

**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: 14<sup>th</sup> September 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 20<sup>th</sup> September 21 at 7 p.m.  
 for transacting the following business:**

*C. Williams*

**Proper Officer (Administration)**

**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> To receive declarations of interest in items on the agenda in accordance with Part 111 of the Local Government Act 2000, which established the Local Government Code of Conduct for Members.
<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>Minutes for Approval</b> a. To approve Full Council Minutes for the remote meeting held on 5 <sup>th</sup> August 2021. b. To approve Finance & Policy Minutes for the meeting held on 6 <sup>th</sup> September 2021.
<b>05</b>	<b>Committee Minutes</b> To note the minutes of committee meetings: a. People and Places held on 13 <sup>th</sup> September 2021. b. Planning held on 17 <sup>th</sup> August and 7 <sup>th</sup> September 2021.

<p><b>06</b></p>	<p><b>Finance</b></p> <p><b>a. Payments</b> To approve the invoices for payment and cashbook payments list from 16<sup>th</sup> July 2021 to date and any late payments.</p> <p><b>b. Budgets</b> To note the MTC budget reports to date.</p> <p><b>c. Bank Reconciliations</b> To consider and approve the bank reconciliations for all cashbooks for 31<sup>st</sup> August 21.</p> <p><b>d. Receipts</b> To note the receipts up to 14<sup>th</sup> September 2021.</p>
<p><b>07</b></p>	<p><b>Hybrid Meetings</b></p> <p>(i) To consider and agree the commencement of hybrid meetings for all Monmouth Town Council meetings from 1<sup>st</sup> October 2021 in accordance with the Local Government and Elections (Wales) Act 2021.</p> <p>If it is resolved to commence hybrid meetings:</p> <p>(ii) To consider and agree the need for any further equipment to allow hybrid meetings and to agree a budget for the same.</p> <p>(iii) To consider and agree the day for which the Planning Committee meets (currently on a Tuesday).</p>
<p><b>08</b></p>	<p><b>Installation of Broadband</b></p> <p>To approve the quotation from the IT Contractor for the installation of the broadband unit and cabling.</p>
<p><b>09</b></p>	<p><b>Dog Waste Contract</b></p> <p>To consider the proposal received from Monmouthshire County Council regarding the emptying of dog waste bins within Monmouthshire and to agree any actions arising from the same.</p>
<p><b>10</b></p>	<p><b>Internal Auditor Terms of Engagement</b></p> <p>To approve the Internal Audit Terms of Engagement.</p>
<p><b>11</b></p>	<p><b>Community Partnership Agreement</b></p> <p>To approve the recommendation from Finance &amp; Policy Committee on 6<sup>th</sup> September 21 to:</p> <p>(i) Set up an agreement for a 3-year partnership with the Monmouth Carnival Committee for an annual financial commitment of up to £8,000 to be allocated to cost code 4206 Partnership Agreements, and to be funded from General Reserves.</p> <p>(ii) Approve the draft Partnership Agreement with the Monmouth Carnival Committee</p>
<p><b>12</b></p>	<p><b>Procedures and Policies</b></p> <p>To approve the recommendation by Finance &amp; Policy Committee held on 6<sup>th</sup> September 2021 to approve the updated policies:</p> <p>a) Complaint's Policy</p> <p>b) Freedom of Information Policy</p>

	<p>c) Data Protection Policy – now GDPR Policy</p> <p>d) Communication &amp; Media Policy</p>
<b>13</b>	<p><b>Transforming Town Business Fund</b></p> <p>To note the success of a recent application by Monmouthshire County Council for a Town Business fund of £15,000 and to discuss and agree any potential projects that would focus on bringing people to Monmouth that could use a proportion of this fund.</p>
<b>14</b>	<p><b>Remembrance Sunday 2021</b></p> <p>To agree a budget of up to £2000.00 from Civic Events (budget code 4105) for Remembrance Sunday 2021.</p>
<b>15</b>	<p><b>War Memorial</b></p> <p>To consider and agree the recommendations of the War Memorial Working Group including</p> <ul style="list-style-type: none"> <li>(i) the remedial works required as suggested by Ursells in their report of July 2021 and</li> <li>(ii) the inclusion of a new name on the War Memorial.</li> </ul>
<b>16</b>	<p><b>Place Plan</b></p> <p>To note that the work on the Place Plan is to be put on hold until the employment of a Town Clerk/ RFO.</p>
<b>17</b>	<p><b>Date of Next Meeting</b></p> <p>The next scheduled meeting will be the Full Council meeting on Monday 18<sup>th</sup> October 2021.</p>
<b>18</b>	<p><b>Exclusion of the Press and Public</b></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 of Meetings) Act 1960, Section 1 (2) on the ‘grounds of confidentiality’.</p>
<b>19</b>	<p><b>Christmas Lights</b></p> <p>To accept the recommendation from Finance and Policy Meeting on 6<sup>th</sup> September to appoint the existing contractor to supply and install hired Christmas Lights for a 5 year + 1 period.</p>
<b>20</b>	<p><b>Staffing Sub Committee</b></p> <p>To accept the recommendations of the Staffing Sub Committee Meeting held on 6<sup>th</sup> September 2021</p>
<b>21</b>	<p><b>Review of Salary Budgets</b></p> <p>To review and agree salary budgets for 2022-23 budget setting as per Financial Regulation 4.4</p>