

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt Square
NP25 3DY
Tel: 01600 715662
Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk



**DRAFT Minutes of the
Extraordinary Full Council Meeting
held on Monday 22nd March 2021 at 6.00pm
held via BT Telephone Conference Call**

- Present:**
- | | |
|--|------------------------|
| Cllr C Blair | Cllr E Bryn |
| Cllr T Christopher (Deputy Mayor) | Cllr A Dewhurst |
| Cllr M Feakins (Mayor) | Cllr J Gunter |
| Cllr Jackson-Graham | Cllr S Jones |
| Cllr J Lucas | Cllr R Roden |
| Cllr J Treharne | |
- D. McNeill (Locum Clerk)**
C Williams (Administrative Officer)
3 Members of the public and press

219.	To receive apologies for absence. Apologies for absence were received and accepted from Cllrs Breeze, Jupp, Smith and White. No apologies were received from Cllr Legg.
220.	To receive declarations of interest in items on the agenda. Cllr Christopher declared a personal interest in item 224 regarding the Citizens Advice Bureau.
221.	Public Participation <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 working day prior to the meeting).</i>
222.	Minutes for Approval a) To approve Full Council Minutes for the remote meeting held on 22/03/2021. It was resolved to approve the Full Council Minutes for the remote meeting held on 22/03/2021 with attendance amended to remove the reference to Cllr Bryn leaving early and to add that Cllr Jupp did leave early. b) To approve Full Council Minutes for the remote meeting held on. It was resolved to approve the Full Council Minutes for the remote meeting held on 16/11/2020.

223.	<p>Committee Minutes</p> <p>The minutes of the following committee meetings were noted:</p> <p>a) People and Places held on 12th April & 19th April 2021.</p> <p>b) Planning held on 6th & 13th April 2021.</p>
224.	<p>Community Partnership Agreements Citizens Advice Monmouth</p> <p>To consider a proposed 3-year partnership agreement with Citizens Advice Monmouth (CAB) and agree an annual financial commitment (sum to be agreed).</p> <p>It was noted that CAB would be seeking £12,000 from all councils that support them to minimise the need to fundraise and to help cover the shortfall they experience each year.</p> <p>They are in the process of fundraising for a funded position for a Post-COVID support role and have raised $\frac{3}{4}$ of the funding required but will be asking Monmouth Town Council if they could contribute funds towards this role. Further information on this and the funding requirements for it will be presented to Council at the June meeting in the hope that MTC might agree to financially support this role. She confirmed that Chepstow Town Council has agreed to fund between £5k and £10k for the position.</p> <p>It was further noted that the CAB are back in the office in Monmouth 2 days a week and are slowly increasing the number of volunteers available which is excellent news.</p> <p>Councillors were more than willing to support the CAB with an annual commitment of £12,000 per year.</p> <p>It was resolved to approve the 3-year partnership agreement with Citizens Advice Monmouth with an annual financial commitment of £12,000.</p>
225.	<p>Finance</p> <p>a) Payments: To approve the Schedule of Payments for the period 16/03/2021 to date and any late payments.</p> <p>b) VAT To note the VAT return for 31/03/2021.</p> <p>c) External Audit To note that the new arrangements for external audit in which Monmouth Town Council would have had a more detailed review of financial transactions for 2020/21 has been deferred for one year.</p> <p>It was resolved to approve the above agenda items en bloc.</p> <p>d) Financial Regulations To consider draft amendments to Financial Regulations to reflect changes to staffing and committee structure, current practices and improve internal controls.</p> <p>It was resolved to approve the amendments to Financial Regulations to reflect changes to staffing and committee structure, current practices and to improve internal controls.</p>

	<p>e) Climate Future Festival It was noted that the festival has been successful in achieving grant funding from the Wye Valley AONB so MTC's payment of the £4,760 match funding approved at budget setting has been progressed.</p> <p>f) Bank Reconciliations</p> <p>i) As per Section 2.2 of the Financial Regulations, to appoint a member, other than the Chair, to check and sign the bank reconciliations at least once each quarter and at year end for the year 2021/22.</p> <p>It was resolved to appoint Councillor Blair to check and sign the bank reconciliations at least once each quarter and at year end for the year 2021/22.</p> <p>ii) To agree retrospectively which three months bank reconciliations, (one from each quarter), should be checked and signed for the year 2020/21.</p> <p>It was resolved to agree retrospectively that the bank reconciliations in June, September, December & March will be checked and signed for the year 2020/21.</p> <p>g) Cycle Infrastructure Match Funding</p> <p>i) It was noted that MCC have granted MTC a £5795.20 contribution towards the cycle shelter and hoops to reimburse the Match Funding.</p> <p>ii) To discuss and agree whether to vire the £6000.00 Match Funding from EMR 354, (Cycle infrastructure Match Funding), back into General Reserves, and close the EMR.</p> <p>It was resolved to amend the name of the EMR 354 to Active Travel Activities and retain the £6,000 in that fund for the time being.</p> <p>h) Partnership Agreements</p> <p>i) To agree to create a Partnerships nominal code for all partnership agreements from the existing Mind Partnership code 4206.</p> <p>It was resolved to create a Partnerships nominal code for all partnership agreements from the existing Mind Partnership code 4206.</p> <p>ii) To agree an amount to vire from General Reserves into the Partnership code 4206 to cover the amounts approved for partnership agreements for 2021/22.</p> <p>It was resolved to vire £34,000 from General Reserves into the Partnership code 4206 to cover the amounts approved for partnership agreements for 2021/22 and to vire £10,000 from the Community Contributions fund for the CAB element.</p>
226.	<p>Committee Schedule</p> <p>a) It was noted that from now on the Planning Committee will not be considering any late applications so that it is clear when all applications are being considered</p>

	<p>and the agendas will be issued on a Thursday so that as many applications as possible can be considered the following week.</p> <p>b) It was resolved to approve the schedule of Planning Committee meetings to be held twice monthly with the addition of a meeting on 17th August 2021.</p> <p>c) It was resolved to move the date of the Finance & Policy Committee meeting scheduled for Monday 31st May, which is a Bank Holiday, to Tuesday 1st June 2021.</p>
<p>227.</p>	<p>Committee Restructuring</p> <p>a) Scheme of Delegation</p> <p>i) To adopt draft guidelines for selection of Committees to form part of the Scheme of Delegation.</p> <p>It was resolved to adopt the guidelines for selection of Committees as an appendix to the Scheme of Delegation.</p> <p>ii) To amend the Scheme of Delegation to appoint the Mayor and Deputy Mayor as ex officio members with full voting rights to all committees.</p> <p>a) It was resolved to approve amendments to the Scheme of Delegation to appoint the Mayor and Deputy Mayor as ex officio members with full voting rights to all committees.</p> <p>There was some discussion about the use of the term ‘ex-officio’ and a proposal to remove the word from the document was not carried.</p> <p>b) It was resolved to add a dictionary definition for the word ‘ex-officio’ at its first use in the Scheme of Delegation.</p> <p>iii) To approve the draft delegations to the Staffing Sub-Committee.</p> <p>It was resolved to approve the draft delegations to the Staffing Sub-Committee.</p> <p>iv) To amend the frequency of meetings for the Planning Committee.</p> <p>It was resolved to amend the frequency of meetings for the Planning Committee to twice monthly.</p> <p>b) Standing Orders</p> <p>i) To review SO 3w: A meeting shall not continue past 9pm and shall not exceed a period of two hours.</p> <p>It was resolved to amend SO 3w to a meeting shall not continue past 9pm and shall not exceed a period of three hours.</p> <p>ii) To adopt Standing Orders without sections A & B of s27 now that they form part of the Scheme of Delegation.</p>

	<p>It was resolved to adopt Standing Orders without sections A & B of s27 now that they form part of the Scheme of Delegation and to include the amended SO 3w.</p>
289.	<p>Independent Review Panel for Wales</p> <p>a) To note and adopt the 2021 Annual Report including considering discretionary payments at Determinations 43, 45, 46, 47, 48 & 49.</p> <p>i) It was resolved to note and adopt the 2021 Annual Report and approve an annual payment of £500 each to members in recognition of specific responsibilities (specifically chairmanship of a committee) in accordance with Determination 43 of the February 2021 IRPW Report (which is in addition to the £150 payment for costs and expenses); and</p> <p>ii) It was resolved to adopt all other discretionary Determinations specifically:</p> <ul style="list-style-type: none"> • 45 (travel costs) • 46 (overnight subsistence costs) • 47 (financial loss compensation) • 48 (£1,500 mayoral responsibility) • 49 (£500 deputy mayoral responsibility). <p>b) To appoint a Councillor to represent Monmouth Town Council at the Remuneration Review meeting scheduled for 10th May 10am – 12 noon. It was suggested that Councillors not in attendance at tonight’s meeting may be interested.</p> <p>It was resolved to delegate to the Clerk to appoint a Councillor to represent Monmouth Town Council at the Remuneration Review meeting scheduled for 10th May 10am – 12 noon.</p>
290.	<p>Local Government and Elections (Wales) Act 2021</p> <p>The Clerk highlighted the key provisions in the summary document provided by One Voice Wales, in particular, the introduction of the General Power of Competence.</p>
291.	<p>One Voice Wales</p> <p>It was noted that the explanation for the 6% increase in annual membership fee to £1,827 is because it is determined by the number of dwellings which increased by 124 and a 3% inflationary increase.</p>
292.	<p>Annual Meeting of the Council</p> <p>It was noted that due to the ongoing pandemic lockdown restrictions, the Annual meeting will not be held face to face and therefore the usual ceremonial aspects of the meeting will not be facilitated.</p>
293.	<p>Allotments</p> <p>It was noted that further information from Monmouthshire County Council regarding the future provision of allotments in Monmouth including at Vauxhall Fields is still awaited.</p>

294.	<p>Covid 19 Recovery</p> <p>To consider options for supporting the community back to normality.</p> <p>It was resolved to set up a Task & Finish Group to review and consider options for supporting the community back to normality post Covid-19, to report back to the June meeting of Full Council, with all Councillors as members and Councillor Feakins to organise the first meeting.</p>
295.	<p>Shire Hall Office Space</p> <p>To review the requirements of the Town Council for office space in the Shire Hall.</p> <p>It was resolved to refer a review of the requirements of the Town Council for office space in the Shire Hall to the Service Level Agreement Working Group.</p>
296.	<p>Old Skate Park Site</p> <p>To discuss and agree a potential strategy for considering alternative uses for the Old Skate Park site.</p> <p>The site comes with multiple constraints including severe flooding, is located at the end of the Millennium Field, surrounded by trees, consists of a concrete surface with access via a dirt track from near the rowing club. Within the last two years, it has been confirmed that is owned by MTC. It was noted that the Millennium Field is a Field in Trust which restricts options for future use.</p> <p>It was resolved to set up a Task & Finish Group to review and make recommendations to Full Council for a potential strategy for considering alternative uses for the Old Skate Park site with all Councillors as members and Councillor Feakins to organise the first meeting.</p>
297.	<p>Date of Next Meeting</p> <p>The next scheduled remote meeting will be the Annual Meeting of Council on Monday 24th May 2021 at 6:00pm.</p>
298.	<p>Exclusion of the Press and Public</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 to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality.</p>
299.	<p>Appointment of Town Clerk/Responsible Finance Officer</p> <p>a) To approve the draft contract of employment and note the proposed start date.</p> <p>It was resolved to approve the draft contract of employment for Paul Morgan with minor amendments, to appoint Councillor Feakins to sign the contract on behalf of the Council and to note the proposed start date.</p> <p>b) To approve a draft induction and training programme.</p> <p>It was resolved to approve the induction and training programme and for the new Clerk/RFO to arrange a time to meet Councillors once in post.</p>

	<p>c) To approve a press release.</p> <p>It was resolved to approve the draft press release for immediate release to include a photograph of the new Town Clerk if possible.</p>
<p>300.</p>	<p>Locum Clerk</p> <p>To consider extending the term for the locum clerk for a period of up to two months beyond the appointment of the new Town Clerk/RFO to assist with transition, handover and induction with weekly hours to be agreed.</p> <p>It was resolved to extend the term for the locum clerk for a period of up to two months beyond the appointment of the new Town Clerk/RFO to assist with transition, handover and induction and to agree continuing at the current rate of up to four days per week.</p>

Meeting ended at 8.15pm