

MONMOUTH TOWN COUNCIL
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Date: 18th May 2021

To the Mayor and Members of Monmouth Town Council
NOTICE OF ANNUAL MEETING OF COUNCIL
You are summoned to attend a Remote Meeting to
be held via BT Telephone Conferencing
on Monday 24th May 2021 at 6 p.m. for
transacting the following business:

P. Morgan
P. Morgan, 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.	Election of Town Mayor for the 2021/22 Mayoral Year To receive nominations for the election of the Town Mayor for the 2021/22 Mayoral Year and to receive the Declaration of Acceptance of Office. The Mayor may name his/her Chaplain and receive a blessing by the Mayors Chaplain. The exchange of mayoral chains and presenting of badges will take place at the earliest opportunity.
02.	Election of Deputy Town Mayor for the 2021/22 Mayoral Year To receive nominations and to elect the Deputy Town Mayor for the 2021/22 Mayoral Year.
03.	To receive apologies for absence
04.	To receive declarations of interest in items on the agenda
05	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>

06.	Minutes for Approval To approve Full Council Minutes for the remote meeting held on 26/04/2021.
07.	Committee Minutes To note the minutes of committee meetings: a) People and Places held on 10 th May 2021. b) Planning held on 27 th April & 11 th May 2021.
08.	War Memorial (MF) a) To note that the War Memorial was originally entrusted in perpetuity to the Monmouth Town Mayor and the Corporation (a predecessor organisation to the Town Council) but has never been listed on MTC's asset register and to consider adding it with immediate effect. b) To agree a provisional sum as a valuation in order to add the Memorial to the Council's insurance policy immediately until a true valuation is achieved. c) To note that a full condition survey, valuation and maintenance costs will be considered by the People & Places Committee. d) To set up a Task and Finish Group reporting to the People & Places Committee to determine procedures for adding names to the Memorial.
09.	Finance a) Payments To approve the list of unpaid invoices and the cashbook payments for the period from 01/04/2021 to date and any late payments. b) VAT To note the VAT return for 31/03/2021. c) Recurring Payments To confirm and approve the list of recurring payments as per Financial regulation 5.6 d) Bank Reconciliations To note the bank reconciliations for April for Cashbooks 1,3 and 4
10.	Internal Controls To note that both the following documents have recently been reviewed a) To adopt Standing Orders (last reviewed 26.04.21) b) To adopt Financial Regulations (last reviewed 26.04.21) c) To review the inventory of land and assets including buildings and office equipment d) To confirm arrangements for insurance cover in respect of all insured risks
11	Annual Report a) To approve the Annual Report. b) To note that the approved version of the Annual Report will be translated into Welsh for publication, to be provided at no cost by MCC.
12.	Committees 2021/22 a) To readopt the existing committee structure recently reviewed i) People & Places Committee

	<ul style="list-style-type: none"> ii) Planning Committee iii) Finance & Policy Committee iv) Staffing Sub-Committee <ul style="list-style-type: none"> b) To reapprove the Scheme of Delegation including delegation to committees, frequency of meetings, terms of reference and quorum c) To review existing committee membership and approve membership for 2021/22 d) To approve the schedule of meetings
13.	<p>Working Groups</p> <p>To review membership of Working Groups and Task & Finish Groups.</p>
14.	<p>Outside Bodies</p> <p>To resolve as outlined below membership of Outside Bodies and to confirm arrangements for reporting back to Council/Committee</p> <ul style="list-style-type: none"> a) One Voice Wales Larger Councils Committee b) One Voice Wales Area Committee c) Central Monmouthshire Area Committee d) CCTV (Closed Circuit TV Security Monitoring) e) Monmouthshire County Council Cluster Group f) Kymin View Primary School Governing Body g) Osbaston Primary School Governing Body h) Overmonnow Primary School Governing Body i) Haberdashers' Monmouth School j) Fairtrade Monmouth k) Wye Valley AONB (Area of Outstanding Natural Beauty) l) GAVO (Gwent Association of Voluntary Bodies) m) Monmouth Charity n) Chamber of Trade and Commerce o) Drinking Fountains Scheme p) Mind Monmouthshire q) Sight Cymru
15.	<p>Members Attendance</p> <p>To note members attendance at meetings in 2020/21.</p>
16.	<p>Policies</p> <p>To note that the Council's Complaints procedure, Freedom of Information, Data Protection policy and policy for dealing with the press/media will be considered by the Finance & Policy Committee at its September meeting.</p>
17.	<p>Welsh Language Scheme</p> <p>To note that the Welsh Language Commissioner has issued a Notice to prepare a Welsh Language Scheme and has provided a template for same and a draft Scheme will be presented to Council for consideration at the meeting scheduled for 28th June 2021.</p>

<p>18.</p>	<p>Place Plan To consider and agree the recommendation made by the Planning Committee to form a Task and Finish Working Group for the purpose of establishing a Place Plan for Monmouth.</p>
<p>19.</p>	<p>Temporary Cycle Parking (EB) (deferred from P&P Committee 10th May 2021) To consider approving the principle of granting the funds to Transition Monmouth/Benthyg for the purchase of temporary cycle parking units and giving 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).</p>
<p>20.</p>	<p>Date of Next Meeting The next scheduled remote meeting will be the Full Council meeting to approve the end of year accounts on Monday 21st June 2021 at 7:00pm.</p>