DCRegAdobe	34.36		Adobe Subs Apr 21
22/04/2021	HMRC Tax/NI	DD	2,046.40	Rec Payment	Tax NI Mar 21
23/04/2021	The Monmouth Savoy Trust	5335	7,500.00	FC220321m209a	1stinstalPartnershipAgree
23/04/2021	Monmouthshire County Council	5334	3,430.00	Rec Payment	CCTV 010421-3000621
26/04/2021	Rockfield Park Community Centr	5326	2,017.00	Cmnty290321m4	Tranche 1 Grant 21-22
26/04/2021	MonmouthRockupandRun	5327	960.00	Cmnty290321m4	CmntyGrantTrch 1 21-22
26/04/2021	Monmouth Sports Association	5328	1,308.00	Cmnty290321m4	CmntyGrantTrche12122
26/04/2021	Monmouth Cricket Club	5329	527.00	Cmnty290321m4	CmntyGrantTrch12122CricketClub
26/04/2021	Monmouth Tennis Club	5331	2,000.00	Cmnty290321m4	CmntyGrantTrch12122TennisClub
26/04/2021	Zoom Video Communications Inc.	DCREGZOOM	14.39		Zoom Sibs 23/04- 22/05 21
28/04/2021	Noticeboard Company (UK Ltd)	001-21-22	262.80		Noticeboard Kings Fee
04/05/2021	The Plastic Card People	002-21-22	430.20		Savoy Plastic Cards 21-22
11/05/2021	Rotary Monmouth	BACS	2,000.00	FC220221m186d	PartnershipGreenWall 21-22
11/05/2021	Citizens Advice Bureau	BACS	6,000.00	FC260421 m 224	PartnerAgree1st instal May 21
24/05/2021	P Hartley	BACS	13.74	Del Auth	ExpPostageAudit
24/05/2021	Konica Minolta	BACS	17.56	Rec Payment	Copies 220221-210521
Total Payments			50,475.49		

Invoices Due for Payment by 14 June 2021

For Purchase Ledger

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Merlin Waste [011]									
22/03/2021	4510	72	<i>DogWasteCollJune 21</i>	Rec Pay Del Auth	22/03/2021	576.00		576.00	
Telephone :01594 841157						Total of Invoices Due (011)	576.00	0.00	576.00
LGRC Associates [012]									
05/05/2021	1101	64	<i>Locum TC April 21</i>	FC 220221m198b	05/05/2021	4,640.64		4,640.64	
						Total of Invoices Due (012)	4,640.64	0.00	4,640.64
Microshade Business Consultants Ltd [013]									
26/05/2021	14512	69	<i>RBSHosting May 21</i>	Rec Pay DelAuth	09/06/2021	64.80		64.80	
						Total of Invoices Due (013)	64.80	0.00	64.80
Rialtas Business Solutions Ltd [016]									
30/04/2021	28774	65	<i>Year End Support RBS System</i>	FC250121m164(30/04/2021	672.00		672.00	
						Total of Invoices Due (016)	672.00	0.00	672.00
Cartridge Ink [025]									
10/05/2021	1025130	62	<i>76 Printer Ink Epson</i>		10/05/2021	152.94		152.94	
						Total of Invoices Due (025)	152.94	0.00	152.94
Planning Aid Wales [029]									
13/05/2021	CTC OT 35/21	70	<i>IntPlanEnforceJT/AD/RS/SJ</i>	Plan270421m146	13/05/2021	108.00		108.00	
						Total of Invoices Due (029)	108.00	0.00	108.00
Des Pugh [030]									
15/05/2021	TC/MF 01	74	<i>Mayor's photos MF/TC</i>	EFC011221m116	15/05/2021	95.00		95.00	
						Total of Invoices Due (030)	95.00	0.00	95.00
Posies Florists [035]									
10/05/2021	59	63	<i>Sympathy Bouquet RS</i>	Del Auth	10/05/2021	60.00		60.00	
						Total of Invoices Due (035)	60.00	0.00	60.00
SLCC Enterprises Ltd [036]									
04/05/2021	BK202126	66	<i>SLCC&OVW Conf130521</i>	Del Auth	04/05/2021	54.00		54.00	
04/05/2021	BK202125	67	<i>SLCC&OVW ConfRJ130521</i>	Del Auth	04/05/2021	54.00		54.00	
04/05/2021	BK202124	68	<i>SLCC&OVW Conf DM 130521</i>	Del Auth	04/05/2021	54.00		54.00	
						Total of Invoices Due (036)	162.00	0.00	162.00

Agenda item 9 b

MTD Enabled - Do Not Manually Submit to HMRC

Date: 07/04/2021

Monmouth Town Council Current Year

Page 1

Time: 11:20

VAT Return: 01/01/2021 - 31/03/2021

User: PAULA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		12		6,954.24	5,795.20	1,159.04
		OUTPUT		Total Rate: S	6,954.24	5,795.20	1,159.04
Cashbook	1		10		0.72	0.72	0.00
Cashbook	1		11		0.87	0.87	0.00
Cashbook	1		12		1.15	1.15	0.00
		OUTPUT		Total Rate: Z	2.74	2.74	0.00
Purchase Ledger	1	4	10		4,875.22	4,062.69	812.53
Purchase Ledger	1	7	10		20,630.80	17,192.33	3,438.47
Cashbook	1		10		112.56	93.57	18.99
Journal		253	10		-129.60	-108.00	-21.60
Purchase Ledger	1	8	11		6,169.60	5,141.33	1,028.27
Purchase Ledger	1	9	11		55.00	45.83	9.17
Purchase Ledger	1	10	11		11.00	9.17	1.83
Purchase Ledger	1	11	11		66.00	55.00	11.00
Purchase Ledger	1	12	11		369.48	307.90	61.58
Cashbook	1		11		4,136.05	3,446.71	689.34
Purchase Ledger	1	15	12		24,301.56	20,251.30	4,050.26
Purchase Ledger	1	16	12		364.61	303.84	60.77
Purchase Ledger	1	17	12		167.00	139.17	27.83
Purchase Ledger	1	18	12		106.24	88.53	17.71
Purchase Ledger	1	19	12		422.40	352.00	70.40
Purchase Ledger	1	20	12		680.40	567.00	113.40
Purchase Ledger	1	21	12		20,427.43	17,022.86	3,404.57
Purchase Ledger	1	22	12		600.00	500.00	100.00
Purchase Ledger	1	24	12		360.00	300.00	60.00
Purchase Ledger	1	25	12		6,434.51	5,362.09	1,072.42
Purchase Ledger	1	26	12		43.09	35.91	7.18
Cashbook	1		12		3,012.72	2,510.60	502.12
		INPUT		Total Rate: S	93,216.07	77,679.83	15,536.24
Cashbook	1		10		4.64	4.64	0.00
Purchase Ledger	1	9	11		46.62	46.62	0.00
Cashbook	1		11		2,377.52	2,377.52	0.00
Cashbook	1		12		6,195.44	6,195.44	0.00
		INPUT		Total Rate: Z	8,624.22	8,624.22	0.00

MTD Enabled - Do Not Manually Submit to HMRC

Date: 07/04/2021

Monmouth Town Council Current Year

Page 2

Time: 11:20

VAT Return: 01/01/2021 - 31/03/2021

User: PAULA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
VAT Return Summary:				Total Outputs	6,956.98	5,797.94	1,159.04
				Total Inputs	101,840.29	86,304.05	15,536.24
VAT due in the period on sales and other outputs						Box 1	1,159.04
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	<u>0.00</u>
Total VAT due						3	1,159.04
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	<u>15,536.24</u>
Net VAT to reclaim from HMRC						5	<u>14,377.20</u>
Total value of sales and all other outputs excluding any VAT						6	5,797.00
Total value of purchases and all other inputs excluding any VAT						7	86,304.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							0.00

Recurring payments list 2021/22:

Service	Detail	Supplier	Cost (excl. VAT)	Chq/DD	Contract/agt
Securing documents, signing, merging, management of documents	Adobe Acrobat DC	Adobe	14.32	MTC Debit Card	Annual subscription, expires in Nov 21
Remote meetings (temp)	Conference calls. Variable dep on usage	BT	£45-227 to date (variable)	DD	Monthly invoice
Remote wkg gp meetings (temp)	Zoom calling Monthly fixed	Zoom	£11.99	Debit card	Monthly
Salaries	Officer salaries Variable dep on O/T & any adjustments	MTC (through Small Business Payroll Service)	£4562 Av. To date	DD	15 th monthly ongoing
Tax/NI	Variable dep on O/T & any adjustments	HMRC	£756 Av.to date	DD	Monthly in arrears
Superannuation	Variable dep on O/T & any adjustments	Torfaen Pension Fund	£1335 Av.to date	DD	Monthly in arrears
Payroll services	Payroll calculations & admin, payments, salary slips	Small Busines Payroll service	£60	Electronic Payment	3 monthly Contract until 2023
Shire Hall	Annual set payment, monthly additional for top office	MCC	£311.12pm + £9695 pa 20-21	Electronic Payment	Monthly invoice + fixed Annual payt. Ongoing to April 2021 new SLA due
IT support/helpdesk	IT support, updates, maintenance	Orbits IT	£TBC	DD	Support Block payment up front by invoice. Other payments in arrears. New contract commences 01/04/2021 and reviewed annually

IT software	Office 365 business and emails	Inty Ltd	£47.20 per month	DD	Monthly ongoing
Domain Hosting	Hosting of website and email domain	Fasthosts	£73.20 pa	Debit card	Ongoing
GOV.uk domain Security	Upper level of security hosting	JISC	No charge but has to be renewed every October		Done through IT contractor
Finance software	Accounting Software	Rialtas	Annual Support Charge - £870	Electronic Payment	Annual
Remote Cloud for Finance Software	Accounting Cloud Software Platform	Microshade	Monthly cost of £27 per user for 2 users	Standing Order	Monthly
Photocopier lease	Lease of copier	Konica Minolta	£86.88	Electronic Payment	quarterly
Photocopier printing costs	Cost based on actual copies made Variable dep on usage.	Konica Minolta	£186.80 (average 19-20)	Electronic Payment	Quarterly (average based on 19-20 costs)
CCTV	Provision & monitoring of CCTV in Monmouth. Mem of Understanding in place.	MCC	£3345.60	Electronic Payment	Quarterly
Dog waste bin empty	Weekly empty of dog waste bins 39 bins, with possible 2 extra	Merlin waste	Average £624 per month	Electronic Payment	Invoiced monthly, currently paying 3 months in advance. Variable with additional bins
Floral contract	Supply, planting & Maintenance of MTC floral displays	The Willows, Usk	£810.34pm	Electronic Payment	Invoiced quarterly Agreement in place to Sept 22
Mobile Phones x 2	Samsung Mobile phones x 2, includes call charges, data	Three	£30 per month	DD	Monthly

Version Control				
Version No.	Date	Amendment Description	Amended By	Agreed at
21/001	08/03/2021	Updated with Adobe and payment methods where applicable	PH	
21/002	18/05/2021	Updated payment methods and added Standing Order for Microshade, added Three, updated costs.	PH	24/05/2021 Annual Meeting

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account	30/04/2021	61	325,939.82
Bus Bank Instant	30/04/2021	14	150,131.73
			476,071.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/03/2021 5298	The Willows Usk Ltd	2,646.00	
27/03/2021 5315	Synergy ICT Ltd	600.00	
27/03/2021 5319	One Voice Wales	30.00	
27/03/2021 5316	Planning Aid Wales	506.25	
31/03/2021 5318	Monmouthshire County Council	20,427.43	
31/03/2021 5320	MonmouthDropitBagitBinit	910.00	
31/03/2021 5321	Newsquest Media Group	360.00	
31/03/2021 5322	LGRC Associates	6,434.51	
08/04/2021 5323	One Voice Wales	1,827.00	
08/04/2021 5325	Microshade Business Consultant	64.80	
16/04/2021 5332	AceClimateFuturesFestivalMonmo	4,760.00	
23/04/2021 5335	The Monmouth Savoy Trust	7,500.00	
23/04/2021 5334	Monmouthshire County Council	3,430.00	
26/04/2021 5326	Rockfield Park Community Centr	2,017.00	
26/04/2021 5327	MonmouthRockupandRun	960.00	
26/04/2021 5328	Monmouth Sports Association	1,308.00	
26/04/2021 5329	Monmouth Cricket Club	527.00	
26/04/2021 5331	Monmouth Tennis Club	2,000.00	
			56,307.99
			419,763.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			419,763.56
	Balance per Cash Book is :-		419,763.56
	Difference is :-		0.00

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2021		65.80
			<hr/> 65.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65.80
		Balance per Cash Book is :-	65.80
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 4 - Monmouthshire Building Society

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
MonBS 0670-00623-1	30/04/2021	6	155,449.09
			<hr/> 155,449.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			155,449.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			155,449.09
		Balance per Cash Book is :-	155,449.09
		Difference is :-	0.00

MONMOUTH TOWN COUNCIL

Standing Orders

Reviewed 26.04.21

INTRODUCTION

- 1.1 These 'Standing Orders' provide the framework under which meetings of the Council are held. They are based on the model Standing Orders 2018 (Wales) produced by the National Association of Local Councils and issued in August 2019. These Standing Orders were approved at the meeting of the Council on 14.12.20. Some of the content is required by law, this being indicated by the use of **bold**.
- 1.2 The Officers and agents of the Council must act as the Council's executive and carry out its decisions / instructions. The Council's instructions are conveyed by resolutions passed at meetings.
- 1.3 These Standing Orders will normally be fully reviewed and submitted for approval annually. The maximum allowed period between reviews is 18 months. Changes may be made in between routine reviews by approving amendments or addenda. Details of these must be recorded in the Revision History at the commencement of the document.
- 1.4 The Town Clerk will issue a copy of these Standing Orders to all Councillors and may issue them to potential candidates for staff and Councillors.
- 1.5 Preferred dress code for all meetings is smart casual.
- 1.6 Where these orders indicate notice in writing, this can be by email with members' prior agreement.
- 1.7 Full Council and Committee meetings are only recorded with the consent of the Council, and subject to Monmouth Town Council's Policy on Recording of Meetings.
- 1.8 The Chairperson of a Town Council is entitled to use the title "Town Mayor" if decided by the Town Council they shall be so addressed. Titles confer no additional powers on the Chairperson, and in particular has no implications for his/her conduct at meetings.
- 1.9 Whenever in these Standing Orders words are used in the masculine, feminine or neutral gender, they shall be read and construed as in the masculine, feminine or neutral gender, whenever they should so apply.

INDEX

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	5
3.	Full Council, Committee and Sub-Committee Meetings	5
4.	Committees and sub-committees	8
5.	Ordinary council meetings	9
6.	Extraordinary meetings of the council and committees and sub-committees	11
7.	Previous resolutions	11
8.	Voting on appointments	12
9.	Motions for a meeting that require written notice to be given to the Proper Officer	12
10.	Motions at a meeting that do not require written notice	13
11.	Handling confidential or sensitive information	13
12.	Draft minutes	14
13.	Code of conduct and dispensations	14
14.	Code of conduct complaints	14
15.	Proper Officer	15
16.	Responsible Financial Officer	16
17.	Accounts and accounting statements	16
18.	Financial controls and procurement	17
19.	Handling staff matters	18
20.	Responsibilities to provide Information	19
21.	Responsibilities under Data Protection Legislation	19
22.	Relations with the Press/Media	19
23.	Execution and sealing of legal deeds	20
24.	Communicating with District and County or Unitary Councillors	20
25.	Restrictions on councillor activities	20
26.	Standing Orders generally	20
27.	Scheme of delegation to committees	21

1 Rules of debate at meetings

- a Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of an item, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chairperson of the meeting.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Full Council, Committee and Sub-Committee Meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda by giving notice to the chairperson or deputy chairperson of that meeting in writing no later than the working day before the meeting when BT conferencing is used for hosting the meeting, otherwise not less than 15 minutes in advance of the meeting.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 10 minutes.

- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i At a Full Council meeting a person shall raise their hand when requesting to speak and stand if they so wish when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present** in accordance with Public Bodies (Admission to Meetings) Act 1960. For reasons of security and fairness any press person will be required to provide the council with full and satisfactory written evidence of their bona fide press status prior to any meeting.
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his/her absence be done by, to or before the Vice-Chairperson of the Council (if any).**
- o **The Chairperson, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- q **The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of Councillors present and absent.
 - iii. interests that have been declared by Councillors;
 - iv. whether a councillor left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- t **A councillor who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. A quorum of the Council meeting as a whole shall be six.**
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not continue past 9pm and shall not exceed a period of three hours.
- x Apologies for absence from Councillors unable to attend meetings shall be submitted to the office. Answerphone messages will be acceptable. Reasons for absence must be given.
- y Questions
- A member may ask the Mayor, the chairperson of Council Committees or the Clerk any question concerning the business of the Council, provided notice is submitted to The Clerk in writing two working days prior to the meeting, and the response will be printed within the minutes of the meeting.
- A member shall only ask one question per meeting concerning the functioning of the office and shall not repeat the same question in any of the three subsequent meetings.
- Every question shall be put and answered without discussion.
- Answers to verbal questions put to the Mayor, Chairperson of committees or the Town Clerk may be deferred until no later than the next meeting of that committee or sub-committee.
- No supplementary questions will be allowed.
- z Before any presentation is made to the Council or a committee of the Council from a person who is not a member of the Council the Chairperson shall first accept apologies for absence and any declarations of interest. He/she will invite a proposal to suspend standing orders before the presentation is made and re-instate them at the conclusion of the presentation.

4 Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - x. may dissolve a committee.
 - xii. The Council may at its Annual Town Council Meeting appoint standing committees and may at any other time appoint such other committees or advisory committees as are necessary, but subject to any statutory provision on that behalf: -
 - xiii. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - xiv. May appoint persons other than members of the Council to any Committee in a non-voting capacity, apart from the Finance and Policy committee.
 - xv. May, subject to 12.1 and 12.2 above, at any time dissolve or alter the membership.
 - xvi. Committees will be appointed in accordance with the terms of reference for standing committees at the appendix.
 - xvii. All committees will be subordinate to the Full Council and will act within clear terms of reference and delegated authority and budgets set by Full Council.
 - xviii. The democratic scrutiny and overall responsibility for all committees rests with the Full council notwithstanding the legal obligations of the position of Town Clerk.
 - xix. The Town Mayor and Deputy Town Mayor shall be Chairperson and Deputy Chairperson of the full Council, but will thereafter hold the same rights as other Councillors in committee selection and participation
 - xx. Every committee shall at its first meeting before proceeding to any other business, elect a Chairperson and may elect a Deputy Chairperson who shall hold office until the next

- Annual Meeting of the Council, and shall settle its proposed meeting dates for the year as soon as is practicable.
- xxi. The Mayor and all Chairmen of Council Committees will keep their deputies fully informed of their actions at all times.
 - xxii. Every committee may appoint sub-committees or working groups for purposes to be specified by the committee. The Chairperson and Deputy Chairperson of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
 - xxiii. An advisory committee may make recommendations and give notice thereof to the Council. An advisory committee may consist wholly of persons who are not members of the Council.
 - xxiv. Except where the Council has resolved otherwise and has indicated so in a written constitution / terms of reference, the requirements of these Standing Orders and the Financial Standing Orders and all adopted policies of the Council apply equally to Council committees, sub-committees and advisory committees. The Town Clerk shall inform the members of each advisory committee of the constitution / terms of reference.
 - xxv. All Council Members can attend meetings of all committees.
 - xxvi. Chairs of Committees and Sub Committees shall in the case of an equality of votes have a second or casting vote.

5 Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairperson and Vice-Chairperson (if any) of the Council.**
- f The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairperson of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairperson of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council**

but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairperson of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chairperson of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairperson of the Council and must give a casting vote in the case of an equality of votes.**

- j** Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

 - i. In an election year, delivery by the Chairperson of the Council and Councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Define the quorum of each committee;
 - ix. Determine the frequency of meetings;
 - x. Determine a calendar of meetings;
 - xi. Appointment of any new committees in accordance with standing order 4 above;
 - xii. Review and adoption of appropriate standing orders and financial regulations;
 - xiii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xiv. Review of representation on or work with external bodies and arrangements for reporting back;
 - xv. Review of inventory of land and assets including buildings and office equipment;
 - xvi. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xvii. Review of the council's and/or staff subscriptions to other bodies;
 - xviii. Review of the council's complaints procedure;
 - xix. Review of the council's procedures for handling requests made under the Freedom of Information and Data Protection legislation
 - xx. Review of the council's policy for dealing with the press/media; and
 - xxi. Determining the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of full council.

- K** In every year, normally in September or October but not later than the meeting at which the estimates for the next year are settled the Finance and Policy Committee shall review the pay

and conditions of service of existing employees. The review must be considered at the next Full Council meeting.

6 Extraordinary meetings of the council and committees and sub-committees

- a **The Chairperson of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairperson of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairperson of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d Unless extraordinary mitigating factors exist, an Extraordinary Meeting should not take precedence over a normal scheduled meeting.
- e If the Chairperson of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within five days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote

taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least six clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11 Handling confidential or sensitive information

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda or prior to the issuing of the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also standing order 3(t) above.

- a **Councillors and non-Councillors with voting rights shall observe the code of conduct and policies adopted by the council.**
- b **All councillors must attend at least one committee meeting every six months unless granted consent for absence from Full Council.**
- c All Councillors shall be issued with a copy of the Code of Conduct and policies and encouraged to undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- d **Dispensation requests shall be in writing and submitted to the standards committee of Monmouthshire County** as soon as possible before the meeting that the dispensation is required for.

14 Code of conduct complaints

- a Upon notification by the Public Services Ombudsman for Wales dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

- c. The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. Indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - **serve on councillors by delivery or post at their residences or if the Council resolves to do so and each member has confirmed same in writing, by electronic delivery a signed summons confirming the time, place and the agenda; and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other

- legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the-Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- See also standing order 23.*

16 Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each committee the most up to date information regarding:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each committee with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end June. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner appropriately
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council

or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR Finance & Policy Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson of Finance & Policy Committee or, if he is not available, the vice-Chairperson of the Finance & Policy Committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Policy Committee at its next meeting.
- c The Chairperson of the Finance & Policy Committee or in his absence, the vice-Chairperson shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The Chairperson shall report annually to the Finance & Policy Committee that a review has taken place and whether the review was satisfactory or not.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chairperson of Finance & Policy Committee or in his absence, the vice-Chairperson in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chairperson or vice-

Chairperson of the Finance & Policy Committee, this shall be communicated to another member of the committee.

- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairperson of the Council or the Chairperson of the Finance & Policy Committee.
- J These Standing Orders will be amended/modified in accordance with changes to the contents of the Green Book.

20 Responsibilities to provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council [County Borough] OR [County Council] representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

Unless authorised by a resolution, no councillor shall issue orders, instructions or directions and will direct all communication through the relevant Chairperson. All Councillors will act in the best interest of the Council at all times.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- c The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.

Monmouth Town Council Standing Orders

Revision History

Revision Date	Revised by	Reason
5.12.16min 15&16	Full Council (18v and 18c rec. by F&P 7/11/16 min 9	18v and 18c value of contract/tender to £25,000 in line with Financial regs 3w a meeting shall not start before 6pm 3z order of agenda items allowing presentations
27.2.17min12	Full Council (rec. by F&P 13/2/17 min11)	4xiii Clarification of rights of non-committee members to vote at a committee meeting to agree with meaning of Appendix A8
01.10.2018	Full Council	Full review
05.08.2019	Full Council	Addition of 6.d. Clarification of impact of Extraordinary Meetings on scheduled meetings
16.09.2019	Full Council	Amendment of 3.m. to include relevant Act of Law
27.1.2020	Full Council (from F&P 13/1/2020 review recs)	Full review including NALC Model SO 2018 (Wales)
11.09.2020	Annual FC Meeting	Amendment to 13b as per legislation
14.12.2020	Full Council (minute no. 140)	3 e public participation at meetings 3 u specify quorum of Council 3 w length of meetings 3 x apologies - reasons for absence 4 d.v. delete – Council to appoint committee chairs 5 j add viii, ix & x council to determine quorum of committees, agree frequency and calendar of meetings 5 j xxi council to determine time and place of standing committees 15 b i. provision for electronic agendas
22.03.21	Full Council (minute no. 208 e))	1 e public participation at meetings 2 3 s iii) & iv) remove 'and those councillors with non voting rights'
26.04.21	Full Council	27 scheme of delegation to committees (remove) 3 w length of meetings (revert to a maximum of 3 hrs)

As reviewed 26.04.21

**MONMOUTH TOWN COUNCIL
FINANCIAL REGULATIONS**

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES	12
8.	LOANS AND INVESTMENTS	13
9.	INCOME	14
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	15
11.	CONTRACTS.....	15
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	17
13.	STORES AND EQUIPMENT.....	17
14.	ASSETS, PROPERTIES AND ESTATES	18
15.	INSURANCE.....	18
16.	CHARITIES.....	19
17.	RISK MANAGEMENT	19
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

These Financial Regulations were adopted by the Full Council at its Meeting held on 26.04.21

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to influence employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO:
 - acts under the policy direction of the Council;

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approval of the Annual Risk Assessment
- approving an annual governance statement and the statutory Annual Report;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council, or approved Committee of the Council, must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance & Policy Committee of the Council not later than the end of November each year including any proposals for revising the forecast. Full details of proposals should be included and this should be the final budget proposal of each committee, with no further additions or amendments only to be considered with the agreement of the Chair of Finance & Policy Committee and the Clerk/RFO.
- 3.2. The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered first by the Finance & Policy Committee and then by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of the second week in January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

A committee of the council has full control of funding within the delegated budget for that committee approved by Full Council, provided the proposed expenditure falls within the terms of reference of that committee

4.1. Expenditure on revenue and capital items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £25,000;
- a duly delegated committee of the Council for items over £500 or
- the Clerk, in conjunction with Chair of Council or Chairman of the appropriate committee, for any items below £500.
- The Clerk, for all administration budget expenditure (within the Finance & Policy Committee budget), up to a maximum of £3000 and within the approved budget cost codes.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Formal contracts or official orders for goods/services should not be issued prior to this authority being granted.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council (having previously considered the full implications for public services), unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in-September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of clear emergency which present certain risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of 1% of the precept. The Clerk shall report such action to the Council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and/or the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council or Finance & Policy Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process. When setting the precept/budget commitment, Council should always take into account the level of reserves and balances.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. All cheques shall be signed by 2 approved signatories, who will normally be the Chairs of Committees.
- 5.2. The RFO shall prepare a schedule of payments requiring final authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Council or Finance and Policy Committee. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise release of payment by a resolution. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance & Policy Committee meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance & Policy Committee
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance & Policy Committee; or
 - c) Fund transfers within the Councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance & Policy Committee and such transactions are properly documented and in accordance with the Council's procedures.
 - d) Where the placing of the order has been agreed previously by committee, the final cost is consistent with the order agreed and where it would not be practical to delay release of payment until the next appropriate Council or Committee meeting (provided that a list of such payments shall be submitted to the next appropriate Council or Committee meeting).
- 5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or Finance & Policy committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.
- 5.7. (Removed at review 27/02/2017).
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be approved by the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be confirmed in writing by the supplier and subsequently approved by two Members who are authorised signatories, prior to being actioned by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be authorised by two member[s] of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory/authoriser to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. (Removed at review 27/02/2017).
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other regular payments may be made by variable direct debit provided that the instructions are signed by two members (who should be authorised signatories) and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

If thought appropriate by the Council, payment for certain items (principally salaries), or other regular payments, may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members and are retained and all payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, certain payments may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer, provided an appropriate audit trail of authorisation and approval has been established. The authorisation of approved transfers should be restricted to approved signatories.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors who should be approved signatories. After the

envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.12. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, malware, and firewall software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator, or in their absence, an officer appointed by resolution of the Council. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member (who is an authorised signatory). A programme of regular checks of standing data with suppliers will be followed.
- 6.16. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO or an Officer appointed by resolution of the Council and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance and Policy Committee in writing before any order is placed. Prior to any instruction, authorisation for the payment will be obtained on the designated Debit Card Authorisation Form by the Chair of Finance & Policy Committee and the Town Clerk/RFO. A maximum of two cards will be held at any one time. If an employee is in receipt of a card issued on the Council's bank accounts, on the termination of their employment, the card will be returned to the Council, signed for and immediately destroyed.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance & Policy Committee. Transactions and purchases made will be reported to the Council or relevant committee and authority for topping-up shall be at the discretion of the Council or relevant committee.

6.18.

Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end.

6.19. The Clerk/RFO may provide petty cash to officers and members for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.

- a) The Clerk/RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- d) Record must be kept of member signatory who cashes a cheque, and the cheque stub signed accordingly to maintain the petty cash float. If the Clerk/RFO/Officer obtains cash for this purpose by the use of the debit card at the cashpoint the cashpoint slip must be obtained and filed.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record of payroll information. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;

- b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before changing staffing levels and structures, the Finance & Policy Committee must consider a full business case and present its recommendations to Full Council, for approval.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk/RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council should keep under consideration the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the Council's bankers as promptly as possible.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the Clerk/RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is capital in nature (ie from the sale of a capital asset) exceeding the value of £10,000 shall be treated as a capital receipt and ring fenced for future capital expenditure to be approved by Council. It may not be used to cover day to day expenditure.
- 9.11. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].

- 9.12. A Mayor's Charity account may be held solely for the deposit of donations for the Mayors' Charities during the Mayor's term of office, and distribution of donations accordingly at the end of the term. This will be kept entirely separate from general Town Council funds, bank accounts and not subject to these Financial Regulations other than any 2 existing signatories shall be required to authorise release of funds.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Official orders shall be controlled by the Clerk/RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The Clerk/RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk/RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants, human resources and other professional consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18c and d, and shall refer to the terms of the Bribery Act 2010.
 - When it is to enter into a contract of: less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply);
 - where the value is below ~~£3,000~~ and above £250 the Clerk/RFO shall strive to obtain 3 estimates.
 - Otherwise, Regulation 10.3 above shall apply.
 - g. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - h. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- 11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk/RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk/RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property to be included within the Council's asset list, shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk /RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. The Council will review the level of resources required to maintain these arrangements, should they arise.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. The Council will undertake an annual review of its Financial Regulations and will consider more substantial structural revision of these regulations every 18 months. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, if duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

REVIEWS:

13/2/17 Finance & Policy Committee recommendations

27/2/17 min 13 Full Council reviewed and adopted. To be further reviewed in 2 months with consideration of Internal auditors comments.

23/10/17 min 110c Full Council- full review and adopted.

11/03/2019 FC from F&P recs. Of 4/3/19 4.0 addition, 11 a numbering correction, 6.20d addition

29/04/2019 FC min144 4.1 Additional bullet point re.Clerk's authority & admin budget

27/1/2020 (from F&P review at 13/1/20) Full review including from August 2019 OVW model: Update model doc references to MTC document, 4.1 references to Chairman, to Chair, 4.5 council, 11g inclusion of bullet points & update of thresholds.

25/01/21 FC annual review including option for use of debit/credit cards; revisions for Clerk/RFO as a single post.

22/03/2021 Committee Structure Review; 4.1 review of delegations to Clerk/RFO and Committees; 9.10 add section on treatment of capital receipts.

26.04.21 Further revisions for combined Clerk/RFO role; 3. amendments to timings for budgeting; various amendments to reflect the new Scheme of Delegation; 6.8 to include Banker's Standing Order; 6. to strengthen internal controls in particular 6.17 (debit card use) and 6.20 (petty cash).

	Asset List (Annual Return) value 31/3/18 TOTAL	Asset List (Annual Return) value 31/3/19 TOTAL	Asset List (Annual Return) value 31/3/20 TOTAL	Asset List (Annual Return) value 31/03/2021)
Benches	9,026.00	10,189.00	10,180.00	10,189.00
Bins	3,742.00	3,742.00	5,177.00	5,148.00
Dog Bins	2,850.50	3,029.50	3,030.50	3,036.50
Flowers Planters and Beds	6,180.00	6,186.00	6,186.00	6,186.00
Xmas Lights	14,616.00	14,616.00	12,091.00	14,616.00
Play Areas	24,683.00	24,683.00	24,683.00	24,683.00
Office	4,248.00	4,248.00	8,200.00	6,738.00
Regalia	173,721.00	173,721.00	169,883.00	173,721.00
Notice Boards	1,070.00	1,070.00	1,285.00	1,070.00
Other	52,788.00	56,076.00	57,301.12	56,076.00
TOTAL	£292,924.50	£297,560.50	£298,016.62	£301,463.50

BENCHES			31/3/18	31/03/2019	31/03/2020	31/03/2021	General notes
Number	Location	Description					
1	Hereford Road bus stop, near junction at Osbaston Rd	Recycled Plastic	354	354	354	354	
1	Osbaston Rd (at Cemetery)	Recycled Plastic	354	354	354	354	
1	Dixton Road bus stop at Ty Gwyn	Recycled Plastic	354	354	354	354	
2	Picnic Benches/Tables	Monnow Bridge area	729	729	729	729	
2	Town Field	Recycled Plastic	540	540	540	540	
3	River bank, by Monnow Bridge	Recycled Plastic	810	810	810	810	
1	Justins Hill, Wyesham	Recycled Plastic	270	270	270	270	
2	Tudor Road, Wyesham	Recycled Plastic	540	540	540	540	
1	o/s Punch House, Agincourt Square	Memory of Rifleman Jamie Gunn	600	600	600	600	
1	Shire Hall Agincourt Square	Mem of Graham Powell, Macebearer	600	600	600	600	
2	King's Fee play area	Recycled Plastic	1030	1030	1030	1030	
1	Drybridge Park	Recycled Plastic	525	525	525	525	
1	Clawdd Du	Existing, took on ownership 2014, est value for assets	370	370	370	370	
1	Beech Close	Existing, took on ownership 2014, est value for assets	370	370	370	370	
1	Town Field -riverbank	Recycled Plastic R Griffiths	620	620	620	620	

3	Picnic tables(18/4/16), on grassed area adjacent to river bank	metal, transferred from the bus station by Tom James from MCC. They were previously owned by MCC	360	360	360	360
8	Cycle hoops, 2 Blestium Toilets, 2 Shire Hall , 6 Oldway Centre?	metal	600	600	600	600
1	Rockfield- Skate Park	Recycled Plastic		575	575	575
1	Kings Fee	Recycled Plastic		588	588	588
34	Totals		9026	10189	10189	10189

Asset List (Annual Return) value £s

			31/3/18	31/3/19	31/3/20	31/3/21	General notes	Asset List Insurance Value £s	Total Bins Benches on Insurance	
BINS										
Number	Location	Description								
1	Town Ditch	Floor mounted	140	140	140	140		140		
1	Subway on A40	Floor mounted	140	140	140	140		140		
1	Nr Driving Test Centre, Old Dixton Road	Floor mounted	140	140	140	140		140		
1	Watery Lane (est value, not previously incl)	Floor mounted	350	350	350	350		350		
1	Burgage	Floor mounted	396	396	396	396		396		
1	Carbonne Close play area	Floor mounted	396	396	396	396		396		
4	Chippenham	Floor mounted	1700	1700	1700	1700		1700		
2	Wyesham Play park	Floor mounted	480	480	480	480		480		
2	Monnow Br area	aperture with ash trays -bird proof			900	900		900		
1	Kings Fee	Floor mounted			506	506		506		
12	Totals		3742	3742	5148	5148		3742	£16,058.00	bins/benches not insured individually

Asset List Return Value in £s (Annual Return)

				31/3/18	31/3/19	31/3/20	31/03/2021	General notes
DOG								
BINS								
Number	Bin Number	Location	Description					
1	10	Rockfield Estate Community Centre		89.5	89.5	89.5	89.5	at 50% cost MCC
1	11	Rockfield Park				2	2	MCC No Charge
1	16	Rear of Somerfield Car Park		14	14	14	14	
2	5,6	Town Ditch	Double	15	15	15	15	
1	20	Vauxhall Fields by Inglis Bridge		27	27	27	27	
1	21	Vauxhall Fields by Inglis Bridge		89.5	89.5	89.5	89.5	Replaced at 50% cost MCC Jan 18
1	24	Two Rivers meadow		140	140	140	140	
4	27,31,32,33	Chippenham end of pathways-play area and Waitrose		480	480	480	480	
1	17	Cowlings Lane (Rockfield Rd end)		120	120	120	120	
1	22	nr Royal Oak, Hereford Rd				1	1	not previously included on list
1	34	Cowlings Lane (entr to MOD land)		107	107	107	107	

1	28	Claypatch Wyesham		107	107	107	107	
1	26	Wyesham Road/SkyFarm Lane		107	107	107	107	
1	25	Woodland View (entrance to playground)		179	179	179	179	
1	7	Dixton Field		107	107	107	107	
1	8	St Mary's Road		107	107	107	107	
1	1	Claudd Du (Nr Portal Rd)		107	107	107	107	
1	15	Drybridge Park		107	107	107	107	
1	3	Wyefield Court		107	107	107	107	
1	23	Osbaston Rd (Junction St Mary's Rd)		107	107	107	107	
1	2	Waldbronn Close Goldwire Lane		107	107	107	107	
1	14	Drybridge Park, invd Feb 18 (at 50		89.5	89.5	89.5	89.5	invoiced Feb 18 at 50% cost MCC
1	12	Rowing Club Feb 18		89.5	89.5	89.5	89.5	invoiced Feb 18 at 50% cost MCC
1	30	Allotment Lane approach by R Monnow		89.5	89.5	89.5	89.5	invoiced Jan 18 50% cost re MCC
1	9	Ancre Hill Lane crossroads at top by bench		89.5	89.5	89.5	89.5	invoiced Jan 18 50% cost re MCC

2	18,19	Crossroads within Vauxhall fields		89.5	89.5	89.5	89.5	invoiced Jan 18 50% cost re MCC
1	29	Wye Valley Walk nr. Underpass/Wye Bridge		89.5	89.5	89.5	89.5	invoiced Jan 18 50% cost re MCC
1	13	Hendre Close		89.5	89.5	89.5	89.5	invoiced Jan 18 50% cost re MCC
2	7,8	Kings Fee			179	179	179	50% cost re MCC
1	35	Lancaster Way				1	1	MCC no charge
1	36	Dixton Church				1	1	MCC no charge
1	37	Kingswood Gate				1	1	MCC no charge
1	38	Beech Close				1	1	MCC No Charge
39		Totals		2850.5	3029.5	3036.5	3036.5	

		No	Price each	31/03/2018	31/03/2019	31/03/2020	31/03/2021	General notes
Street Flower planters	12 square street planters with Town logo £515 each	12	515	6180	6180	6180	6180	not previously included on list before Feb 17
Raised flower beds	6 x raised flower bed areas: 1-The Albion, Cinderhill Street & sm.area, 1-Portal Road & lg area, 1-Hereford Road, entrance to town & med. area, 1- Dixton roundabout & lg.area, 1- Wyesham-Hillcrest & lg area, 1-new Rockfield Rd roundabout raised bed and med. area	6	1		6	6	6	No charge so 6 x nominal £1. Confirmed MTC asset by NL MCC July 2018
TOTAL				6180	6186	6186	6186	

Asset List (Annual Return) value £s

			31/03/2018	31/03/2019	31/03/2020	31/03/2020	General notes
XMAS LIGHTS							
Number	Normal storage	Description					
1	Icicle lights	replacement lights Santander	795	795	795	795	
1	Icicle Lights	replacement lights Punch house incl install	795	795	795	795	incl.7 sets replaced Dec 17 @£375
	All stored at City Illuminations Ltd			0	0	0	
				0	0	0	
500m	(Monnow Street)	White LED Icicle lights & Catenary wire	2385	2385	2385	2385	incl.£660 (12 sets) replaced @£660 Dec 18
		Replaced contractor ins 2012		0	0	0	
5	(For Church Street)	Small cross frames	2800	2800	2800	2800	Small frames scrapped,replaced with icicle lights
5	Church Street	Icicle lights		0	0	0	5 x £55 est.replacing old frames
2	(For lg feature Xmas trees)	Multi-coloured Lights & Transformers	700	700	700	700	
		Replaced contractor ins 2012		0	0	0	

100m	(For Agincourt Sq & lower Monnow St -permanent)	White Icicle lights	2385	2385	2385	2385	
14	new motifs (incl storage & removal)	Group 8 motifs 4ft x 4ft	4756	4756	4756	4756	
	Totals		14616	14616	14616	14616	

			31/03/2018	31/03/2019	31/03/2020	31/03/2021	General notes
PLAY AREA							
Number	Location	Description					
	Drybridge Play area	Play area upgrade/resurfaced	22695	22695	22695	22695	42705
	Drybridge Play area	Swings - accessible	1988	1988	1988	1988	42705
	Osbaston Play Area	Play area	0	0	0	0	Removed Jul 18 following confirmation MCC ownership (NL,MCC)
	Totals		24683	24683	24683	24683	

Asset List (Annual Return) value £s

Number	Location	Description	Asset List (Annual Return) value 31/3/18	Asset List (Annual Return) value 31/3/19	Asset List (Annual Return) value 31/3/20	Asset List (Annual Return) Value 31/02/2021	General notes	
1	office (floor 1)	Assistant's PC	592	592	592	592		
1	Clerk's Office (top floor)	RFO (formerly Clerk's) P.C	100	100	100	100		Ins for all PCs and laptops
1	Clerk's Office (top floor)	Clerk's PC.		0	0	0	July 17 extra staff member (excl. set-up)	
1	Clerk's Office (top floor)	Braille embosser & software		0	0	0	Nov 17 (excl. trag)	
3	Clerk's Office (top floor)	Locking concertina stoage cupboards		0	0	0	Free procurement (MCC) so £1 each for asset list, est.value £250 each:	
				0	0	0		
1	Clerk's office (floor 1)	Computer (JL Assistant)	1050	1050	1050	1050	Sep-16	
1	Clerk's office (top floor)	Laptop & software	385	385	385	385	Dec-16	To be tested as seems to not be working
1	Clerk's office Floor 1	Digital recorder	48	48	48	48	Jul-16	
1		printer epson	50	50	50	50	Feb-16	?
3	Clerk's Office	Office Furniture	240	240	240	240		
2	Clerk's Office	Storage Units	228	228	228	228		
1	Clerk's Office	Bookcase	150	150	150	150		
1	Platform One	Christmas Star cloth	75	75	75	75		
1	Mayor's Parlour	Table	300	300	300	300		

21	Mayor's Parlour	Chairs	600	600	600	600		
1	Mayor's Parlour	Ornate chair	80	80	80	80		
1	Mayor's Parlour	Vase	150	150	150	150		
1	Mayor's Parlour	Soup Tureen	150	150	150	150		
1	outside Mayors Parlour	Table	50	50	50	50		
1	Council Chamber	Framed Twinning Charter (Waldbronn)			1	1		
1	Council Chamber	Painting of Former Town Clerk by Gilbert Williams 1958			1	1		
1	Council Chamber	Painting of former Mayor			1	1		
1	Council Chamber	Picture of former Mayor George Higgins			1	1		
1	Council Chamber	Picture of former Town Clerk			1	1		
1	Council Chamber	Painting of former Mayor Champney Powell			1	1		
1	Council Chamber	Painting of Charles Rolls			1	1		
2	Council Chamber	List of Mayors			2	2		
1	Council Chamber	List of Town Clerks			1	1		
2	outside Mayors Parlour	List of Mayors			2	2		

1	outside Mayors Parlour	List of Town Clerks			1	1		
1	Top office	Cisco telephone			166	166		
3	CW and PH(2) home	Dell Inspiron 15 5000 laptop (5502/5509)				1752	Purchased in Dec 2020 for home working	
2	CW and PH	Samsung Mobile phone				350	Purchased in Feb 21 for home working	
3	CW and PH	Dell Mice				42	Purchased in Dec 2020 for home working	
2	CW and PH	Epson Workforce DW 2830 Inkjet Printers				167	Purchased Mar 21 for home working	
Totals			4248	4248	4427	6738		

			31/03/2018	31/03/2019	31/03/2020	31/03/2021	General notes
REGALIA							
Number	Location	Description					
1	Cupboard in Mayor's Parlour / Mayor's home	Mayor's chain	87544	87544	87544	87544	
2	Museum	Maces	62782	62782	62782	62782	
3	Macebearers homes	Macebearer Uniforms	3838	3838	3838	3838	Added to list on Feb 21
1	secure Cupboard in Mayor's Parlour/ Deputy's home	Deputy Mayor's Pendant	4928	4928	4928	4928	Pendant & Chain insurance value
1	secure Cupboard in Mayor's Parlour / Mayor's home	Mayor's Consort Pendant	6793	6793	6793	6793	
1	Mayor's Parlour	Clerks acrylic wig	500	500	500	500	2 hats and wigs insurance value
1	secure Cupboard in Mayor's Parlour	Town Clerk's Robe	1100	1100	1100	1100	
1	secure Cupboard in Mayor's Parlour	Mayors robes	1591	1591	1591	1591	
1	Cupboard in Mayor's Parlour/ Deputy's home	Deputy Mayor's chain	4645	4645	4645	4645	see pendant and chain for insurance value
	Totals		173721	173721	173721	173721	

			31/03/2018	31/03/2019	31/03/2020	31/03/2021	General notes
NOTICE BOARDS							
1	Kings Fee - Shop	Wall-fixed	270	270	270	270	
1	Osbaston School	Free standing	400	400	400	400	
1	Rockfield new Estate	Free-standing	400	400	400	400	
1	Wyesham shop	Wall-fixed		0	0	0	Added to list 26/2/18 although in place 2015/16
4	Totals		1070	1070	1070	1070	

Asset List (Annual Return) value £s							
			31/03/2018	31/03/2019	31/03/2020	31/03/2021	General notes
OTHER							
Number	Location	Description					
1	Old Monnow Bridge	Millennium Wheel	15000	15000	15000	15000	
6	new Monnow Bridge	brackets for flower boxes	60	60	60	60	Jul-16
1	Dixton Field	Metal Gate & Post (not previously included, est value)	260	260	260	260	
1	Dixton Field	Safety Lifebelt & post (not previously included, est value)	210	210	210	210	
1	Monnow Riverbank	Lifebelt post (not prev included, est value)	84	84	84	84	
1	Monnow Riverbank	Safety Lifebelt	84	84	84	84	
24	Town and environs	Historic Blue Plaques	10000	10000	10000	10000	
	Catenary wires across Monnow Street		0	0	0	0	
1	Williamsfield Lane	Street lights	2550	2550	2550	2550	Aug-16
	Town Field - FIT registered,	plaque in situ	10000	10000	10000	10000	
	Footpath	Town-Field+ 2 fields upstream SSSI		0	0	0	

	Oak Tree	Chippenham - QEII Diamond Jubilee-not previously included	270	270	270	270	
	Oak Tree	Chippenham - QEII 90th birthday-not previously included	200	200	200	200	
	Railings	around Chippenham -	12000	12000	12000	12000	
2	Extension Cable	Heavy duty cable and RCDs	64	64	64	64	
2	telephone Kiosk		5	6	6	6	
1	Defibrillator		2000	2000	2000	2000	
	History Banners & metal sign panel			3287	3287	3287	
	Sustrans staue			0	0	0	
	Agincourt St Toilet Block		1	1	1	1	
1	Upstairs Office	Pop Up Event Stand			345.36	345.36	
1	with ACE group repair café	PAT tester			231	231	
	Upstairs Office	Bunting from Armed Forces Covenant			647.76	647.76	
	Monnow St	Bunting				1	Purchased in 2020
	Totals		52788	56076	56076	56076	

Notes

Amended location of picnic benches next to Monnow river bank. Added location of cycle hoops as per confirmation with TJC

Updated with home working laptops and phones, added number of dog bin, added column for year end 31/03/2021, separated from Asset Cover List

Updated with home working printers

Mrs Sue James
Monmouth Town Council
Shire Hall
Agincourt Square
Monmouth
Gwent
NP25 3DY

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-122015-7473
Insured	Monmouth Town Council
Business	Parish / Town Council
Period of Insurance	
From	18 th March 2021
To	23 rd October 2021

and any other period for which cover has been agreed.

Adjustment Premium	£ 0.00
--------------------	--------

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	85080787
Long term agreement active until	24 th October 2021
Preparation Date	18 th March 2021
Prepared by	Ms Caroline Hopgood
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Public Toilets, Agincourt Street, Monmouth, Gwent, NP25 3DZ	£141,111.22	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or

b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	Shire Hall, Agincourt Square, Monmouth, Gwent, NP25 3DY	£2,299.67	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Mayors Robe	£1,919.15	£100
Computers and Laptop	£3,733.85	£100
2 x Hats & Wigs	£1,919.15	£100
Millennium Wheel	£20,980.22	£100
Mayors Consort Pendant	£8,192.24	£100
Deputy Mayors Pendant & Chain	£7,862.14	£100
2 x Maces	£76,003.30	£100
Mayors Chain	£108,190.44	£100
Photocopier	£4,234.94	£100
Town Clerks Robe	£1,573.71	£100
Icicle Lights	£1,807.45	£100
24 x Blue Heritage Plaques	£13,441.78	£100
3 x Mace Bearers Uniforms	£3,838.33	£100
Play Equipment - drybridge park - play equip, fencing surfacing etc	£43,775.41	£100
Park Railings	£14,471.91	£100
Red Telephone Box	£1,170.86	£100
Street Furniture inc. benches, bins, notice boards and picnic benches	£16,058.42	£100
Metal Gate & Post at Dixton Field	£295.56	£100
Safety Lifebelt and Post	£238.72	£100
defibrillator and cabinet	£2,273.53	£100
Braille embosser and associated software (kept in office)	£3,182.70	£100
Street Lighting	£2,532.40	£100
Cycle Hoops	£675.31	£100
Sculpture/Bench	£5,039.28	£100

3 x laptops	£1,752.00	£100
2 x mobile phones	£350.00	£100
2 Epson Workforce Printers	£167.00	£100
Temporary Christmas Lights	£14,583.53	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part E – Public Liability

Limit of Indemnity: £12,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

3. **Officials Indemnity**

Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

Part G – Employers Liability

Limit of Indemnity:

£10,000,000

Operative Endorsements:

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Part K – Inspection Contract

Service: Inspections of each item of Plant described in the Plant Specification under Contract Number EI-122015-7477.

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £250,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Capital		1.00 times annual earnings
Weekly		1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- the amount of the debt exceeds £250 (incl VAT)
- the claim under this Part is made within 90 days of the money becoming due and payable
- the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details			
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336		
Business Interruption		Email:	farnboroughpropertyclaims@uk.zurich.com		
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF		
Money					
Public Liability	Liability Claims	Tel:	0800 876 6984		
Employers Liability					
Personal Assault under Money		Email:	fnlc@uk.zurich.com (New Claims) zmflc@uk.zurich.com (Subsequent correspondence)		
Personal Accident					
Financial and administrative liability		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)		
Professional Negligence					
Hirers Liability					
Fidelity Guarantee					
Libel and Slander					
Engineering Insurance					
Engineering – Deterioration of Stock					
Business Travel					
Motor	Motor Claims			Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
				Email:	zmmotorclaimsoffice@uk.zurich.com
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)		

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

Zurich Municipal is a trading name of Zurich Insurance plc, a public limited company incorporated in Ireland Registration No. 13460 Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



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 10,110. 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.

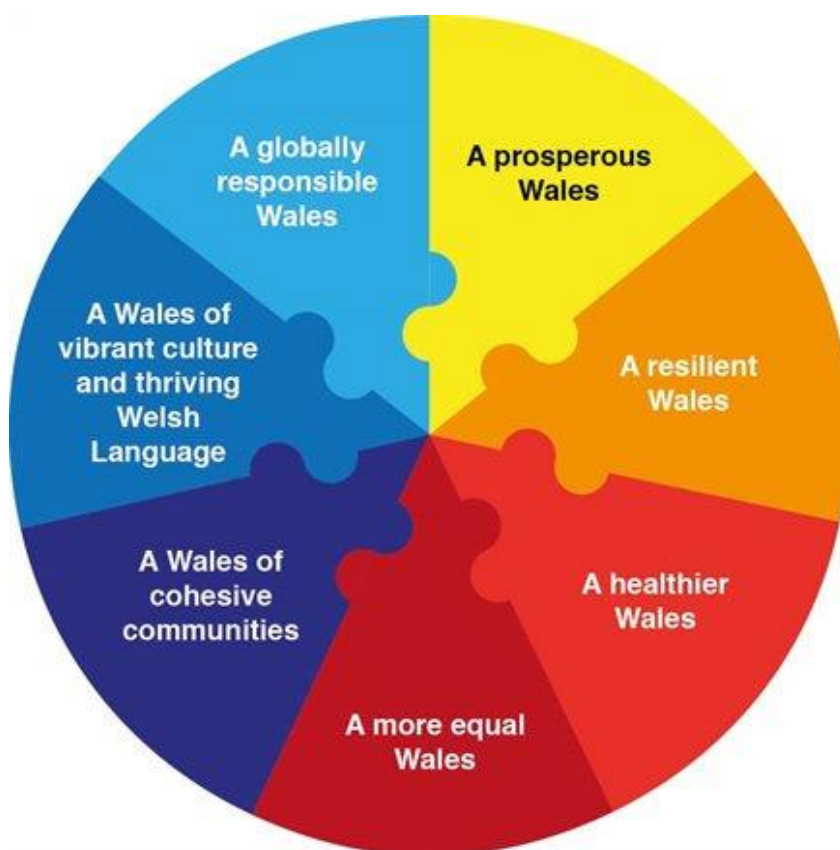
Finance

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 CAB 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 Bureau

The relationship with the Citizens Advice Bureau 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 27th 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 greatly received by the cycling community and it is hoped that another event will take place in September 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:

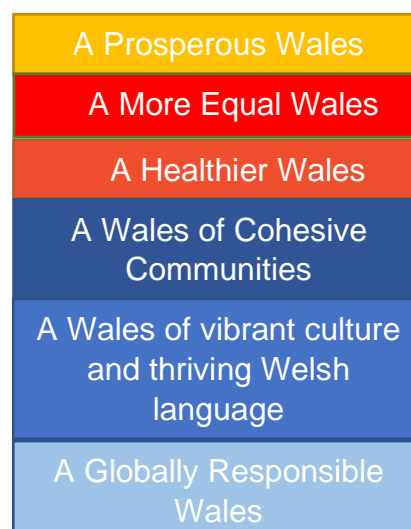
<u>Community Group</u>	<u>Project</u>	<u>Amount of Grant</u>
Monmouth Allotment Association	Repair of track to the allotments and Two River Meadow.	£10,000.00
Monmouth Tennis Club	The purchase of a noticeboard.	£154.50
Monmouth/ Carbonne Twinning Association	To establish a penpal relationship between 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

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.

National Wellbeing Goal	Local Activity
<p>Prosperous: 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"> • Monmouth Town Council is committed to working actively with partners to encourage and promote the town. • 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. • 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. • 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. • Town Council grants are available for local groups and organisations. • The partnership with Mind Monmouthshire has enabled the creation of a funded post for a “Wellbeing Officer” in Monmouthshire.
<p>Resilient: 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"> • 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. • Monmouth Town Council provides public toilets, and dog waste bins, whilst contributing to street cleaning and CCTV in the town. • 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.
<p>Healthier:</p>	<ul style="list-style-type: none"> • 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

<p>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>	<p>Bureau as well as providing funding to support groups through the Community Grants process.</p> <ul style="list-style-type: none"> • The Town Council supports the Sports Association and its associated clubs through the Community Grants scheme. • The mental wellbeing of children is supported through the Monmouth summer playscheme that is part-funded by the Town Council.
<p>More Equal: A society that enables people to fulfil their potential no matter what their background or circumstances</p>	<ul style="list-style-type: none"> • 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. • Monmouth Town Council supports the summer playscheme for children in Monmouth, including those who receive free school meals. • 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.
<p>Cohesive Communities: Attractive, viable, safe and well-connected communities</p>	<ul style="list-style-type: none"> • Monmouth Town Council is responsible for the delivery of a number of services and amenities. • 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. • The Town Council support services, operated by Monmouthshire County Council, which include provision of CCTV, street cleaning and local parks. • Monmouth Town Council is committed to working with partners and community groups to create an attractive, viable, safe and well-connected community. • 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. • The Planning Committee consider the impact of any development on the community and local businesses to ensure that a cohesive community is encouraged.

<p>Vibrant Culture and Thriving Welsh Language: 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"> • The Town Council is in the process of drafting a Welsh Language Policy that will likely be adopted in 2021-22. • The Town Council organises and supports a number of cultural events including the Christmas Lantern Parade, the River Festival and Monmouth Raft Race.
<p>Globally Responsible: where we look after the Environment and think about other people around the World</p>	<ul style="list-style-type: none"> • 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). • 2021 marks the 1st 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. • The Town Council continues to support the Nature Isn’t Neat initiative. • The Planning Committee includes the sustainability and ecological impact a development may have on the area when considering applications.

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"> • Councillors appointed as Governors on all 3 primary schools in Monmouth. • The continuation of support for Monmouth Comprehensive School through the “School Council Liaison Working Group”. • Council support with local summer reading competitions. • Financial support of the Summer Playscheme and art boxes supplied by Monmouthshire County Council (including distribution of art boxes to local children). • Initiating the Kids Club Cinema scheme in partnership with the Monmouth Savoy Theatre
<p>Respond to the challenges associated with demographic change</p>	<ul style="list-style-type: none"> • 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”. • Responding as a consultee for the Local Development Plan for Monmouthshire and Councillor attendance at workshops for the same. • Supporting local groups that focus on reducing loneliness and isolation and encouraging community engagement through the community grant scheme. • Supporting the Citizens Advice Bureau which in turn provides support to the community on a range of issues. • Working with local police officers to ensure an understanding of how demographic change has an impact on crime in Monmouth.
<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"> • Continuing the project work required for Nature Isn’t Neat. • Supporting Monmouth as a Bee Town initiative by changing the planting scheme in all local planters and flower beds to perennial, bee-friendly plants. • Supporting the “No Mow May” initiative and wildflower planting in open spaces around the town. • Continuation of the project work undertaken by the ACE Monmouth Working Group which included the Bee Festival and Dr Bike event. • 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. • 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.

Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

- The development of partnerships with Monmouth Savoy Trust, Monmouth Rotary Community Champions and Citizen's Advice Bureau.
- Supporting the Monnow Street improvements to encourage tourism and local shoppers to the area following the COVID 19 pandemic.
- Financially supporting community based projects through the community grant scheme.
- 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.
- 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.

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



Claudia Blair

Indy Monmouth, Independent



Jane Lucas

Independent



Richard Roden

Conservative



Anthea Dewhurst

Liberal Democrat

Wyesham Ward



Ken Breeze

Indy Monmouth, Independent



Kelly Jackson-Graham

Indy Monmouth, Independent



Emma Bryn

Indy Monmouth, Independent



Jane Gunter

Independent

Drybridge Ward



Rachel Jupp

Indy Monmouth, Independent



Alice Legg

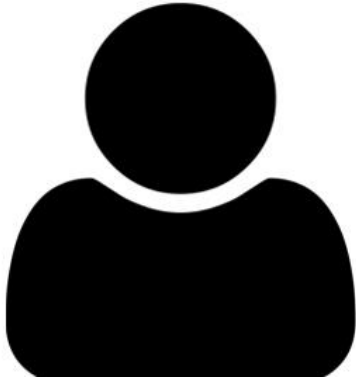
Labour



Mat Feakins

Welsh Conservative

Town Ward



Simon Jones

Indy Monmouth, Independent

Overmonnow Ward



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

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

* Cllr Caffel resigned from the Council on 6th 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 25th January 2021.

***** Cllr Jones was elected on 26th February 2021

***** Cllr Legg became a member of the Planning Committee on 22nd February 2021

***** Cllr Lucas resigned from the Planning Committee on 22nd February 2021

***** Cllr Roden resigned from the Planning Committee on 22nd February 2021.

APPENDIX 3 – FINANCIAL ACCOUNTS 2020-21

To be completed

MONMOUTH TOWN COUNCIL

Shire Hall

Agincourt Square

NP25 3DY

Tel: 01600 715662

Email: townclerk@monmouth.gov.uk

www.monmouth.gov.uk



DELEGATION TO COMMITTEES AND SUB-COMMITTEES

Full Council

The following matters are reserved for decision by Full Council. It may consider recommendations on any matters listed below from the appropriate Committee(s).

- a) Approval of the budget and setting the precept
- b) Approval of the Annual Return and Audit of Accounts
- c) Approval of internal controls
- d) Approval of IRPW recommendations
- e) Authorisation of borrowing
- f) The power of incurring capital expenditure not specifically included in the Council's annual budget
- g) Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- h) To adopt a long term Strategy
- i) Approval of the Annual Report
- j) Approval of the annual PSB Wellbeing report
- k) Making of orders under any statutory powers
- l) Making, amending or revoking by-laws
- m) Filling of vacancies occurring on any Sub-Committee of the Council during the year
- n) The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a member of the Council or the Committee
- o) Appointing or nominating Council representatives to outside bodies
- p) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan
- q) Nomination or appointment of representatives of the Council on matters affecting the Town, excluding matters specific to a Committee
- r) The appointment or dismissal of the Town Clerk, through the establishment of the appropriate Recruitment or Grievance/Disciplinary Panel.
- s) Dates of meetings
- t) Prosecution or defence in a court of law other than an Employment Tribunal
- u) All other matters which must, by law, be reserved to the Full Council.

Delegation to Committees

1. The following matters are delegated to the Council's Committees to make decisions on behalf of the Council.
2. Delegated decision making by Committees **MUST** be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and within the Committee's budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.
3. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
4. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to make a decision it may make a recommendation to Council.
5. The Council and each Committee is authorised to establish sub-Committees, working groups or task and finish groups and to appoint advisers as and when necessary to assist in its work. The work of a working group or task and finish group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference including membership. Each working group will report back with recommendations to Full Council or the Committee that formed it
6. The quorum for each committee shall be three or a third of members appointed to the committee, whichever is the greater (see quorum table at Appendix A).

Finance & Policy Committee

A minimum of eight members including the Chairpersons of the two other committees (plus Mayor and Deputy Mayor ex officio (by virtue of one's office or status; Oxford Reference) with full voting rights) to meet four times per year or more frequently as required.

Overview

The purpose of the Finance & Policy Committee is to ensure that the organisation and finances of the town council are efficient, effective, open and transparent and accountable to the council and the wider public.

The Finance & Policy Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes
- b) Ensuring the Annual Return (statement of accounts) is completed in accordance with requirements and recommend to Council accordingly
- c) All other matters relating to Finance (excluding setting precept or borrowing or approval of unbudgeted expenditure) and banking arrangements
- d) Budget monitoring, taking action where required to vire unspent provision to ensure that the overall budget strategy is maintained
- e) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- f) All matters relating to internal and external audit for approval by Full Council, including recommendations for any actions required by the internal and/or external auditors
- g) To ensure adequate and effective system of internal controls are recommended to Full Council, including effective risk management systems: the risk register; appropriate insurance cover; asset register; review of the appointment of the internal auditor; and any other control measures
- h) To make recommendations to Council on the review of Council's Financial Regulations, Standing Orders and Scheme of Delegation
- i) To oversee Invitations to Tender and Contracts
- j) To oversee the Council's requirements around Health & Safety
- k) To ensure accountability and transparency in Council decision making
- l) To monitor and oversee debt monitoring and recovery
- m) To maintain a fixed asset register and safe custody and upkeep of all assets and objects of interest or value in the ownership or custodianship of the Council
- n) To be responsible for the maintenance and safe custody of the civic regalia and robes
- o) To oversee Council administration and policy
- p) To identify and prepare new policies and to review existing policies
- q) To make annually make budgetary recommendations to Council
- r) Any other matter which may be delegated to it by the Council from time to time

To delegate the following items to the Staffing Sub-Committee:

- s) To be responsible for all matters relating to Human Resources including staff terms and conditions and pension arrangements
- t) To make recommendations to F&P/Council for any proposed changes to the staffing structure and/or the appointment of the Town Clerk
- u) To carry out the annual review of salaries

- v) To have an overview of the training requirements for staff, councillors and other volunteers

People & Places Committee

A minimum of eight members (plus Mayor and Deputy Mayor ex officio with full voting rights) with the committee scheduled to meet initially monthly throughout the year except August.

Overview

To ensure the council plays its full role in promoting the cleanliness and safety of the town and its open spaces and supports and strengthens community activities, participation and events.

The 'New' Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct record
- b) Civic and Community activities organised by the Council
- c) Approval of expenditure on items within the Committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- d) To oversee any future partnership agreements and monitor existing partnership agreements
- e) To implement a community grants scheme/criteria with adequate criteria to support organisations that add value to the community.
- f) To help develop and support existing and new community events including providing financial or practical support.
- g) To respond to issues with regard to the community safety, recreational or environmental issues that have an impact on the built environment or the open spaces of the town.
- h) To develop the council's approach to community safety and environmental issues.
- i) To develop the council's environmental and economic development policies including promotion of the town as a premier tourism destination.
- j) To implement street decorations including Christmas lights.
- k) To oversee development of the 'social inclusion' policies of the council with particular regard to young people, people with disabilities and older residents along with race, gender and sexuality.
- l) To develop new initiatives to encourage volunteering and fund raising.
- m) To help establish organisations that contribute to the economic, social well-being of the town.
- n) To liaise with voluntary and statutory bodies to help develop community events and activity.

- o) To maintain a list of all local interest groups for the purpose of community liaison.
- p) To be responsible for marketing, promotion and community engagement including oversight of the website, annual report, press releases and any other form of engagement with the community.
- q) Preparation of a proposal to Finance & Policy Committee for the following year's budget based on evidence of potential spend and need
- r) To prepare a response to all relevant consultations

Planning Committee

A recommendation of eight members (plus Mayor and Deputy Mayor ex officio with full voting rights). To meet twice monthly to consider planning applications received.

Overview

To ensure that planning matters are exercised in accordance with the legislative and policy requirement of the council with due regard for the individuals and communities affected, the economic effects and environmental impacts.

- a) To consider planning applications.
- b) To make recommendations on planning applications to the County Council.
- c) To play a full role in responding to planning guidance and planning regulations.
- d) To set the councils policy with regard to individual and general planning matters including design statements and overall purpose of the council's policy.
- e) To play a full role in developing local section 106 agreements.
- f) To develop a response to planning applications
- g) To develop our transport and land use policies.
- h) To arrange site visits and other responses as necessary and to develop policies for same.
- i) To arrange training for Council members on planning matters.

Delegation to Officers

Introduction

The scheme does not delegate any matter:

- a. Reserved by law to the Council
- b. Which by law may not be delegated to a Councillor and /or Officer.

The powers and duties set out in this scheme are delegated to the Town Clerk/RFO.

1. Extent of Delegation

a) All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

b) The Town Clerk/RFO will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Contract Procedure Rules
- The Council's Procurement Strategy
- The Council's Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements

c) The Town Clerk/RFO may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

d) In addition the Town Clerk/RFO is authorised to undertake the day to day administration of the Council to include:

- Emergency expenditure up to 1% of the precept whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
- Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisations are not possible
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances)

2. Urgent Decisions of Council

a) Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.

b) Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.

c) Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

3. Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time and the Local Government Act 1972 s151.

4. Town Clerk (Proper Officer)

Furthermore, the Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- a) Receive declarations of acceptance of office
- b) Retain a copy of every Councillor's register of interest
- c) Receive and retain plans and documents
- d) Sign notices and other documents on behalf of the Council
- e) Receive and retain copies of by-laws
- f) Sign summonses to attend meetings of the Council
- g) Keep proper records for all meetings
- h) Receive all correspondence on behalf of the Council
- i) Be responsible for the Council's seal (if applicable)
- j) Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting in consultation with the Mayor or chairman of the Committee or Task Group.
- k) Receive from MCC Monitoring Officer any documents in relation to complaints received under the Code of Conduct and report this at the next convenient meeting of the Council

In addition, the Town Clerk has delegated authority to undertake the following matters on behalf of the Council:

- i) Day to day administration of services
- ii) Management of all Council staff in accordance with Council's adopted policies including approval of annual leave, annual appraisal, minor disciplinary action, performance management and task allocation
- iii) Oversee the appointment of employees in consultation with the Chair of the Staffing Sub-Committee/Chair of Finance & Policy Committee
- iv) To delegate any aspect of these delegations to another officer and to act in their absence
- v) To seek expert advice (eg solicitors, Counsel, agents etc) and instruct the services for same as and when required within the available budget and in accordance with Financial Regulations
- vi) To operate the Council's banking arrangements and to transfer funds between accounts as required for prudent fiscal management
- vii) To pay salaries and allowances including IRPW payments in accordance with Council's agreed policy
- viii) To exercise (so far as may be lawful) the powers of the Council to borrow and invest; and to lend and to determine rates of interest and terms of repayment on such loans as may be required or prudent from time to time
- ix) To pay all sums properly authorised as due
- x) To collect all income due to the Council, including appropriate interest and costs.
- xi) Authorisation of regular expenditure within the agreed budget.
- xii) Incur expenditure on any item for which provision is made in the appropriate budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial

- Regulations and Standing Orders and is reported to the next appropriate meeting of committee or Council
- xiii) Authorisation to call any extra meetings of the Council or any Committee as necessary having consulted with the Mayor and/or Chair of the appropriate Committee
 - xiv) Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or one of its Committees
 - xv) Respond to any Freedom of Information requests or Subject Access Requests under GDPR
 - xvi) Deal with matters specifically delegated by Council or Committee
 - xvii) Deal with complaints in line with the Council's adopted Complaints Procedure
 - xviii) Be responsible for the overall management of all budgets in accordance with Council policies
 - xix) To make decisions on any activities of the Council implementing the Council adopted policies and report regularly to the relevant committee/Council
 - xx) Authorised to issue press releases on any Council activity exercised in accordance with Council policy
 - xxi) Editorial control of the Council's website and social media presence
 - xxii) Negotiate and enter into contractual arrangements for performers in relation to events organised by the Town Council.
 - xxiii) Any other matters which may from time to time be delegated to the Town Clerk/RFO

Appendix A

Quorum Table

Number of Members Appointed to a Committee	Quorum for that Committee
9 or less	3
10 - 12	4
13 - 15	5
16	6

Appendix B

Section A: Guidelines for Selection of committees

1. The names of all committees are abbreviated to Finance, P&P and Planning.
2. The Town Clerk as returning officer will arrange all procedures so that the committees will be appointed at the Annual Meeting. In the year of the election this will be deferred to a subsequent Council Meeting.
3. The Mayor and Deputy Mayor will be ex officio members of all committees of which they can also be chair.
4. Chairmen of committees must be elected by a majority of the full members of that committee, if that is not obtainable in the absence of an outgoing chairman the Mayor, whether or not she/he is a member of that committee must give a casting vote.
5. No member shall chair more than one committee.
6. Every Councillor must be a member of at least two committees.
7. No one other than a Councillor may be a member of the Finance Committee.
8. Councillors may apply to any committee or sub-committee to participate for any agenda item on which he/she has a special interest and explain the reason for the request and the Committee must agree to this request by majority vote. They will be able to speak but not vote on this issue. A verbal request at the commencement of the meeting will suffice.
9. Resignations from any committee will be given to the Chairperson of the committee and The Mayor with a resulting vacancy being circulated to all members by the Clerk.
10. Any change of membership of a committee must be confirmed by Full Council. All appointments to committees are for that year of the Council only with the exception of 8 above.
11. Agendas of all committees and sub-committees will be sent by email with the required notice to all Councillors.

Section B: Procedure for Deciding the Memberships of Committees.

1. After considering the rights to request participation, Councillors shall inform the Clerk in writing of the committees for which they wish to be nominated as full members. Members should nominate themselves for at least two committees but there is no other restriction.
2. The Clerk shall endeavor to ensure that there are sufficient nominees for each committee. If this cannot be achieved they will inform Full Council. Nominees

will be automatically appointed to committees for which there have been eight or less nominations, except planning.

- 3 The nominations shall be circulated to all councillors.
- 4 At the Annual Meeting the Council will appoint the full members of the committees for the following year unless deferred.
- 5 All committees will elect their Chairperson and Deputy Chairperson at their first meeting; these will be as soon as is convenient after the Annual Meeting.
- 6 No member may be a chair of more than one committee. Membership of the Finance and Policy Committee will be amended as necessary after the election of the Chairmen of the other three committees as soon as practicable.

Committee Membership 2020/21 (Updated: 18/05/2021)

<u>Name</u>	<u>Planning</u>	<u>Finance & Policy</u>	<u>People and Places</u>	<u>Staffing</u>
Cllr Claudia Blair		✓	✓	✓
Cllr Ken Breeze			✓	
Cllr Emma Bryn	✓		✓	
Cllr Terry Christopher		✓	✓	✓
Cllr Anthea Dewhurst	✓	✓	✓	
Cllr Mat Feakins		✓	✓	✓
Cllr Jane Gunter	✓	✓	✓	
Cllr Kelly Jackson-Graham		✓	✓	
Cllr Simon Jones	✓		✓	
Cllr Rachel Jupp	✓	✓	✓	
Cllr Alice Legg	✓		✓	
Cllr Jane Lucas		✓	✓	✓
Cllr Richard Roden		✓	✓	✓
Cllr Rod Smith	✓	✓	✓	✓
Cllr Jamie Treharne	✓	✓	✓	
Cllr Sue White	✓	✓	✓	
TOTAL ON COMMITTEES	9	12	16	6

Monmouth Town Council

Draft Committee Schedule 2021/22

Month	Full Council (4 th Monday)	Finance & Policy	People & Places (2 nd Monday)	Planning (twice a month)
May	24 th (Annual)	31 st (end of year accounts)	10 th	11 th 25 th
June	21 st (Approval of Accounts) 28 th		14 th	8 th 22 nd
July	26 th		12 th	6 th 22 nd
August (recess)				17 th
September	27 th	6 th (policies review)	13 th	7 th 21 st
October	25 th		11 th	5 th 19 th
November	22 nd	29 th (review draft budget)	8 th	9 th 23 rd
December	27 th		13 th	14 th
January	24 th		10 th	11 th 25 th
February	28 th	21 st (internal controls review)	14 th	8 th 22 nd
March	28 th		14 th	8 th 22 nd
April	25 th			5 th 19 th

Agenda item 13

Working Groups Sept 2021-22

Updated: 18/05/2021

	Name of Group	Task and Finish or Working Group	Members	Notes
--	---------------	----------------------------------	---------	-------

<u>Full Council</u>				
	Whole Office Review	Task and Finish	TBC	
	COVID-19 Recovery	Task and Finish	Cllr M Feakins, Cllr T Christopher, Cllr R Roden, Cllr R Smith, Cllr C Blair, Cllr K Breeze, Cllr K Jackson-Graham, Cllr R Jupp, Cllr E Bryn, Cllr A Dewhurst, Cllr A Legg, Cllr S Jones, Cllr J Lucas, Cllr J Gunter, Cllr S White, Cllr J Treharne	
	Old Skate Park	Task and Finish	Cllr M Feakins, Cllr T Christopher, Cllr R Roden, Cllr R Smith, Cllr C Blair, Cllr K Breeze, Cllr K Jackson-Graham, Cllr R Jupp, Cllr E Bryn, Cllr A Dewhurst, Cllr A Legg, Cllr S Jones, Cllr J Lucas, Cllr J Gunter, Cllr S White, Cllr J Treharne	
	Town Centre Enhancements	Task and Finish	TBC	
	Committee Structure and Working Groups Review	Task and Finish	Cllr C Blair, Cllr M Feakins, Cllr T Christopher, C. Williams, P. Hartley, D. McNeill	
<u>Finance & Policy</u>				
	Shire Hall SLA	Task and Finish	Cllr R Smith, Cllr T Christopher, Cllr R Roden, Cllr S White, Cllr J Treharne, B Wright	

Working Groups Sept 2021-22

Updated: 18/05/2021

	Name of Group	Task and Finish or Working Group	Members	Notes
	Review of the Council's Discretionary Policy on Pensions	Task and Finish	Cllr M Feakins, Cllr R Caffel, Cllr R Roden	
	Review of Office Workloads	Task and Finish	TBC	Set up at FC 22.03.2021
<u>People and Places</u>				
	Town Amenities Working Group (Includes: Floral, Pennants & Banners and Christmas Lights)	Working Group	Cllr T Christopher (Lead), Cllr A Legg, Cllr A Dewhurst, Cllr J Treharne, Cllr C Blair, Cllr S White, Cllr J Lucas, Mr C Munslow, Mrs C Hargaden.	
	Litter Group	Working Group	Cllr T Christopher, Cllr A Dewhurst (Lead), Cllr C Blair, Cllr E Bryn	
	Active Travel, Pedestrian & Transport	Working Group	Cllr Bryn (Lead), Cllr A Dewhurst, Cllr K Jackson-Graham, Cllr R Jupp, Cllr E Bryn, Mr C Munslow, Mrs C Hargaden, Mr H Cullen-Jones, Mrs V Mitchell, Mrs A Jones, Mrs B Wright, Mr D Hoyle and Mr J Walton.	
	Wye Bridge Pedestrian Footbridge	Task and Finish	Cllr J Lucas (Lead), Cllr Dewhurst, Cllr Jackson-Graham	
	Cemetery Working Group	Task and Finish	Cllr Christopher (Lead), Cllr A Dewhurst, Cllr A Legg, Cllr R	

Working Groups Sept 2021-22

Updated: 18/05/2021

	Name of Group	Task and Finish or Working Group	Members	Notes
--	----------------------	---	----------------	--------------

			Roden, Cllr S White and Mr C Munslow.	
	Welsh Assembly Government Funding - Coach Parking Provision	Task and Finish	Cllr R Roden (lead), Cllr J Lucas	
	Hereford Road Parking	Task and Finish	Cllr J Lucas,(lead), Cllr R Roden, , Cllr A Dewhurst, Cllr C Blair	
	Climate Emergency (ACE Monmouth)	Working Group	Cllr C Blair (Lead), Cllr M Feakins, Cllr A Dewhurst, Cllr E Bryn, Cllr R Jupp, Mr H Cullen-Jones and Ms L McCartney	
	Plastic Free Monmouth	Task and Finish	Cllr Bryn (lead),Cllr C Blair, Cllr A Dewhurst, Sue Parkinson (MCC), May Boase, Madeline Boase, Anna Hill, Georgie Meadows, Simon Durrant	
	Agincourt St Toilets	Working Group	Cllr T Christopher, Cllr A Dewhurst, Cllr R Roden, Cllr S White	Formed Jan 2020
	Bee Friendly (Caru Gwenyn)	Working Group	Cllr A Dewhurst (Lead), Cllr T Christopher, Cllr S White	
	War Memorial Garden	Task and Finish	Cllr A Dewhurst (Lead), Cllr R Roden, Cllr M Feakins, Cllr S White, Cllr T Christopher, Cllr C	

Working Groups Sept 2021-22

Updated: 18/05/2021

	Name of Group	Task and Finish or Working Group	Members	Notes
			Blair, Cllr E Bryn, , Ms R Morgan, Mrs M Boase, Mrs V Mitchell	
	School Council Liaison	Working Group	Cllr T Christopher (lead), Cllr R Roden, Cllr A Dewhurst, Cllr S White	
	Christmas Lantern Parade	Task and Finish (annual)	Cllr K Jackson-Graham, Cllr E Bryn, (lead), Cllr A Legg, Cllr A Dewhurst, Cllr C Blair	
	Agincourt Square Phone Box	Working Group	Cllr C Blair, Cllr K Breeze, Cllr E Bryn, (lead), Cllr K Jackson-Graham	

Representation on Outside Bodies 2021-22

The Council is represented on many local organisations. This is an important part of the Council's work, helping to ensure that the public's interest is reflected in the wider community via their elected representatives. The organisations and bodies listed below make a significant contribution to the shaping of local services for our community and to the overall Well Being of Monmouth.

A list of organisations, and the Council representatives, is set out below:

- a) **One Voice Wales Larger Councils Committee**: Cllr Dewhurst, Cllr Lucas
- b) **One Voice Wales Area Committee**: Cllr Blair, Cllr Gunter
- c) **Central Monmouthshire Area Committee**: Cllr Treharne (Chair), Cllr Feakins, Cllr Roden, Cllr Blair
- d) **CCTV (Closed circuit TV security monitoring)**: Cllr Smith, Cllr Jupp
- e) **Monmouthshire County Council Cluster Group**: Cllr Dewhurst, Cllr Christopher, Cllr Legg, Cllr Lucas
- f) **Kymin View Primary School Governing Body**: VACANCY
- g) **Osbaston Primary School Governing Body**: Cllr Jupp
- h) **Overmonnow Primary School: Governing Body**: Cllr Treharne
- i) **Monmouth School for Girls and Monmouth School for Boys**: Cllr Roden
- j) **Fairtrade**: Cllr Gunter
- k) **Wye Valley AONB (Area of Outstanding Natural Beauty)**: Cllr Bryn, Cllr Breeze
- l) **GAVO Gwent Association of Voluntary Bodies**: Cllr Jupp
- m) **Monmouth Charity**: VACANCY
- n) **Chamber of Trade and Commerce**: Cllr Jackson-Graham, Cllr Jupp and Cllr Smith
- o) **Drinking Fountains Scheme**: Cllr Treharne (Chair), Cllr White, Cllr Lucas
- p) **Mind Monmouthshire**: Cllr Jones
- q) **Sight Cymru**: Cllr Christopher

Updated: 18/05/2021

Agenda item 15

MONMOUTH TOWN COUNCIL ATTENDANCE 2020/21

(From the commencement of remote meetings 11/05/2020)

Updated: 17.05.2021

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

MONMOUTH TOWN COUNCIL ATTENDANCE 2020/21

(From the commencement of remote meetings 11/05/2020)

Updated: 17.05.2021

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	Black			-	Black			-	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

Yellow

Black

Non-Committee member in attendance

Non-Committee member

N Actual number of meetings held.

P Number of meetings attended.

A Apologies given and received.

* Cllr Caffel resigned from the Council on 6th 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 25th January 2021.

***** Cllr Jones was elected on 26th February 2021

***** Cllr Legg became a member of the Planning Committee on 22nd February 2021

***** Cllr Lucas resigned from the Planning Committee on 22nd February 2021

***** Cllr Roden resigned from the Planning Committee on 22nd February 2021.

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt Square
NP25 3DY
Tel: 01600 715662
Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk



Date: 17.05.2021

Report to Full Council

Subject: Temporary Cycle Parking Proposal

Prepared by: Paul Morgan, Town Clerk & RFO

Background

Cllr Emma Bryn identified the opportunity of purchasing temporary cycle parking to be made available to use freely for events in the area and has taken forward work on investigating this issue. Previously Cllr Bryn had agreed to try and source some additional cycle parking for the bike festival but soon realised there are no temporary cycle facilities available to hire.

She then started investigating the option of Monmouth Town Council (MTC) purchasing temporary cycle stands which could be used for events and by groups in the town supporting our aim to reduce the carbon footprint and climate change initiatives.

Detail

This proposal was raised during People and Places Committee discussions and was deemed to need further investigation.

The proposal is to purchase three 3-hoop 'toast rack' style cycle stands that could be connected together to make one large stand on site. Clipped together they would be stable, too heavy to lift/steal but when dismantled would be small enough to fit in a small van and could be stacked on top of one another for storage. This would create an 18-bike capacity.

The following quotes for cycle racks have been sourced:

1. **Shelters For Less**

https://www.shelters4less.co.uk/Street-Furniture/Cycle-Racks/Sheffield-Toast-Racks?pl=STD&ccv=Y&utm_source=bing&utm_medium=cpc&utm_campaign=Shopping&utm_term=4576304838629952&utm_content=Cycle%20Racks

3 x £210 ex-VAT = £630 *FREE DELIVERY OVER £250*

2. **Cycle Hoops**

[Toast Rack | Cyclehoop](#)

3 x £195 ex-VAT = £585 *DELIVERY £114*

3. **Barriers Direct**

[Sheffield Cycle Toastrack \(Galvanised\)-prewelded Sheffield Cycle Stands for 4 to 16 Bikes · Barriers Direct](#)

3 x £204.12 ex-VAT = £612.36 *FREE DELIVERY IN UK*

4. Broxap

[Harrogate Cycle Rack | Street Furniture | Broxap](#)

3 x £147 ex-VAT = £441 *EXTRA FOR DELIVERY - REQUIRES QUOTE*

The plan has been formulated following consultation with Monmouthshire County Council (MCC), MonLife and Sustrans. Transition Monmouth, who are helping set up the Benthyg system with MCC, have suggested that the cycle racks could be donated by MTC to the scheme. This would mean that all liabilities (including insurance and risk), storage and maintenance would be passed over to them. MCC have agreed to store the racks at their Troy site in the short-term (or permanently should it transpire that Benthyg do not have the space for them).

Community events/groups (including MTC) would then be able to borrow the racks from Benthyg for free, without further MTC involvement.

The issue of formulating some type of system to connect the three suggested separate rack structures would need to be finalised. It is suggested that the racks will be fixed with both lower rails on each side being bolted to the adjacent lower rails of the next rack using a linking piece of angle iron fixed with two bolts at each side of the link.

There remain a number of factors which require further consideration including the exact type of hoop, the colour, the finish, stacking for storage and the exact nature of the fixing. It is suggested that these factors could be either considered in consultation with Transition Monmouth/Benthyg as the future owners or the funds are donated to them.

Time is of the essence as it is intended to have them available for the Dr Bike event at the end of June.

It is therefore proposed that the Council consider granting the funds to Transition Monmouth/Benthyg with the exact amount required to be confirmed by them once they have decided on the most appropriate racks.

Recommendation

It is recommended that the Council consider approving the principle of granting the funds to Transition Monmouth/Benthyg for the purchase of temporary cycle parking units and give delegated authority to the Town Clerk to approve the exact amount of grant funds required up to a maximum of £1,000 plus VAT using cost code EMR 354 (Active Travel Activities).