

**MONMOUTH TOWN COUNCIL**  
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Date: 19<sup>th</sup> January 2021

**To the Mayor and Members of Monmouth Town Council  
 NOTICE OF EXTRAORDINARY FULL COUNCIL  
 You are summoned to attend a Remote Meeting to  
 be held via BT Telephone Conferencing  
 on Monday 25<sup>th</sup> January 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.

<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 04/01/2021
<b>05.</b>	<b>Chippenham Playground Contribution</b> To receive information from Mike Moran on funding requirements for the Chippenham Playground Improvement scheme and to consider whether to contribute £10,000 from General Reserves toward the project.

<p><b>06.</b></p>	<p><b>Finance</b></p> <p>(a) Payments: To approve the accounts for payment</p> <p>(b) Bank Reconciliations: To review and approve statements of bank reconciliations for cashbook 3 at 30/11/20 and all cashbooks for 31/12/2020 as available</p> <p>(c) VAT Return To approve the VAT Return for the quarter dated 01/10/2020 – 31/12/2020</p> <p>(d) Budget Reports To consider and approve MTC Budget Reports to date</p> <p>(e) Year End Accounts Support To approve the quote from RBS of £560 + VAT for the preparation of the year end Accounts (attached)</p> <p>(f) Lloyds Term Deposit To approve the proposal to close the Lloyds Term Deposit and transfer the funds to the Monmouthshire Building Society (document attached)</p> <p>(g) Retrospective Approval To approve expenditure authorised under delegated authority for the purchase of 2 x laptops and 3 x office chairs (details attached)</p> <p>(h) Microsoft Project Licence To approve the Microsoft Project Licence for up to 5 users for £22.50 per month (details attached) and retrospectively approve a £7.50 per month licence purchased when resolving significant and ongoing IT issues (details attached).</p> <p>(i) Mobile Phone Contracts To approve two mobile phones on contracts for staff use and to determine which model, company and contract (report attached)</p> <p>(j) Internal Audit Recommendations from FYE 31<sup>st</sup> March 2020 To note progress on the internal audit recommendations from the previous financial Year (details attached).</p>
<p><b>07.</b></p>	<p><b>Financial Regulations</b> To review financial regulations (recommended amendments attached).</p>
<p><b>08.</b></p>	<p><b>Service Level Agreements</b> To receive further information regarding the charge for SLA's this financial year given the pandemic situation and reduced service provision.</p>
<p><b>09</b></p>	<p><b>Committee Structure and Working Groups Review</b></p> <p>a) To consider adopting a new committee structure by March 2021</p> <p>b) To consider a report outlining the structure of the ACE working group and its sub groups (late paper).</p> <p>c) To review the purpose, function and effectiveness of current working groups</p> <p>d) To consider setting up a task and finish group to undertake this review (report attached).</p>
<p><b>10.</b></p>	<p><b>Schedule of Meetings</b> To approve a schedule of meetings for February and March 2021 (until a new committee structure is in place from April 2021).</p>

<b>11. Committee Membership</b>	To consider a request by Councillor Bryn to join the Planning Committee.
<b>12. Sight Awareness</b>	To nominate a sight loss champion on behalf of Monmouth Town Council.
<b>13. Website</b>	To consider Welsh language options (document herewith).
<b>14. Monmouthshire Electoral Review</b>	To note the Local Democracy and Boundary Commission for Wales is conducting an electoral review of Monmouthshire (details here <a href="https://ldbc.gov.wales/reviews/12-20/monmouthshire-electoral-review">https://ldbc.gov.wales/reviews/12-20/monmouthshire-electoral-review</a> ) with draft proposals affecting the Drybridge ward. Consultation period closes 10 <sup>th</sup> March 2021.
<b>15. Postponement of Elections</b>	To note communication received from the Welsh Government regarding the postponement of elections until 1 <sup>st</sup> March 2021 – 6 <sup>th</sup> May 2021.
<b>16. ACE Green Spaces Tree Planting</b>	To note that the proposed tree planting scheme approved at the last meeting is to be delayed until next planting season (November 2021 onwards) owing to coronavirus restrictions and to approve a recommendation to vire the funds to earmarked reserves for this purpose.
<b>17. 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.
<b>18. Staffing Sub-Committee Recommendations</b>	To consider and approve the recommendations of the Staffing Sub-Committee meeting held on 19/01/21.
<b>19. Date of Next Meeting</b>	The next scheduled remote meeting will be Monday 22 <sup>nd</sup> February 2021 at 7:00pm (if approved above).