

Monmouth Town Council

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DRAFT

Minutes of the Finance & Policy Remote Committee Meeting held on 8th March 2021 by BT telephone conferencing.

Present: Chair: Cllr Mat Feakins

Cllr R Roden	Cllr R Smith
Cllr J Treharne	Cllr J Gunter
Cllr T Christopher	Cllr C Blair
Cllr R Jupp	
Cllr E Bryn	
Cllr J Lucas	
Cllr A Dewhurst	

In attendance: P Hartley (Admin Officer)
D McNeill (Locum Town Clerk)
1 Member of Press
0 Members of Public

Minute Item No.	Details	Action
23.	Attendance and apologies for absence Apologies were received and accepted from Cllrs White (other commitment) and Jackson-Graham (work commitment)	
24.	Declarations of Members interest and dispensations 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. There were no declarations of interest.	
25.	Payments & Budgets a) Payments To approve any payments/late payments	

	<p>b) Budget To note budget details</p> <p>c) Receipts To note the receipts listing</p> <p>d) Bank Recs To approve the bank reconciliations for 28/02/2021 for all cashbooks</p> <p>It was resolved to approve the payments and late payments, to note the budget details and receipts listing and approve the bank reconciliations for 28/02/2021 for all cashbooks.</p> <p>e) Printers To consider the purchase of 2 x desktop printers for flexible home and office working</p> <p>Councillors were advised that the printers were required to support home working as currently staff were using their own. They could improve efficiency in the office once it reopens. It was suggested that local suppliers could be used but it was noted that manufactured goods are in short supply meaning this may not be possible. It was also suggested that recycled paper should be used but the Council's supply is currently locked in the Shire Hall and it may be damaging to these smaller printers.</p> <p>It was resolved to purchase 2 x desktop printers as per the recommendation along with approval for ongoing cartridge costs.</p>	Office
26.	<p>Financial Year End Underspend To consider and make recommendations to Full Council for the treatment of year end underspends, and to determine whether to transfer to EMRs or General Reserves.</p> <p>The Admin Officer explained the recommendations. Cllr Blair queried the remaining amount of £3005 quoted in the Community Grants Budget, as her understanding was that this was all allocated.</p> <p>Cllr Dewhurst confirmed that the amount of £800 allocated for the New Bridge Paving was not paid or invoiced, as the work required to make a safer crossing for pedestrians from Waitrose was not carried out to MTC's specifications. Cllr Bryn agreed the Active Travel Group would investigate and bring back to Council when appropriate.</p> <p>a) It was resolved to vire £800 from EMR code 339 into General Reserves and to reconsider when MTC re-visit.</p> <p>b) It was resolved to approve all the anticipated treatment of year end underspends and overspends and the recommended transfers to EMRs for final approval by Full Council subject to the Admin Officer investigating the</p>	Office

	remaining amount quoted for cost code 4204, Community Grants Combined.	
27.	<p>Reserves To note anticipated reserves at year end and to approve the level of General Reserves held.</p> <p>General reserves is anticipated at approximately £270,582 which at 70% of 21/22 budgeted spend is considered excessive, as has been noted by the internal auditor. Council noted this at budget setting and have approved measures to reduce General Reserves (see Committed tab of Year End Finances Spreadsheet)</p> <p>The anticipated reserves at year end were noted and it was resolved to approve the anticipated level of General Reserves held.</p>	
28.	<p>Nominal Codes To discuss and agree the proposed additional nominal codes to be created and to agree the allocation of budget amounts to each code.</p> <p>The Admin Officer explained the proposed changes, which met with general approval that it would enable easier analysis of expenditure.</p> <p>It was resolved to agree the proposed additional nominal codes and the allocation of budget amounts to each code and to delegate the creation of any further new codes to the Town Clerk/RFO.</p>	
29.	<p>Partnership Agreement To approve the Partnership Agreement with Monmouth Rotary Club for the Green Wall.</p> <p>It was suggested that more emphasis could be placed on promoting the funding by MTC in the wording of Section 8.1.</p> <p>It was also suggested that Partnership Deliverables wording should place greater emphasis on pollinator friendly plants, but it was noted this was included in Annex 2. It was also suggested that the MTC pollinator policy should be forwarded to the Rotary Club before the agreement is signed.</p> <p><u><i>Cllr R Jupp joined the meeting at 7.34 pm.</i></u></p> <p>It was noted that Section 4.2 wording was ambiguous as to the frequency and timing of payments.</p> <p>It was resolved to approve the Partnership Agreement with Monmouth Rotary Club for the Green Wall subject to the following changes to the Partnership Agreement:</p> <p>Section 8.1 of The Partnership Agreement amended to include:</p>	TC/Cllr Feakins

	<p>The Rotary Club of Monmouth will incorporate the Bee Town Logo and MTC signage in equal standing on any joint displays.</p> <p>Section 4.2 to be amended to: Thereafter MTC will pay the annual sum in one instalment in April 2022 and April 2023.</p>	
30.	<p>Internal Controls To review and approve the following internal control documents including:</p> <p>a) risk assessment The Admin Officer confirmed the Risk Assessment document is to be reviewed as part of the Whole Office Review.</p> <p>It was resolved to approve the Risk Assessment, subject to removing the requirement in Section 4.1 for two cheque signatories to be Chairs of Committees as this had not been workable throughout COVID lockdown, to add it to the F & P Committee work Programme and to review the document at F & P within six months.</p> <p>b) insurance asset cover The Admin Officer confirmed that the new laptops and phones are included in the insurance cover.</p> <p>c) asset register Cllr Treharne enquired if the list of anomalies with the benches that had been circulated on an email several weeks ago was resolved. The Admin Officer confirmed it was not and agreed to re-send the email requesting assistance in carrying out an inventory of all the existing MTC benches.</p> <p>It was resolved to approve the insurance asset cover and the asset register.</p>	Office
31.	<p>Cycle Infrastructure (EB) To consider the quotes received for the Cycle Shelter and Cycle Hoops for the Cycle Infrastructure Match Funding.</p> <p>Cllr Bryn explained the reasoning for the recommended quotes.</p> <p>It was confirmed that as MCC are installing the shelter and hoops, they will own and insure both. MTC is purchasing them because the preferred supplier is not on the MCC approved list. Cllr Bryn confirmed the shelter will be positioned outside Handyman House where there is already a dropped kerb, there will be more hoops opposite and outside Coffee One, opposite the Oldway Centre and MCC are funding planters with cycle hoops attached in Agincourt Square. She confirmed the stands and shelter have a 1 – 2 months lead time.</p>	

	It was resolved to purchase the Cycle Shelter and Cycle Hoops from Cycle Works from EMR code 354 subject to MCC adding signage to confirm part funded by MTC to be installed, owned, insured, and maintained by MCC.	Office
32.	Staffing Sub Committee It was noted that the Staffing Sub Committee have been reporting to Full Council during the pandemic.	
33.	Working Groups To review the working groups as referred by the Task and Finish Group: a) MTC Pensions Policy Discretions Review It was resolved that the MTC Pensions Policy Discretions Review Group would be more effective as a Task and Finish Group. b) Shire Hall Service Level Agreement It was resolved that the Shire Hall Service Level Agreement Group would be more effective as a Task and Finish Group.	
34.	Committee Work Programme To review the Committee Work Programme There was a discussion regarding which Committees would be responsible for policies and if the new Dog Waste Policy and review of Policies had been added to the F & P Work Programme. It was resolved to add the review of policies to the annual review list, the review of the policy wording, the drawing up of the Dog Waste Bin and Litter Policy in conjunction with the relevant committee, to the actions list.	Office
35.	Items for Discussion at Next Meeting To agree any future items for discussion. Dog waste bin policy and litter policy	
36.	Date of Next Meeting To agree a date for the next meeting. The date of the next meeting will be 31 st May 2021 or sooner by Extraordinary Meeting if required.	
37.	Exclusion of Public To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by	

	<p>the Public Bodies (Admission to Meetings) Act 1960, Section 1 (2), on the grounds of confidentiality.</p> <p>It was resolved to exclude members of the press and public from the meeting.</p>	
<p>38.</p>	<p>Pay Discrepancy To discuss and agree the action to be taken regarding a pay discrepancy.</p> <p>The Admin Officer explained that the auditor had identified a pay calculation error whereby a sum of £26.06 had been overpaid.</p> <p>It was resolved to write off the £26.06p</p> <p>The Admin Officer explained the internal auditor identified a 25-hour overtime payment which amounted to £439 paid in November which relates to overtime worked in a previous month, but this cannot be substantiated by timesheets, even though this amount was approved by email.</p> <p>The Locum Town Clerk highlighted discrepancies which had arisen with pension contributions. Part of an employee's pay in September was excluded from the pension and therefore a subsequent employee and employer pension underpayment of £43.28 was made. To award full pension reporting, MTC could pay the additional employee and employer contribution, or the pension reporting pay for that month could be reduced.</p> <p>It was resolved to contact the individual to advise the £26.06 will be written off, that the employee contributions and employer contributions for the pensionable amount will be paid to enable full pension entitlement, and to request evidence of the overtime hours worked.</p>	<p>MF</p>

The meeting ended at 9.01pm