

# MONMOUTH TOWN COUNCIL

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## MINUTES OF THE MEETING OF MONMOUTH TOWN COUNCIL

Held on Monday 20 June 2016 at 7.00pm  
The Shire Hall, Monmouth

**Present: Chairman:** The Mayor Cllr C Munslow

Cllr Bradley	Cllr J Gunter
Cllr Bright	Cllr J Hall
Cllr S Chivers	Cllr R Hayward
Cllr S Davis	Cllr G Pritchard
Cllr A Dewhurst	Cllr A Were
Cllr M Feakins	Cllr S Wilson

**In attendance:** Mrs Jane Lloyd

**1. To receive declarations of interest in items on the agenda.**

None received.

**2. To receive apologies for absence.**

Cllr Fletcher and Cllr White.

**3. To confirm and sign the minutes of the meeting held on Monday 9 May 2016. (Annual Meeting)**

The minutes were confirmed as a true and accurate record and signed.

Proposed: Cllr Munslow      Seconded: Cllr Gunter

**All in favour.  
Motion carried.**

**4. To receive questions from members of the public for a maximum of 10 minutes.**

None received.

**5. To receive the Office report (for information only).**

- Mrs Jane Lloyd reported that posters were out on noticeboards regarding the recent vacancy for the Osbaston/Dixton ward, now waiting to hear from MCC John Pearson when the election date will be.
- Reminder for the outstanding register of Interests information from Councillors.
- All Councillors have been invited to the '300 Sapper Family Day' to be held at Vauxhall fields on Saturday 9 July.
- Report distributed to Cllrs from Insp Hicks of Gwent Police. The office heard today he was going to attend this but he will now hopefully attend the September meeting.
- Up to date meeting date's list was distributed to members.

**6. To receive correspondence that the Mayor wishes to place before the Council.**

No requests.

**7. To answer questions from Councillors.**

*(Standing Orders 9: A member may ask the Mayor, the chairmen of Council Committees or the Clerk any question concerning the business of the Council, provided notice is submitted to The Clerk in writing two working days prior to the meeting, and the response will be printed within the minutes of the meeting.*

*Every question shall be put and answered without discussion. Answers to verbal questions put to the Mayor, Chairmen of committees or the Town Clerk may be deferred until no later than the next meeting. (No supplementary questions will be allowed.)*

None received.

**8. To note the reports of Council Committees and outside bodies:**

**i. Planning Committee:** As per minutes.

Cllr Wilson updated members on the 106 money.

- Tudor Road play area in Wyesham will be going ahead shortly. They received funding in 2014 from 106 monies.
- Drybridge Play area will receive £5,000 towards resurfacing which will go to the Environment Committee for agreement to pay the difference in costs.
- Chippenham Play area will proceed with refurbishment works in its present location. The Playground fitters have a busy schedule but it is hoped to carry out the works as soon as possible.
- Drybridge Nature Park: MCC Mike Moran and Tim Bradfield will meet and put ideas together and put forward to the Town Council as it put in the original grant application. Planning Committee will make the decision once they hear back from MCC Tim Bradfield.
- Gateway Project: It will be asked if the funding is still required and if not will be distributed to other organisations who have requested funding for projects.

**ii. Environmental Affairs Committee:**

As per minutes. A new Chair will be elected at the next meeting.

**iii. Community Affairs Committee:**

Cllr Dewhurst reported that the Picnic in the Park went well and thanked Cllr Gunter for taking over the planning of the event towards the end. Also thanks to all of those who took part.

A letter of thanks had been sent to the Beacon but it had not been published to date. However a copy of the letter had been put on the Town Council website and Facebook pages.

**iv. Finance & Policy Committee:**

- Cllr Hayward reported that there had been a presentation by MCC Licencing regarding the new planned 'Street Trading Licence'.
- Budget information had not been available at the meeting due to end of year process and now on this agenda item 11.

**v. CSATS:**

- Cllr Wilson reported at a meeting today MCC Tim Bradfield had reported the old skate park would be removed by a local scrap trader, no date given.
- A link will be sent through to the Town Clerk's Office with contact details for MCC D McCarty whereby questions and issues can be raised to CSAT's.

**vi. Monmouth Partnership Forum:**

The Street Trading Licence has now been taken over by Monmouth Markets with an estimated 600 stalls put forward for all Town events. The Town Council couldn't do this in the time scale.

**vii. Vision Monmouth: No meeting.**

Cllr Munslow raised the point that there hadn't been a meeting for a very long time and the 'Place Plan' was now dealing with similar items.

Cllr Hayward explained that MCC Colin Phillips had left and agreed that this item should be taken off of future 'Reports of Council Committees and outside bodies'.

**viii. Central Monmouthshire Area Committee:**

Next meeting to be held on Wednesday 22 June. It was noted that the 'Pinch Point' wasn't on the current agenda. Cllr Munslow explained he had spoken with MCC Roger Hoggins who mentioned the design process is still ongoing and would be on a future agenda.

**ix. Place Plan:**

Cllr Munslow reported after the Town Council meeting on 23 May 2016 the Working Group is collecting information and research evidence about all aspects of Monmouth in order to work out choices available for the development of the Town. This work includes a series of meetings with local County Council members, County Council officers and managers of other major businesses and Community organisation in the Town. The Group expects to report back to the Town Council in September for the members to make decisions on proposals for specific projects. This may include detailed applications for Town Council funding.

Cllr Dewhurst added she thought all Councillors were going to be asked to attend the meetings and pointed out it was agreed at the extra meeting that before going to Full Council for a second time the public's opinions would be requested.

Cllr Dewhurst asked if all notes from the meetings could be made available to the Town Council Office to distribute to members.

**x. Others:**

CCTV reports received. (F&P)

Cllr Munslow reported on the CCTV reports received.

Cllr Were questioned why an incident in May on the Old Monnow Bridge does not appear on the list.

**9. To accept the resignation of Cllr Owen from Dixton and Osbaston Ward.**

Members were very sorry Cllr Owen had resigned.

Proposed: Cllr Wilson      seconded: Cllr Hall

**Unanimous**

**10. To receive the Annual Finance & Policy Committee Report for 2015/2016. (GP)**  
(Attached)

**Noted.**

**11. To receive and approve expenditure for 2016/2017. (Deferred from last F&P meeting)**

Cllr Hayward explained the information had not been available for the F&P meeting held on 9 May 2016 so now being presented to Full Council.

The list of payments from 1 April 2016 to 16 June 2016 had been distributed to members to agree along with Committee budget paperwork for information.

Cllr Hayward reported that the Committees had an underspend of £39,569. The total underspend will now go to reserves.

It was proposed to accept the list of payments from 1 April to 16 June 2016.

Proposed: Cllr Hayward      seconded: Cllr Feakins

**Unanimous  
Motion carried.**

**12. To receive the Internal Auditors report for the year ended 31 March 2016.**

Cllr Hayward pointed out the importance of the information given by the internal Auditor Mr Stuart Bees who has now approved the accounts.

It was proposed to accept the report given by the Internal Auditor Mr Stuart Bees with thanks given to Cllr Pritchard and Mrs Jane Lloyd for their work with the preparation.

Proposed: Cllr Hayward      seconded: Cllr Hall

**Unanimous**

The Chair (Mayor) and Mrs Jane Lloyd signed the Annual Return accordingly.

**13. To agree the Annual return for the year ended 31 March 2016.**

Cllr Hayward proposed to accept the Annual return and the Annual Return sections 1, 2 and 4 be signed.

Proposed: Cllr Hayward      seconded: Cllr Hall  
For: 12      against: 1      abstention: 0

**14. To receive an update on the register of gifts to members.**

Mrs Jane Lloyd reported none had been received by the office.

**15. To agree the use of the Town Field by the Rotary Club on Sunday 4 September for the annual Monmouth Raft Race.**

Agreed

Proposed: Cllr Hall      seconded: Cllr Pritchard  
For: 12      against: 1      abstention: 0

**16. To agree the use of the Town Field by the Rowing Club on 24/25 September 2016 and 10 December 2016 for the annual 'Heads of the River' events.**

Agreed.

Proposed: Cllr Hall      seconded: Cllr Wilson  
For: 12      against: 1      abstention: 0

**17. To report on the proceeds of the Mayors Charity Fund raising for 2015/2016. (GP)**

Cllr Pritchard reported he had raised £2,710 and thanked Councillors and the people of Monmouth for all their help.

**18. To discuss and agree the cost of a long service medal for Mr J Blake. (SC)**

An updated quotation from Fattorini's was distributed to members. The company have said they will try to bring forward the eight/ten week order placement time to be available for the 17 July, the date of the Civic Service.

It was agreed to accept the quotation.

Proposed: Cllr Chivers      seconded: Cllr Feakins

**All in favour  
Motion carried.**

**19. To discuss and agree the confirmed terms and costs of the 1 year extended MCC Maintenance contract for Drybridge Park.**

Details were read to members of the wording of the contract and this had been agreed back in March 2016. Cllr Chivers raised the point it was the wording on the agenda that was incorrect not the contract.

It was proposed that it was the Town Maintenance Contract that was being voted on.

Proposed: Cllr Hayward      seconded: Cllr Davis

**All in favour  
Motion carried**

Mrs Lloyd asked members if they found an error on agendas could they please inform the office as the agenda could be amended within 1 day and would save delay on dealing with issues.

**20. To Note the Mayor's engagement list.**

Agreed.

**21. To review the Member's attendance summary of committee meetings.**

Agreed with one correction. Cllr Pritchard is on the Community Committee but did not give apologies for the meeting dated 13 June 2016.

**22. Items for discussion for future meetings.**

None received.

**23. To confirm the date of the next meeting.**

Monday 1 August 2016 at 7.00pm Shire Hall, Monmouth.

**24. To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by virtue of the Public Bodies (Admission to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality.**

Proposed: Cllr Hayward      seconded: Cllr Wilson  
For: 12      against: 1      abstention: 0

**25. To confirm Miss D Lovering to join the Local Government Pension Scheme**