

MONMOUTH TOWN COUNCIL

Shire Hall

Agincourt Square

NP25 3DY

Tel: 01600 715662

Email: townclerk@monmouth.gov.uk

www.monmouth.gov.uk



**Minutes of the
Meeting of Full Council
held on Monday 21st June 2021 at 7.00pm
held via BT Telephone Conference Call**

Present:

Cllr C Blair

Cllr T Christopher (Mayor)

Cllr M Feakins

Cllr J Lucas (arrived late)

Cllr R Smith

Cllr E Bryn

Cllr A Dewhurst (Deputy Mayor)

Cllr J Gunter

Cllr R Roden

Cllr J Treharne

D McNeill (Locum Clerk)

P Morgan (Town Clerk & RFO)

P Hartley (RFO & Town Clerk Support Officer)

Mr S Bees (Internal Auditor)

2 Members of the public and press

021/FC/21	To receive apologies for absence Apologies for absence were received and accepted from Cllrs Jackson-Graham, Jupp and White. Late apologies were received from Cllrs Breeze and Jones. No apologies were received from Cllr Legg. Cllr Lucas arrived late to the meeting.
022/FC/21	To receive declarations of interest in items on the agenda No declarations of interest were received.
023/FC/21	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 Friday prior to the meeting.)</i> No requests to speak by the public had been received.
024/FC/21	Minutes for Approval To approve Full Council Minutes for the remote meeting held on 20 th May 2021 and 24 th May 2021. a) It was resolved to approve the Full Council Minutes for the remote meeting held on 20 th May 2021 as a correct record but with the amendment that Cllr Smith had provided his apology for non-attendance. b) It was resolved to approve the Full Council Minutes for the remote meeting held on 24 th May 2021 as a correct record.

025/FC/21	<p>Committee Minutes It was resolved to note the following committee meeting minutes:</p> <p>a) Finance and Policy meeting held on 1st June 2021.</p> <p>b) Planning meetings held on 25th May and 8th June 2021.</p> <p>c) People and Places meeting held on 14th June 2021.</p> <p>d) Staffing Sub-Committee meeting held on 3rd June 2021.</p>
026/FC/21	<p>Finance</p> <p>a) Payments: To approve the list of unpaid invoices and the cashbook payments for the period from 24.05.21 to date and any late payments.</p> <p>It was resolved to approve the list of unpaid invoices and the cashbook payments for the period from 24.05.21 to date and late payments.</p> <p>b) Reconciliations: To approve statements of bank reconciliations for all cashbooks at 31st May 2021.</p> <p>It was resolved to approve the statements of bank reconciliations for all cashbooks at 31st May 2021.</p> <p>c) Budget Report To consider and approve MTC budget reports to date.</p> <p>It was resolved to approve the MTC budget reports to date.</p> <p>d) Overspend of EMRs and Virements</p> <p>i) To vire £14000 from General Reserves to EMR Staff Absence Contingency (EMR 329) to address the £1653.00 overspend from 2020/21 and to enable payment of the Locum Town Clerk consultancy costs.</p> <p>ii) To vire £240 from General Reserves to EMR CILCA/ILCA Course Costs (EMR 333) to address the £240 overspend identified at year end.</p> <p>It was resolved to vire £14000 from General Reserves to EMR Staff Absence Contingency (EMR 329) and £240 from General Reserves to EMR CILCA/ILCA Course Costs (EMR 333).</p>
027/FC/21	<p>Internal Audit for year ending 31st March 2021</p> <p>a) To note the Report on Internal Auditor Final Comments 2020/2021 year end and to approve the recommendations to Full Council from the Finance &</p>

Policy Committee:

- i) To note the Internal Auditor's assessment of the invoices omitted from the Quarter 4 VAT claim which will automatically be corrected in Quarter 1 of the next financial year (2021/22).

It was **resolved** to note the Internal Auditor's assessment of the invoices omitted from the Quarter 4 VAT claim which will automatically be corrected in Quarter 1 of the next financial year (2021/22).

- ii) To vire £1159.04 to EMR Active Travel Activities (354), from VAT Cost Code 105 and to recharge the VAT when the invoice is received.

The RFO & Town Clerk Support Officer advised this agenda item was no longer required to be covered as a separate matter as it was included in Item 028/FC/21d.

- iii) To approve the recommendations by the Internal Auditor regarding the use of Purchase Ledger Daybook Entries for VAT and accruals, the confirmation of other costs not being processed through Payroll or if not, processed through Payroll in 2021/2022, the insurance miscoding, the cheque delay and the debit card payments.

It was **resolved** to approve the recommendations by the Internal Auditor regarding the use of Purchase Ledger Daybook Entries for VAT and accruals, the confirmation that other costs were not processed through Payroll as the Council was satisfied that they were not subject to PAYE/NI requirements (or that any such requirement would be accounted for through Payroll in 2021/2022), the insurance miscoding, the cheque delay and the debit card payments.

- b) To **note the resolutions of the Finance & Policy Committee** in respect of the Report on Internal Auditor Final Comments 2020/2021 year end:

- i) To manually amend the Annual Return by £1 because of a system generated rounding error brought forward from 2019/2020.

It was **resolved** to note the manual amendment of the Annual Return by £1 because of a system generated rounding error brought forward from 2019/2020.

- ii) To amend the RBS system to correct the errors in EMRs and General Reserves on EMR codes 9010, 9017, 9014, 9074 and 9029 and to note the treatment of EMRs and General Reserves within the RBS system.

It was **resolved** to note the amendment of the RBS system to correct the errors in EMRs and General Reserves on EMR codes 9010, 9017, 9014, 9074 and 9029 and the treatment of EMRs and General Reserves within the RBS system.

- iii) Further in respect of the RBS system to correct the following:

- a) To remove the pension creditor of £1073.10.

	<p>b) To amend the allocation of the CilCA Training of £878.00 from Box 6 to Box 4 on the AGAR.</p> <p>c) To amend the overstated Members' Allowance by £32.00.</p> <p>It was resolved to note the removal of the £1073.10 pension creditor, allocation of the CilCA Training of £878.00 from Box 6 to Box 4 on the AGAR and the amendment of the £32.00 overstatement of Members' Allowance.</p> <p>iv) That the Locum Town Clerk costs should remain allocated to the Staff Absence Contingency EMR as coded in Box 6 of the Annual Return (other costs) in accordance with the Governance and Accountability for Local Councils in Wales (A Practitioners Guide) Section 18.11: "Cell 4 only includes costs for staff directly employed by the council. The costs of engaging agency staff or consultants are recorded in cell 6 total other expenditure", and to note the comments of the internal auditor.</p> <p>It was resolved to note that the Locum Town Clerk costs remain allocated to the Staff Absence Contingency EMR as coded in Box 6 of the Annual Return (other costs) in accordance with the Governance and Accountability for Local Councils in Wales (A Practitioners Guide) Section 18.11.</p> <p>c) To consider and approve the Internal Auditor's Final Report 2020/2021 and recommendations and to agree an action plan.</p> <p>It was resolved to approve the Internal Auditor's Report and accept the drafted action plan.</p> <p>d) To consider and agree the review of effectiveness of Internal Audit for 2020/2021 (see OVW/SLCC Governance and Accountability for Local Councils in Wales - A Practitioners Guide (2019 edition) p 55-61 and Appendix 2 - template for Annual Internal Audit review) as attached.</p> <p>It was considered that an extremely comprehensive and robust Internal Audit schedule had been followed. The Internal Auditor's professionalism and thoroughness were acknowledged. It was noted that such a comprehensive audit reassured Councillors in respect of accounting procedures but had necessitated considerable staff input. These staff, particularly the RFO and Town Clerk Support Officer, were thanked for their hard work. It was noted that going forward the internal audit should take RBS accounting system mechanisms and new process changes into account.</p> <p>It was resolved to approve the positive Internal Audit Review return.</p>
028/FC/21	<p>Annual Return for year ending 31st March 2021</p> <p>a) To consider and approve the recommendations from the Finance & Policy Committee:</p>

i) to approve the Explanation of Variances.

ii) to approve the Combined Bank Reconciliation Statement for the year ended 31st March 2021.

It was **resolved** to approve the Explanation of Variance and Combined Bank Reconciliation Statement for the year ended 31st March 2021.

b) To consider and approve the Balance Sheet for the year ended 31st March 2021.

It was **resolved** to approve the statement of accounts and balance sheet in the Annual Return to allow the Authorized Responsible Finance Officer and Full Council Chair to sign the Annual Return subject to all of the following:

- The balance sheet amendment required for reallocation of £6,954.00 (including VAT) relating to the grant repaid by MCC for bike/cycle shelters.
- RBS making corresponding amendment to their accounting IT system.
- Appropriate approval being received from the Internal Auditor.

c) To approve the amended level of General Reserves held at £342,672 which represents 89% at 31st March 2021.

It was **resolved** to approve the amended level of General Reserves held at £342,672 (89% of the current year's budget) at 31st March 2021.

d) To approve the Annual Return for the year ended 31st March 2021 including Accounting Statements on page 2 and Annual Governance Statement page 3.

The RFO & Town Clerk Support Officer read out the Accounting Statements and Annual Governance Statement.

It was **resolved** to approve the Annual Return for the year ended 31st March 2021 including Accounting Statements on page 2 and Annual Governance Statement page 3, subject to the amendments detailed in the resolution at 028/FC/21b of this meeting.

e) To note the notice of date appointed for the inspection of accounts as 1st to 20th July 2021; and exercise of electors' rights under the Public Audit (Wales) Act 2004 as 23rd August 2021 until completion of audit.

It was **resolved** to note the the notice of date appointed for the inspection of accounts as 1st to 20th July 2021; and exercise of electors' rights under the Public Audit (Wales) Act 2004 as 23rd August 2021 until completion of audit.

<p>029/FC/21</p>	<p>Date of Next Meeting The next scheduled remote meeting of the Full Council was noted to be held at 7:00 pm on Monday 28th June 2021.</p>
<p>030/FC/21</p>	<p>Exclusion of the Press and Public 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> <p>It was resolved to defer this item until the next Full Council meeting.</p>
<p>031/FC/21</p>	<p>Locum Clerk Assistance To discuss the timescales in respect of Locum Clerk assistance.</p> <p>It was resolved to defer this item until the next Full Council meeting.</p>

The meeting ended at 8.03 pm