

**MONMOUTH TOWN COUNCIL**  
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Date: 15<sup>th</sup> June 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 21<sup>st</sup> June 2021 at 7 p.m. for**  
**transacting the following business:**

*P Morgan*  
**P Morgan, Town Clerk & RFO**

**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.

<b>01.</b>	<b>To receive apologies for absence.</b>
<b>02.</b>	<b>To receive declarations of interest in items on the agenda.</b>
<b>03.</b>	<b>Public Participation</b> <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>
<b>04.</b>	<b>Minutes for Approval</b> To approve Full Council Minutes for the remote meeting held on 20 <sup>th</sup> May 2021 and 24 <sup>th</sup> May 2021.

<p><b>05.</b></p>	<p><b>Committee Minutes</b> To note the minutes of committee meetings:</p> <ul style="list-style-type: none"> <li>a) Finance &amp; Policy meeting held on 1<sup>st</sup> June 2021.</li> <li>b) Planning meetings held on 25<sup>th</sup> May and 8<sup>th</sup> June 2021.</li> <li>c) People and Places meeting held on 14<sup>th</sup> June 2021.</li> <li>d) Staffing Sub-Committee meeting held on 3<sup>rd</sup> June 2021.</li> </ul>
<p><b>06.</b></p>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Payments: To approve the list of unpaid invoices and the cashbook payments for the period from 24.05.21 to date and any late payments.</li> <li>b) Reconciliations: To approve statements of bank reconciliations for all cashbooks, at 31<sup>st</sup> May.2021.</li> <li>c) Budget Report To consider and approve MTC budget reports to date.</li> <li>d) Overspend of EMRs and Virements <ul style="list-style-type: none"> <li>i) To vire £14000 from General Reserves to EMR Staff Absence Contingency (EMR 329) to address the £1653.00 overspend from 2020/21 and to enable payment of the Locum Town Clerk consultancy costs.</li> <li>ii) To vire £240 from General Reserves to EMR CILCA/ILCA Course Costs (EMR 333) to address the £240 overspend identified at year end.</li> </ul> </li> </ul>
<p><b>07.</b></p>	<p><b>Internal Audit for year ending 31st March 2021</b></p> <ul style="list-style-type: none"> <li>a) To note the Report on Internal Auditor Final Comments 2020/2021 year end and to <b>approve the recommendations</b> to Full Council from the Finance &amp; Policy Committee: <ul style="list-style-type: none"> <li>i) To note the Internal Auditor's assessment of the invoices omitted from the Quarter 4 VAT claim which will automatically be corrected in Quarter 1 of the next financial year (2021/22)</li> <li>ii) To vire £1159.04 to EMR Active Travel Activities (354), from VAT Cost Code 105 and to recharge the VAT when the invoice is received.</li> <li>iii) To approve the recommendations by the Internal Auditor regarding the use of Purchase Ledger Daybook Entries for VAT and accruals, the confirmation of other costs not being processed through Payroll or if not, processed through Payroll in 2021/2022, the insurance miscoding, the cheque delay, and the debit card payments.</li> </ul> </li> <li>b) To <b>note the resolutions of the Finance &amp; Policy Committee</b> in respect of the Report on Internal Auditor Final Comments 2020/2021 year end:</li> </ul>

	<ul style="list-style-type: none"> <li>i) To manually amend the Annual Return by £1 because of a system generated rounding error brought forward from 2019/2020.</li> <li>ii) To amend the RBS system to correct the errors in EMRs and General Reserves on EMR codes 9010, 9017, 9014, 9074 and 9029 and to note the treatment of EMRs and General Reserves within the RBS system.</li> <li>iii) Further in respect of the RBS system to correct the following: <ul style="list-style-type: none"> <li>a) To remove the pension creditor of £1073.10.</li> <li>b) To amend the allocation of the CilCA Training of £878.00 from Box 6 to Box 4 on the AGAR.</li> <li>c) To amend the overstated Members Allowance by £32.00.</li> </ul> </li> <li>iv) That the Locum Town Clerk costs should remain allocated to the Staff Absence Contingency EMR as coded in Box 6 of the Annual Return (other costs) in accordance with the Governance and Accountability for Local Councils in Wales (A Practitioners Guide) Section 18.11: "Cell 4 only includes costs for staff directly employed by the council. The costs of engaging agency staff or consultants are recorded in cell 6 total other expenditure", and to note the comments of the internal auditor.</li> </ul> <p>c) To consider and approve the Internal Auditor's Final Report 2020/2021 and recommendations and to agree an action plan.</p> <p>d) To consider and agree the review of effectiveness of Internal Audit for 2020/2021 (see OVW/SLCC Governance and Accountability for Local Councils in Wales - A Practitioners Guide (2019 edition) p 55-61 and Appendix 2 - template for Annual Internal Audit review) as attached.</p>
<p><b>08.</b></p>	<p><b>Annual Return for year ending 31st March 2021</b></p> <ul style="list-style-type: none"> <li>a) To consider and approve the recommendations from the Finance &amp; Policy Committee: <ul style="list-style-type: none"> <li>i) to approve the Explanation of Variances.</li> <li>ii) to approve the Combined Bank Reconciliation Statement for the year ended 31<sup>st</sup> March 2021.</li> </ul> </li> <li>b) To consider and approve the Balance Sheet for the year ended 31<sup>st</sup> March 2021.</li> <li>c) To approve the amended level of General Reserves held at £342,672 which represents 89% at 31<sup>st</sup> March 2021.</li> <li>d) To approve the Annual Return for the year ended 31<sup>st</sup> March 2021 including Accounting Statements on page 2 and Annual Governance Statement page 3.</li> <li>e) To note the notice of date appointed for the inspection of accounts as 1<sup>st</sup> to 20<sup>th</sup> July 2021; and exercise of electors' rights under the Public Audit (Wales) Act 2004 as 23<sup>rd</sup> August 2021 until completion of audit.</li> </ul>

09.	<b>Date of Next Meeting</b> The next scheduled remote meeting will be the Full Council meeting on Monday 28 <sup>th</sup> June 2021 at 7:00pm.
10.	<b>Exclusion of the Press and Public</b> 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.
11.	<b>Locum Clerk Assistance</b> To discuss the timescales in respect of Locum Clerk assistance.