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**Minutes of the  
 ANNUAL Meeting of Full Council  
 held on Monday 24<sup>th</sup> May 2021 at 6.00pm  
 held via BT Telephone Conference Call**

**Present:**

<b>Cllr C Blair</b> ( <i>arrived late</i> )	<b>Cllr E Bryn</b>
<b>Cllr T Christopher</b> (Mayor)	<b>Cllr A Dewhurst</b> (Deputy Mayor)
<b>Cllr M Feakins</b> ( <i>left early</i> )	<b>Cllr J Gunter</b>
<b>Cllr Jackson-Graham</b>	<b>Cllr S Jones</b>
<b>Cllr R Jupp</b>	<b>Cllr J Lucas</b>
<b>Cllr R Roden</b> ( <i>arrived late</i> )	<b>Cllr R Smith</b>
<b>Cllr J Treharne</b>	<b>Cllr S White</b>

**D. McNeill** (Locum Clerk)  
**P. Morgan** (Town Clerk & RFO)  
**C Williams** (Administrative Officer)  
**Rev Bethany Willers**, Mayor’s Chaplain  
**6 Members of the public and press**

<b>001/FC/21</b>	<p><b>Election of Town Mayor for the 2021/22 Mayoral Year</b>          To receive nominations for the election of the Town Mayor for the 2021/22 Mayoral Year and to receive the Declaration of Acceptance of Office.</p> <p>The outgoing Mayor, Cllr Feakins invited nominations for the election of the Town Mayor.</p> <p>Cllr Christopher was proposed by Cllr Feakins and seconded by Cllr Smith. No further nominations were received.</p> <p>It was <b>resolved</b> to elect Cllr Terry Christopher as the Town Mayor for the 2021/22 Mayoral Year and that the signing of the Declaration of Acceptance of Office will be effected as soon as possible after the meeting.</p> <p>The Mayor thanked his colleagues for voting for him and took the opportunity to welcome Paul Morgan, the new Town Clerk &amp; RFO.</p> <p>The new Mayor advised that he would like to discuss over the coming year the possibility of making Monmouth a town of historical and archaeological significance in order to better promote Monmouth as an ancient historic town. He also stated that the Working Group would shortly be bringing forward a recommendation to Full Council to consider reopening the Monmouth Cemetery.</p>
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	<p>He commended the outgoing Town Mayor, Mat Feakins, for his vision, drive and innovation in introducing change to the structure of the Council during his year which has created a more open and effective administration and has left a legacy that will sustain the council into the future.</p> <p>He named his consort as his grandson Ross Ingram.</p> <p>The Mayor named his Chaplain as the Reverend Bethany Willers, the Monmouth Methodist minister who was invited to give a blessing.</p> <p><i>The exchange of mayoral chains and presenting of badges will take place at the earliest opportunity after the meeting.</i></p>
<b>002/FC/21</b>	<p><b>Election of Deputy Town Mayor for the 2021/22 Mayoral Year</b> To receive nominations and to elect the Deputy Town Mayor for the 2021/22 Mayoral Year.</p> <p>The new Mayor, Cllr Christopher invited nominations for Deputy Town Mayor.</p> <p>Cllr Dewhurst was proposed by Cllr Gunter and seconded by Cllr White.</p> <p>It was <b>resolved</b> to elect Cllr Dewhurst as the Deputy Town Mayor for the 2021/22 Mayoral Year.</p> <p><i>Cllr Blair arrived at the meeting.</i></p>
<b>003/FC/21</b>	<p><b>To receive apologies for absence</b> Apologies for absence were received and accepted from Cllr Breeze. No apologies were received from Cllr Legg. Cllrs Roden and Blair arrived late to the meeting.</p>
<b>004/FC/21</b>	<p><b>To receive declarations of interest in items on the agenda</b> Declarations of interest were received from Cllr Dewhurst on item 19 as members of Transition Monmouth.</p>
<b>005/FC/21</b>	<p><b>Public Participation</b> <i>To receive questions from members of the public for a maximum of 10 minutes.</i></p> <p>No requests to speak by the public had been received.</p>
<b>006/FC/21</b>	<p><b>Minutes for Approval</b> To approve Full Council Minutes for the remote meeting held on 26/04/2021.</p> <p>It was <b>resolved</b> to approve the Full Council Minutes for the remote meeting held on 26/04/2021 as a correct record.</p>
<b>007/FC/21</b>	<p><b>Committee Minutes</b> The minutes of committee meetings were noted: a) People and Places held on 10<sup>th</sup> May 2021. b) Planning held on 27<sup>th</sup> April &amp; 11<sup>th</sup> May 2021.</p> <p>It was <b>resolved</b> to note the minutes of Planning and People &amp; Places committee meetings held since the last meeting of Full Council.</p>

<p><b>008/FC/21</b></p>	<p><b>War Memorial (MF)</b></p> <p>a) To note that the War Memorial was originally entrusted in perpetuity to the Monmouth Town Mayor and the Corporation (a predecessor organisation to the Town Council) but has never been listed on MTC’s asset register and to consider adding it with immediate effect.</p> <p>It was noted that this had come to our attention because a local resident was seeking to have a name added to the War Memorial and in the process discovered that the War Memorial was not on the asset list of any organisation and is therefore not maintained or insured by anyone. Research by the local resident established that it had been entrusted to the Mayor “and his successors” to maintain in perpetuity so it is proposed that the War Memorial be added to MTC’s asset list. The local resident was commended for their efforts in helping to establish responsibility.</p> <p>It was <b>resolved</b> to add the War Memorial to Monmouth Town Council’s asset register with immediate effect.</p> <p>b) To agree a provisional sum as a valuation in order to add the Memorial to the Council’s insurance policy immediately until a true valuation is achieved.</p> <p>It was <b>resolved</b> to agree a provisional sum of £80,000 to add the War Memorial to the Council’s insurance policy immediately until a true valuation is achieved.</p> <p>c) It was noted that a full condition survey, valuation and maintenance costs will be considered by the People &amp; Places Committee.</p> <p>d) To set up a Task and Finish Group reporting to the People &amp; Places Committee to determine procedures for adding names to the Memorial.</p> <p>It was <b>resolved</b> to set up a Task and Finish Group reporting to the People &amp; Places Committee to determine procedures for adding names to the Memorial with membership to include Cllrs Feakins, Christopher, White and Smith.</p> <p><i>Cllr Feakins left the meeting</i></p>
<p><b>009/FC/21</b></p>	<p><b>Finance</b></p> <p>a) Payments To approve the list of unpaid invoices and the cashbook payments for the period from 01/04/2021 to date and any late payments.</p> <p>Cllr Smith took the opportunity to thank his colleagues for the flowers sent by the Council following the recent passing of his mother.</p> <p>It was <b>resolved</b> to approve the list of unpaid invoices and the cashbook payments for the period from 01/04/2021 to date and any</p>

	<p>late payments.</p> <p>b) VAT To note the VAT return for 31/03/2021.</p> <p>It was <b>resolved</b> to note the VAT return for 31/03/2021.</p> <p>c) Recurring Payments To confirm and approve the list of recurring payments as per Financial regulation 5.6.</p> <p>It was <b>resolved</b> to confirm and approve the list of recurring payments as per Financial regulation 5.6.</p> <p>d) Bank Reconciliations To note the bank reconciliations for April for Cashbooks 1,3 and 4.</p> <p>It was <b>resolved</b> to note the bank reconciliations for April for Cashbooks 1,3 and 4.</p>
<p><b>010/FC/21.</b></p>	<p><b>Internal Controls</b></p> <p>To note that both the following documents have recently been reviewed</p> <p>a) To adopt Standing Orders b) To adopt Financial Regulations</p> <p>It was <b>resolved</b> to adopt Standing Orders and Financial Regulations</p> <p>c) To review the inventory of land and assets including buildings and office equipment</p> <p>It was noted that a bench on Beech Road and a bin at the bus stop on the junction of Portal Road and Beech Road are missing from the asset register. It was also noted that the War Memorial will need to be added.</p> <p>It was <b>resolved</b> to adopt the inventory of land and assets including buildings and office equipment including the missing bin and bench and the War Memorial.</p> <p>d) To confirm arrangements for insurance cover in respect of all insured risks</p> <p>It was <b>resolved</b> to confirm arrangements for insurance cover in respect of all insured risks and to include the War Memorial.</p>
<p><b>011/FC/21</b></p>	<p><b>Annual Report</b></p> <p>a) To approve the Annual Report.</p> <p>Councillors thanked the office team for their work on the Annual Report</p>

	<p>and proposed minor textual amendments.</p> <p>It was <b>resolved</b> to approve the Annual Report with minor amendments.</p> <p>b) It was noted that the approved version of the Annual Report will be translated into Welsh for publication, which will be completed at no cost by MCC.</p> <p><i>Cllr Roden entered the meeting</i></p>
<p><b>012/FC/21</b></p>	<p><b>Committees 2021/22</b></p> <p>a) To readopt the existing committee structure recently reviewed</p> <ul style="list-style-type: none"> <li>i) People &amp; Places Committee</li> <li>ii) Planning Committee</li> <li>iii) Finance &amp; Policy Committee</li> <li>iv) Staffing Sub-Committee</li> </ul> <p>It was <b>resolved</b> to readopt the existing committee structure for the 2021/22 civic year.</p> <p>b) To reapprove the Scheme of Delegation including delegation to committees, frequency of meetings, terms of reference and quorum.</p> <p>It was <b>resolved</b> to reapprove the Scheme of Delegation including delegation to committees, frequency of meetings, terms of reference and quorum.</p> <p>c) To review existing committee membership and approve membership for 2021/22.</p> <p>Councillor Blair requested to stand down from the Staffing Sub-Committee and with that amendment it was <b>resolved</b> to approve committee membership for 2021/22.</p> <p>d) To approve the schedule of meetings.</p> <p>It was noted that the December Full Council meeting date should be revised from the 27<sup>th</sup>.</p> <p>It was <b>resolved</b> to approve the schedule of meetings for the 2021/22 civic year and to amend the Full Council meeting date to 20<sup>th</sup> December 2021.</p>
<p><b>0013/FC/21</b></p>	<p><b>Working Groups</b></p> <p>To review membership of Working Groups and Task &amp; Finish Groups.</p> <p>It was noted that the Litter Working Group did not include members of the</p>

	<p>public or County Officer support while other groups did. It was noted that as there are some very dedicated hard working members of the community involved, it would be appropriate to add their names.</p> <p>It was <b>resolved</b> to approve membership of Working Groups and Task &amp; Finish Groups for the 2021/22 civic year with the additional names for the Litter Group and any others to be provided to the office for adding to the membership and to add Cllr Bryn to the Wye Bridge Pedestrian Foot Bridge Working Group.</p>
<p><b>0014/FC/21</b></p>	<p><b>Outside Bodies</b></p> <p>To resolve as outlined below, membership of Outside Bodies and to confirm arrangements for reporting back to Council/Committee:</p> <p>a) One Voice Wales Larger Councils Committee: Cllr Dewhurst, Cllr Lucas  b) One Voice Wales Area Committee: Cllr Blair, Cllr Gunter  c) Central Monmouthshire Area Committee: Cllr Treharne (Chair), Cllr Feakins, Cllr Roden, Cllr Blair  d) CCTV (Closed Circuit TV Security Monitoring): Cllr Smith</p> <p>Cllr Jupp requested to resign from the CCTV group and noted that it would be very helpful if the information about CCTV could be disseminated to the Council. It was noted that the Town Council has always put forward two representatives and it was <b>resolved</b> to appoint Cllr Lucas.</p> <p>e) Monmouthshire County Council Cluster Group: Cllr Dewhurst, Cllr Christopher, Cllr Legg, Cllr Lucas  f) Kymin View Primary School Governing Body:</p> <p>It was noted that Cllr Gunter was standing down after 12 years and was thanked for her years of exemplary service as a school governor.</p> <p>It was noted that Kymin View primary and Llandogo primary schools are being formed into a federation which will commence September 1st 2021 and a new joint governing body is being formed. One minor authority governor is required to be appointed to the new governing body which covers the areas of Monmouth Town Council, Trellech United Community Council and Tintern Community Council. It will therefore be necessary to liaise with the other two community councils to establish a process for appointing a governor to the new federated governing body. The next governing body meeting is scheduled for 9th June and it would be beneficial for them to know who will be joining them before this date. As this has only just come to our attention, it is proposed that the Town Council appoint a councillor to put forward as governor to the new governing body subject to an agreement being reached with the other community councils as to which local council will appoint this year.</p> <p>It was <b>resolved</b> to appoint Cllr Jackson-Graham as a governor to the newly formed federated governing body for Kymin View and Llandogo primary schools should it be agreed with the other community councils that Monmouth Town Council will be the first to appoint to the governing body.</p>

	<p>g) Osbaston Primary School Governing Body: Cllr Jupp  h) Overmonnow Primary School Governing Body: Cllr Treharne  i) Haberdashers' Monmouth School: Cllr Roden  j) Fairtrade Monmouth: Cllr Gunter  k) Wye Valley AONB (Area of Outstanding Natural Beauty): Cllr Bryn, Cllr Breeze  l) GAVO (Gwent Association of Voluntary Bodies): Cllr Jupp  m) Monmouth Charity</p> <p>It was <b>resolved</b> to appoint Cllr Christopher to represent the Town Council on the Monmouth Charity.</p> <p>n) Chamber of Trade and Commerce: Cllr Jackson-Graham, Cllr Jupp and Cllr Smith  o) Drinking Fountains Scheme: Cllr Treharne (Chair), Cllr White, Cllr Lucas  p) Mind Monmouthshire: Cllr Jones  q) Sight Cymru: Cllr Christopher</p> <p>It was <b>resolved</b> to confirm existing appointments to outside bodies for 2021/22.</p>
<b>015/FC/21</b>	<p><b>Members Attendance</b></p> <p>To note members attendance at meetings in 2020/21.</p> <p>It was <b>resolved</b> to note members attendance at meetings in 2020/21.</p>
<b>016/FC/21</b>	<p><b>Policies</b></p> <p>It was noted that the Council's Complaints procedure, Freedom of Information, Data Protection policy and policy for dealing with the press/media will be considered by the Finance &amp; Policy Committee at its September meeting.</p>
<b>017/FC/21</b>	<p><b>Welsh Language Scheme</b></p> <p>It was noted that the Welsh Language Commissioner has issued a Notice to prepare a Welsh Language Scheme and has provided a template for same and a draft Scheme will be presented to Council for consideration at the meeting scheduled for 28<sup>th</sup> June 2021.</p>
<b>018/FC/21</b>	<p><b>Place Plan</b></p> <p>To consider and agree the recommendation made by the Planning Committee to form a Task and Finish Group for the purpose of establishing a Place Plan for Monmouth.</p> <p>It was noted that MTC is well behind other local councils in developing a Place Plan and that MCC are extremely supportive, willing to help, and encouraging MTC to make a start. It was referred to Full Council in order to open up</p>

	<p>membership of the Task and Finish Group to all members of the Council. It was suggested that professionals be involved to help develop the plan which will involve extensive community engagement and consultation. Inspirational training had been provided by Planning Aid Wales which included how to engage and involve the community and MCC. It was also noted there is an opportunity to consider and incorporate child friendly planning.</p> <p>It was <b>resolved</b> to set up a Task &amp; Finish Group reporting to the Planning Committee to ascertain whether a Place Plan is appropriate for the town and if so to proceed with developing one with membership to be opened to all members and the Chair of the Planning Committee to take the lead.</p>
<p><b>019/FC/21</b></p>	<p><b>Temporary Cycle Parking (EB)</b></p> <p>To consider approving the principle of granting the funds to Transition Monmouth/Benthyg for the purchase of temporary cycle parking units and giving delegated authority to the Town Clerk to approve the exact amount of grant funds required up to a maximum of £1,000 plus VAT using cost code EMR 354 (Active Travel Activities).</p> <p>The locum clerk gave an explanation for the proposal to grant fund the money to Transition Monmouth rather than purchase the cycle racks ourselves including to remove the burden of liability and to make the decision and purchasing process simpler.</p> <p><i>Cllr Jackson-Graham declared an interest during the discussion as a member of Transition Monmouth. Cllr Blair declared in interest during the discussion as the Treasurer.</i></p> <p>Concern was expressed that the majority of councillors had not heard of Benthyg which is an initiative led by MCC to provide a lending library. Despite explanation and clarification, there was still some confusion and concern.</p> <p>A vote was taken to consider approving the principle of granting the funds to an appropriate third party organisation which could be Transition Monmouth or Monmouthshire County Council for the purchase of temporary cycle parking units and to give delegated authority to the Town Clerk to approve the exact amount of grant funds required up to a maximum of £1,000 plus VAT using cost code EMR 354 (Active Travel Activities).</p> <p>A named vote was requested.</p> <p>For – Cllr Jupp, Cllr Blair, Cllr Dewhurst, Cllr Jones, Cllr Bryn, Cllr Jackson-Graham  Against – Cllr Roden, Cllr Christopher, Cllr Smith, Cllr Treharne, Cllr White, Cllr Lucas  Abstain – Cllr Gunter</p>



	<p>With six votes for and six votes against, the Mayor used his casting vote to vote against the proposal so the motion was not carried.</p> <p>It was noted that a lot more information is required to consider this proposal.</p>
<p><b>020/FC/21</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next scheduled remote meeting will be the Full Council meeting to approve the end of year accounts on Monday 21st June 2021 at 7:00pm.</p>

The meeting ended at 7.42pm.