

MONMOUTH TOWN COUNCIL
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Date: 20th April 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 26th April 2021 at 6 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 working day prior to the meeting).</i>
04.	Minutes for Approval a) To approve Full Council Minutes for the remote meeting held on 22/02/2021. b) To approve Full Council Minutes for the remote meeting held on 16/11/2020.
05.	Committee Minutes To note the minutes of committee meetings: a) People and Places held on 12 th April & 19 th April 2021. b) Planning held on 6 th & 13 th April 2021.

06.	<p>Community Partnership Agreements Citizens Advice Monmouth To consider a proposed 3-year partnership agreement with Citizens Advice Monmouth and agree an annual financial commitment in line (sum to be agreed).</p>
07.	<p>Finance</p> <ul style="list-style-type: none"> a) Payments: To approve the Schedule of Payments for the period 16/03/2021 to date and any late payments. b) VAT To note the VAT return for 31/03/2021. 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. d) Financial Regulations To consider draft amendments to Financial Regulations to reflect changes to staffing and committee structure, current practices and improve internal controls. e) Climate Future Festival To note 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. f) Bank Reconciliations <ul style="list-style-type: none"> 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. ii) To agree retrospectively which three months bank reconciliations, (one from each quarter), should be checked and signed for the year 2020/21. g) Cycle Infrastructure Match Funding <ul style="list-style-type: none"> i) To note that MCC have granted MTC a £5795.20 contribution towards the cycle shelter and hoops to reimburse the Match Funding. 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. h) Partnership Agreements <ul style="list-style-type: none"> i) To agree to create a Partnerships nominal code for all partnership agreements from the existing Mind Partnership code 4206. 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.
08.	<p>Committee Schedule</p> <ul style="list-style-type: none"> a) To note 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 and the agendas will be issued on a Thursday so that as many applications as possible can be considered the following week. b) To approve a draft schedule of Planning Committee meetings to be held twice monthly. c) 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>09.</p>	<p>Committee Restructuring</p> <p>a) Scheme of Delegation</p> <ul style="list-style-type: none"> i) To adopt draft guidelines for selection of Committees to form part of the scheme of delegation. 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. iii) To approve the draft delegations to the Staffing Sub-Committee. iv) To amend the frequency of meetings for the Planning Committee. <p>b) Standing Orders</p> <ul style="list-style-type: none"> i) To review SO 3w: A meeting shall not continue past 9pm and shall not exceed a period of two hours. ii) To adopt Standing Orders without sections A & B of s27 now that they form part of the scheme of delegation.
<p>10.</p>	<p>Independent Review Panel for Wales</p> <ul style="list-style-type: none"> a) To note and adopt the 2021 Annual Report including considering discretionary payments at Determinations 43, 45, 46, 47, 48 & 49 (deferred from previous meeting). ii) To appoint a Councillor to represent Monmouth Town Council at the Remuneration Review meeting scheduled for 10th May 10am – 12 noon
<p>11.</p>	<p>Local Government and Elections (Wales) Act 2021</p> <p>To note the key provisions in the summary document provided by One Voice Wales, in particular, the introduction of the General Power of Competence (deferred from previous meeting).</p>
<p>12.</p>	<p>One Voice Wales</p> <p>To note 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>
<p>13.</p>	<p>Annual Meeting of the Council</p> <p>To note 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>
<p>14.</p>	<p>Allotments</p> <p>To note that further information from Monmouthshire County Council regarding the future provision of allotments in Monmouth including at Vauxhall Fields is still awaited.</p>
<p>15.</p>	<p>Covid 19 Recovery</p> <p>To consider options for supporting the community back to normality.</p>
<p>16.</p>	<p>Shire Hall Office Space</p> <p>To review the requirements of the Town Council for office space in the Shire Hall.</p>

17.	<p>Old Skate Park Site</p> <p>To discuss and agree a potential strategy for considering alternative uses for the Old Skate Park site.</p>
18.	<p>Date of Next Meeting</p> <p>The next scheduled remote meeting will be the Annual Meeting of Council on Monday 24th May 2021 at 6:00pm.</p>
19.	<p>Exclusion of the Press and Public</p> <p>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>
20.	<p>Appointment of Town Clerk/Responsible Finance Officer</p> <p>a) To approve the draft contract of employment and note the proposed start date. b) To approve a draft induction and training programme. c) To approve a press release.</p>
21.	<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>