

MONMOUTH TOWN COUNCIL

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**DRAFT Minutes of the
Meeting of Full Council
held on Monday 28th June 2021 at 7.00pm
via BT Telephone Conference Call**

Present:

Cllr C Blair	Cllr E Bryn
Cllr T Christopher (Mayor)	Cllr A Dewhurst (Deputy Mayor)
Cllr M Feakins	Cllr J Gunter
Cllr K Jackson-Graham	Cllr S Jones
Cllr R Jupp	Cllr J Lucas
Cllr R Roden	Cllr R Smith
Cllr J Treharne	Cllr S White

D McNeill (Locum Clerk)
P Morgan (Town Clerk & RFO)
C Williams (Administration Officer)

3 Members of the press and public

032/FC/21	To receive apologies for absence. A late apology for absence was received from Cllr Breeze. No apology was received from Cllr Legg.
033/FC/21	To receive declarations of interest in items on the agenda. Cllr Feakins declared a personal interest in the Shop Monmouth proposal. Cllrs Blair, Christopher and White declared a personal interest in the Zoom Conferencing Facility proposal.
034/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.
035/FC/21	Finance a. Payments: To approve the invoices for payment and cashbook payments list from 19.05.2021 to date and any late payments.

	<p>It was resolved to approve the invoices for payment, cashbook payments list from 19.05.2021 to date and late payments.</p> <p>b. Budgets To consider and approve MTC budget reports to date.</p> <p>It was resolved to approve the MTC budget reports to date.</p> <p>c. Transfer To approve the transfer of £4,000 from General Reserves to the Town Maintenance budget (code 4310) to ensure adequate funds are available for the design, production and installation of the town history banners in accordance with the resolution made by the People & Places Committee m010/PP/21 ii).</p> <p>It was resolved to approve the transfer of £4,000 from General Reserves to the Town Maintenance budget (code 4310) for the design, manufacture and installation of the Town History Banners.</p>
036/FC/21	<p>Dog Waste Bin Price Increase To note the correspondence received on 20th June from Merlin Waste regarding an immediate price increase from £4.00 to £6.25 per bin per week which will amount to an additional cost of £3,685.50 for the remainder of the year and to approve the same in order to ensure the bins are emptied.</p> <p>Cllr Dewhurst's continued hard work in dealing with the issues relating to this matter were acknowledged.</p> <p>It was reported that Monmouthshire County Council (MCC) have arranged a meeting to be held on 6th July 2021 to discuss the arrangements for dog waste removal and MTC representatives would be in attendance. MCC had already stated that there was currently no other company available to provide this service and a review had highlighted that the proposed Merlin Waste price increase was justified by extant market conditions.</p> <p>It was resolved to note and approve payment of the Merlin Waste price increase from £4.00 to £6.25 per dog waste bin per week.</p>
037/FC/21	<p>Shop Monmouth Proposal (MF) To consider and approve the Monmouth Chamber of Commerce proposals in respect of town maps and Shop Local Campaign.</p> <p>It was resolved to approve the following grants to the Monmouth District Chamber of Trade and Commerce utilising the MTC Covid Recovery Fund (code 353) with feedback to be requested on the results obtained from the initiatives supported:</p> <ul style="list-style-type: none"> a) £1,350.00 to cover the distribution costs of sending out 30,000 leaflets to showcase Monmouth's historic buildings, poppy/blue plaque trails and museums in a bid to encourage people to explore the town. b) £850.00 to produce a promotional video of Monmouth which would include drone footage. c) £2,225.00 plus VAT to replace the town maps (subject to finalisation of

	<p>map design in liaison with the Town Council) and £1,939 plus VAT to replace the polycarbonate map case covers to improve clarity of presentation.</p>
038/FC/21	<p>Governor at Osbaston To note Cllr Jupp's resignation as Governor at Osbaston School and seek a Councillor to undertake this role.</p> <p>No volunteer for this role was immediately forthcoming.</p> <p>It was resolved that any Councillor who was willing to be a Governor at Osbaston School was to inform the Town Clerk & RFO who was formally authorised to pass the Councillor's name on to the school.</p>
039/FC/21	<p>Rotary Raft Race To consider the request from Rotary Monmouth to use the Town Field for the raft race on 5th September 2021.</p> <p>It was resolved to approve the request from Rotary Monmouth to use the Town Field for the raft race on 5th September 2021 with the proviso that any damage to the field would be repaired by them.</p>
040/FC/21	<p>Zoom Conferencing Facility (RJ) To consider a motion from Cllr Jupp to formally approve the use of Zoom conferencing facility as the remote meeting platform for all meetings of Monmouth Town Council (including committee and sub-committee meetings) until circumstances allow for hybrid meetings to take place.</p> <p>The perceived advantages and disadvantages of both the Zoom and BT Conferencing facilities were discussed at length.</p> <p><i>A named vote was requested on the motion.</i></p> <p>For: Cllrs Bryn, Blair, Jackson-Graham, Jones and Jupp (5). Against: Cllrs Christopher, Dewhurst, Feakins, Gunter, Lucas, Roden, Smith and White (8). Abstained: Cllr Treharne (1).</p> <p>a) It was resolved to reject the motion of using the Zoom conferencing facility as the remote meeting platform for all meetings of Monmouth Town Council (including committee and sub-committee meetings) until circumstances allowed for hybrid meetings to take place.</p> <p>Councillors had been informed that Shire Hall was likely be re-opened to the public from sometime in July 2021. With the potential in the near future to more readily undertake face-to-face meetings, it was considered that the logistical issues of enabling hybrid meetings to take place now required urgent attention.</p> <p>b) It was resolved to set-up a Hybrid Meeting Task and Finish Group with the following members: Cllrs Blair, Bryn, Christopher, Dewhurst, Feakins, Roden and Smith (with the Town Clerk & RFO as supporting officer to assist and arrange the face-to-face group meetings).</p>

041/FC/21	<p>Monmouthshire Boundary Review</p> <p>To note the implications for the Town Council of the Monmouthshire County Council Review of Community Boundaries.</p> <p>It was noted that the review still remains to be signed off by Welsh Government. Until it is signed off and orders are issued regarding implementation arrangements it is difficult for Councils to put firm plans in place. The number of electors represented by MTC would decrease slightly but the number of Councillors would go up from 16 to 19. There would be some rearrangement of ward areas/councillor numbers with the most significant change being that the Town ward would go from having 1 councillor to 4.</p>
042/FC/21	<p>Welsh Language Scheme</p> <p>To note that an ‘exploratory’ Welsh Language Policy has been sent to the Welsh Language Commissioner’s Office to seek comments/guidance that can then be utilised in preparing a formal draft policy.</p> <p>The Town Clerk & RFO reiterated that the Council had not actually had a notice issued against it requiring a Welsh Language Scheme to be set in place. However, the establishment of a Welsh Language Policy was considered highly beneficial. An initial ‘exploratory’ policy had been drafted and sent to the office of the Welsh Language Commission for comment in order to inform the process of preparing an appropriate draft policy for Council consideration.</p>
043/FC/21	<p>Date of Next Meeting</p> <p>The next scheduled remote meeting was noted to be the Full Council meeting to be held at 7:00 pm on Monday 26th July 2021.</p>
044/FC/21	<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> <p>It was resolved to exclude members of the press and public from the meeting during consideration of the following items of business on the grounds of confidentiality.</p>
045/FC/21	<p>Project Officer Role</p> <p>To consider the recommendation from the 3rd June 2021 Staffing Sub-Committee that the Project Officer role be extended for a further 6 months with the Project Officer authorised to take up to one 2-month break when desired.</p> <p>It was resolved to approve a 6-month extension of the Project Officer role with the post incumbent being authorised to take up to one 2-month break when desired.</p>
046/FC/21	<p>Locum Clerk Assistance</p> <p>To discuss the timescales in respect of Locum Clerk assistance (deferred from last meeting).</p>

	<p>It was reported that the Town Clerk & RFO induction programme would be completed by the end of the week (by 2nd July 2021).</p>
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	<p>The Councillors thanked the Locum Clerk for all her hard work over the previous months. The Town Clerk & RFO expressed his gratitude for the support provided and for her continued patience.</p>
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The meeting came to a close at 8:45 pm.