

MONMOUTH TOWN COUNCIL

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COMMUNITY AFFAIRS COMMITTEE

Minutes of the Community Affairs meeting held on Monday 3 May 2016 at 6.30pm at The Shire Hall, Monmouth

Present: Cllr A Dewhurst (Chair)
Dee Lovering

Cllr G Bright (GB)	Cllr A Owen (AO)
Cllr S Chivers (SC)	Cllr G Pritchard (GP)
Cllr J Gunter (JG)	Cllr A Were (AW)
Cllr C Munslow (CM)	Cllr S White (SW)

MCC Cheryl Haskell attended to give an update on the Monmouth Hub. Cheryl Haskell reported that there has been a continuous increase in footfall in the last few months due to the public accessing the wide variety of services the Hub offers. Numerous outside organisations are now holding surgery style drop-in sessions offering advice on housing problems, benefits, money matters and mental health. Members of the public can also book private appointments with an advisor or be signposted to other relevant organisations for further help and advice. Concerns were raised over the confidentiality of sensitive information being discussed in such a busy and public place and Cheryl Haskell assured members that private rooms were always offered to the public when discussing such matters. Despite the obvious time and space constraints staff are managing the Hub well and are currently only closed on Thursdays, but are however open late on Tuesdays and also on Saturday mornings. Questions were asked on how user feedback is being monitored and Cheryl Haskell assured members that feedback slips were always available in the foyer of the Hub and users were actively encouraged to give their honest opinions which are then collated and read by Cheryl on a weekly basis. It was agreed that more advertising was needed to advise the public of the many new services that can now be accessed at the Hub. Cheryl gave an explanation on the new telephone system that the Hub now uses and all calls to that number are now picked up by trained one stop shop staff at the Contact Centre and dealt with accordingly. The poor condition of the previous one stop shop building (Market House) was highlighted and concerns were raised. It was also pointed out that the old telephone numbers and addresses were still shown on some websites. Cheryl Haskell will look in to this and update the details accordingly.

AGENDA ITEM		ACTION
1.	<p>To receive declarations of interest on items on the agenda.</p> <p>None received.</p>	
2.	<p>To receive apologies for absence.</p> <p>Cllr J Fletcher</p>	
3.	<p>To approve the minutes of the meetings held on Monday 21 March 2016.</p> <p>The minutes were agreed as a true record and signed.</p> <p>Proposed: Cllr Munslow Seconded: Cllr Pritchard For: 8 Against: 0 Abstention: 1</p>	
4.	<p>To update the action summary.</p> <p>All items were noted.</p>	
5.	<p>To review and approve Committee's expenditure to date.</p> <p>There has been no expenditure to date, this financial year.</p>	
6.	<p>To receive correspondence. (listed separately)</p> <p>Cllr White requested that letter 14 'Freedom of Information Request' regarding the Queen's Birthday Celebrations was read out. Cllr Dewhurst confirmed she is currently dealing with this request.</p> <p>Cllr Dewhurst highlighted correspondence item 'Older Peoples Commissioner's' Newsletter containing useful contacts.</p>	AD
7.	<p>To receive consider and take any action on reports from working parties and sub-committees.</p> <p>i. Police Report. It was decided that the police report should be presented at Full Council meetings only in future.</p> <p>ii. Carnival/Festival Working Group. (AD, AW, JG, Chris Were, Les Modget, Terry Christopher, Rob Campbell, Captain David Bell RMRE) The public launch for the carnival is Saturday 14th May at the old Monnow Bridge. Cllr Were confirmed that the puppet making workshop has been booked for carnival day.</p>	

	<p>iii. Christmas Event Working Group. (AD, JG, JF, D Evans, A Atkinson). No meeting.</p> <p>iv. Larger Grants/Donations. (Excluding Community Grants) (GB, SC, AD, JG, GP, SW,) Agenda item 9.</p> <p>v. Community Grants. (GB, SC, AD, JF, JG, SW,) No meeting.</p> <p>vi. School Council Liaison. (AD, SW,) Cllr Dewhurst to check the next meeting date.</p> <p>vii. Monnow Vale Users Group. No meeting. Office to request minutes from David Hill.</p> <p>viii. MTC Newsletter. (CM, GP, AD) Cllr Munslow has condensed the newsletter reports and page 1 has been sent to the printers to be published at the end of May.</p> <p>ix. Replacement Service of Minor Injuries Unit. Agenda item 10.</p> <p>x. Queen's Birthday Picnic Working Group (SW, SC, AD, JG, CM) Cllr White gave a full report on the progress of the working group. Marquees have been booked, the tree has been ordered, toilets and litter bins have been arranged and a poster is currently being designed by David Evans at Platform 1. Office to check that the event is noted in the Mayor's Diary. Weekly meetings are being held, next meeting 11th May at 9.30am.</p> <p>xi. Others. None.</p>	<p>AD</p> <p>Office</p> <p>Office</p>
<p>8.</p>	<p>To approve the early release of payments for the Larger Project Scheme 2016/2017 at the end of 2015/2016. (GP)</p> <p>Cllr Pritchard proposed the early release of the Larger Project payments.</p> <p>Proposed: Cllr Pritchard Seconded: Cllr White For: 8 Against: 0 Abstention: 1</p>	
<p>9.</p>	<p>To discuss and confirm allocation of Larger Grants to Monmouth Literary Festival and Monmouth Summer Play Scheme.</p> <p>Cllr Dewhurst proposed that the agreed funds be allocated to Monmouth Literary Festival. Funds will also be allocated to Monmouth Summer Play Scheme on the condition that Mike Moran updates members with regular reports and extends an invitation to members to see the play scheme in action at the leisure centre.</p> <p>Proposed: Cllr Dewhurst Seconded: Cllr White</p> <p style="text-align: right;">All in favour</p>	<p>Office</p>

10.	<p>Discuss action following response from Julian Hayman (ABHB)</p> <p>The response from Julian Hayman was read and discussed and it was agreed that some points made were misleading and lacked evidence. Cllr Dewhurst to write to Julian Hayman requesting documentary evidence to support certain points made and an explanation of when and how ABHB will be engaging with local residents to gather feedback on their proposed plans.</p>	AD
11.	<p>To agree the End of Year report.</p> <p>Cllr Dewhurst distributed a draft report and welcomed any edits from members via email by the end of the week. Final report to be officially approved at the next Full Council meeting.</p>	AD
12.	<p>To agree press release.</p> <p>Cllr Dewhurst to write press release, to include information from the End of Year report and the Queen's Picnic in the Park.</p>	AD
13.	<p>Items for discussion for future meetings.</p> <p>Forward Plan 2016/17</p>	
14.	<p>To confirm date of next meeting.</p> <p>Monday 13th June 2016</p>	

With there being no further business the meeting closed at 8.28pm.