

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



Date: 16th February 2021

To the Mayor and Members of Monmouth Town Council
NOTICE OF FULL COUNCIL MEETING
You are summoned to attend a Remote Meeting to
be held via BT Telephone Conferencing
on Monday 22nd February 2021 at 7 p.m.
for transacting the following business:

D McNeill

D.McNeill, Locum Town Clerk

AGENDA

To join the meeting please dial **Tel: 0800 032 8068** (free of charge) and enter the following passcode when prompted: **11721683** then # and then state your full name.

Please note: If agreed, members of the press and public will be excluded from the meeting for the confidential items.

01.	To receive apologies for absence.
02.	To receive declarations of interest in items on the agenda.
03.	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 Friday prior to the meeting)</i>
04.	Minutes for Approval To approve Full Council Minutes for the remote meeting held on 25/01/2021.
05.	Monmouth Town Centre Enhancement Proposals To consider proposals from Monmouthshire County Council for temporary street enhancements to Monnow Street including planters and to consider a request for funding support for the maintenance of the planters with funds approved to be taken from the Town Council Covid 19 Town Recovery budget. Roger Hoggins to attend.

06.	<p>Contracts Review To review and approve contract agreements (see contracts review spreadsheet)</p>
07.	<p>Finance</p> <ul style="list-style-type: none"> a) Payments: To approve the accounts for payment for the period 19/01/2021 to date and any late payments. b) Bank Reconciliations: To review and approve statements of bank reconciliations for all cashbooks at 31/01/2021. c) To approve payment by direct debit for: BT Conferencing; the mobile phones contracts with Three (approved at the last meeting) and Blueglow/Synergy ICT. d) Council debit card <ul style="list-style-type: none"> i) To note the terms and conditions of the Council debit card. ii) To suspend financial regulation 6.17 to allow a Council debit card to be issued in the name of the Finance Support Officer until the new Town Clerk/RFO is in post and review at that time. iii) To adopt internal controls for the use of the Council's debit card. e) Update from Internal Auditor To receive an update from the internal auditor, with comments from officers on points raised, following the first visit (note this is not a formal interim audit report).
08.	<p>Committee Structure and Working Groups Review To receive a report from the Task and Finish Group to include proposals for a new committee structure, a review of the purpose, function and effectiveness of current working groups and a draft schedule of meetings for the forthcoming civic year.</p>
09.	<p>Community Partnership Agreements</p> <ul style="list-style-type: none"> a) Partnership Agreement Principle To approve the principle of partnership agreements for funding support of specific organisations offering services to the community in order to provide certainty for those organisations and to reduce administrative and meeting workloads. b) Monmouthshire MIND To consider and approve a draft partnership agreement Subject to approval of a) and b) above to also consider the principle of offering partnership agreements to: c) Monmouth Savoy Trust To consider a proposed 3-year partnership agreement with the Monmouth Savoy Trust (MST) and agree an annual financial commitment (sum to be agreed) to support MST in lieu of free youth passes for all Monmouth Town primary school children aged between 5 and 11 years old for one Saturday a month at the theatre. d) Monmouth Rotary Club for the Green Wall To consider a proposed 3-year partnership agreement with the Monmouth Rotary Club to fund the Green Wall and agree an annual financial commitment (sum to be agreed) and to refer the details of the partnership agreement to Finance & Policy for approval in order to provide funding by the end of March. e) Citizens Advice Monmouth

	To consider a proposed 3-year partnership agreement with the Citizens Advice Monmouth and agree an annual financial commitment (sum to be agreed).
10.	Welsh Language for the Website To note and approve the offer of Welsh language translation for the static pages of the website by the Welsh Language and Equality Officer at Monmouth County Council.
11.	Online Meeting Platform To formally approve the use of BT Conferencing for Council meetings and to review whether other platforms may be more appropriate.
12.	Service Level Agreements To receive an update following the request for a rebate on the toilets SLA and the Shire Hall rental charges for the upstairs office.
13.	Chamber of Commerce Subscription for 20/21 To discuss and agree a voluntary amount to be paid for 20/21 subscription to the Chamber of Commerce (usually £60 paid per annum).
14.	Committee Membership (i) To consider requests by Councillors Lucas and Roden to resign from the Planning Committee. (ii) To consider a request by Councillor Legg to join the Planning Committee.
15.	By-elections To note that a by-election for the current vacancy for the Town ward is to be held on 25 th March which will be formally notified from Thursday 18 th February 2021 and candidates will have from that date until 4pm on the 26 th February 2021 to submit nomination papers to stand for election.
16.	Review of the Independent Panel Remuneration Framework for Wales To agree any representations to the Independent Remuneration Panel for Wales – Principles relating to the Reimbursements of the Costs of Care and to note any comments must be received by 1 st March 2021 (previously circulated).
17.	Draft Code of Conduct for Councillors To note the draft Code of Conduct for Councillors from the Public Services Ombudsman for Wales and that any comments must be received by 28 th February 2021 (previously circulated).
18.	Monmouth Beacon Weekly Column and Community Engagement To consider committing office time to writing a weekly column for the Monmouth Beacon to report on Monmouth Town Council activity.

<p>19.</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>20.</p>	<p>IT Contracts To approve the recommendation from the working group for the appointment of an IT contractor following a tender process (report attached).</p>
<p>21.</p>	<p>Staffing Sub-Committee Recommendations To consider and approve the recommendations of the Staffing Sub-Committee meeting held on 16/02/21.</p>
<p>22.</p>	<p>Date of Next Meeting The next scheduled remote meeting will be Monday 22nd March 2021 at 7:00pm (if approved above).</p>