

**MONMOUTH TOWN COUNCIL**  
 Shire Hall  
 Agincourt Square  
 NP25 3DY  
 Tel: 01600 715662  
 Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)  
[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



Date: 20<sup>th</sup> July 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 26<sup>th</sup> July 2021 at 7 p.m. for**  
**transacting the following business:**

*P Morgan*

**P Morgan, 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.

<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> 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.)
<b>04</b>	<b>Citizens Advice Briefing</b> To welcome a representative from Citizen's Advice and to receive a briefing.
<b>05</b>	<b>Monnow Street</b> To welcome Roger Hoggins from MCC and Police Sgt Samuel Atkinson to discuss: a. The current lack of signage and the parking issues on Monnow Street b. The proposal that Highways, Civil Enforcement, Health and Safety, Chamber of Commerce and Town Councillors meet to discuss this matter in Monnow Street as soon as possible. (EB)
<b>06</b>	<b>Minutes for Approval</b> a. To approve Full Council Minutes for the remote meetings held on 21 <sup>st</sup> June 2021 and 28 <sup>th</sup> June 2021. b. To approve Extraordinary Full Council Minutes for the remote meeting held on 13 <sup>th</sup>

	<p>July 2021.</p> <p>c. To approve Finance &amp; Policy Minutes for the meeting held on 2<sup>nd</sup> March 2020.</p>
<b>07</b>	<p><b>Committee Minutes</b></p> <p>To note the minutes of committee meetings:</p> <p>a. People and Places held on 12th July 2021.</p> <p>b. Planning held on 22nd June 2021 and 6th July 2021.</p>
<b>08</b>	<p><b>Finance</b></p> <p><b>a. Payments</b></p> <p>To approve the invoices for payment and cashbook payments list from 28<sup>th</sup> June 2021 to date and any late payments.</p> <p><b>b. Budgets</b></p> <p>To note the MTC budget reports to date.</p> <p><b>c. Bank Reconciliations</b></p> <p>To consider and approve the bank reconciliations for all cashbooks for 30<sup>th</sup> June 2021.</p> <p><b>d. VAT Return</b></p> <p>To consider and approve the VAT Return for 1<sup>st</sup> Quarter 1<sup>st</sup> April to 30<sup>th</sup> June 2021.</p> <p><b>e. Receipts</b></p> <p>To note the receipts up to 16<sup>th</sup> July 2021.</p>
<b>09</b>	<p><b>Delegate Authority in Council Recess (TC)</b></p> <p>a. To delegate authority to the Town Clerk/RFO (or any other 2 officers as appropriate) in consultation with the Town Mayor/Deputy Mayor, to carry out any required business during the recess period. (All members will be kept informed.)</p> <p>b. To note that existing delegated authority for expenditure will be utilised where appropriate.</p> <p>c. To delegate authority to the Town Clerk and RFO (or any other 2 officers as appropriate) in conjunction with the Mayor/Deputy Mayor, as appropriate, to carry out any functions and decisions as necessary to continue with normal council functions and service provision.</p>
<b>10</b>	<p><b>War Memorial Centenary Commemoration</b></p> <p>To discuss and agree a budget of up to £2,500 from General Reserves for the War Memorial Centenary Commemoration proposed to be held on Wednesday 6th October 2021. (TC)</p>
<b>11</b>	<p><b>Chamber of Commerce Networking Event</b></p> <p>To consider the offer from the Chamber of Commerce for Councillors to meet with local businesses as part of a networking event and to agree any actions arising from the same.</p>
<b>12</b>	<p><b>Internal Auditor Informal Tender Process</b></p> <p>To note that requests for quotes have been sent out (with a return deadline of 2<sup>nd</sup> August 2021 stipulated) for the 3-year contract period of Internal Audit provision to allow subsequent Full Council appointment and to note that a formal tender process is not required for this level of expenditure.</p>
<b>13</b>	<p><b>Budget Setting Timetable</b></p> <p>To consider the recommendation from the Finance &amp; Policy Committee to form a Task &amp;</p>

	Finish Group to set a budget setting timetable or agree the proposed timetable prepared by the Town Clerk & RFO.
<b>14</b>	<b>Allotments and Incredible Edible</b> To discuss possible additional allotments and Incredible Edible arrangements and agree actions. (MF)
<b>15</b>	<b>Vauxhall Fields</b> To receive an update on the Vauxhall Fields and to agree any actions relating to the same. (MF)
<b>16</b>	<b>Climate Change Workshop (TC)</b> <b>a. Workshop Offer</b> To consider and agree the Rotary Monmouth offer to arrange a workshop as part of the Monmouth Climate Festival to help the Council prioritise its activities towards mitigating the impact of Climate Change. <b>b. Attendance and Session Timing</b> Should the above offer be accepted, to agree a date and time and specific Councillor attendance for the training session (a trainer is currently available on 21 <sup>st</sup> or the 24 <sup>th</sup> September 2021 in the evening or during the day).
<b>17</b>	<b>Rowing Club Use of Town Field</b> To consider and agree the Rowing Club use of the Town Field for the next 2 years: Autumn Head – Sunday 26 <sup>th</sup> September 2021 Winter Head – Sunday 5 <sup>th</sup> December 2021 Regatta – Saturday 28 <sup>th</sup> /Sunday 29 <sup>th</sup> May 2022 Autumn Head – Sunday 25 <sup>th</sup> September 2022 Winter Head – Sunday 4 <sup>th</sup> December 2022
<b>18</b>	<b>Date of Next Meeting</b> The next scheduled remote meeting will be the Full Council meeting on Monday 27 <sup>th</sup> September 2021 at 7:00pm.