

MONMOUTH TOWN COUNCIL

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MINUTES OF THE MEETING OF MONMOUTH TOWN COUNCIL

Held on Monday 23 June 2014 at 7.00pm
The Shire Hall, Monmouth

Present: **Chairman:** The Mayor Cllr J Gunter

Cllr R Bradley	(RB)	Cllr J Hall	(JH)
Cllr G Bright	(GB)	Cllr R Hayward	(RH)
Cllr S Chivers	(SC)	Cllr A Owen	(AO)
Cllr T Christopher	(TC)	Cllr G Pritchard	(GP)
Cllr A Dewhurst	(AD)	Cllr A Were	(AW)
Cllr J Fletcher	(JF)	Cllr S White	(SW)
		Cllr S J Wilson	(SJW)

In Attendance: Mrs S James, Town Clerk, Mrs J Lloyd, Admin Officer

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

Personal interest in item 10 declared by Cllr T Christopher

2. To receive apologies for absence.

Apology received from Cllr S Davis

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

None received.

4. To confirm and sign the minutes of the Annual Meeting held on Monday 12 May 2014.

The minutes were confirmed as a true record and signed.

Proposed: Cllr Hayward Seconded: Cllr Hall

All in favour

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

The Town Clerk brought to the attention of members the following correspondence:

24 Welsh Government Community and Town Council News

40 Ombudsman Annual Report 2013/14, which could be viewed in the office

30 Updates on the Welsh Water upgrading Scheme

36 ,Monmouth Comprehensive Literary Festival

38: Notification of second temporary closure of the Wye Bridge on 7th July for 5 consecutive nights (20:00 to 06:00), also closures/diversions of Dixton Road and A 40 trunk road – members advised to check details.

6 Invitation to members to the Monmouthshire Youth Service Phoenix Awards on 26th June 2014.

Cllr Christopher requested letter 3f be read to members regarding the review of change of boundaries.

6. To receive the Town Clerk's report (for information only).

Newsletter: Many newsletters have already been delivered, and there has been much positive response to date. A few members have had to deliver a disproportionately large number of copies, with many still remaining. Members were asked to assist with delivering, as agreed at Full Council 17th February, there are still many households in Wyesham and Osbaston yet to be reached.

Civic Service: All members should have now received invitations, do not forget to respond to the office. Protocol and procedural details for the day will be distributed in the week beforehand.

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 receive and consider reports and minutes of the council's committees and outside bodies:

a Planning Committee: As per minutes.

Cllr Wilson reported that the S106 money has now been agreed and signed off by MCC Cabinet.

b Environmental Affairs Committee: As per minutes.

- Cllr Christopher reported that the money for the Monmouth Literary Festival banners had been confirmed.
- MCC A Howard reported on the pilot scheme in the Caldicot/Severnside area relating to the management of dog waste and will report back at a later date. The committee have concerns as even though bins are provided there are still problems with dog waste.
- The Committee proposed talking with the Monmouth Chamber of Commerce regarding hanging baskets through the town and have suggested decorating both bridges next year.

c Community Affairs Committee: As per minutes.

- Cllr Dewhurst confirmed that 4 ballot boxes for responses to the Newsletter were in place and responses were being received via e-mail with all comments so far being positive.
- It had been agreed to bring forward the date of the Community Grants scheme for this year.

d Finance & Policy Committee: As per minutes.

Items to follow on this agenda.

e CSATS: Nothing to report.

The Police reported at the last meeting that CCTV has been very helpful with catching offenders.

f Monmouth Partnership Forum:

- Cllr Owen reported from the meeting held on 14 May a new Community Group has been set up 'Friends of Chippenham Mead' and will be organised by Mr Roger Steer.
- At the next meeting to be held the following Wednesday, MCC A Howard will speak regarding the pilot scheme in the Caldicot/Severnside area relating to the management of dog waste as reported at the Environment committee meeting and Ms Elaine Phillips from 'Gateway to Wales Action Group' will be speaking about the Dixton Road proposed development

g Vision Monmouth: No meeting.

h Central Monmouthshire Area Committee: No meeting.

i Others: None

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

Members	Planning	Full Council	Community (extra)	Environment	Planning	F&P	Planning	Environment
2012/2013	12.05.14	12.05.14	19.05.14	19.05.14	27.05.14	27.05.14	09.06.14	16.06.14
Cllr R Bradley	1	1	1	1	1		1	Apology
Cllr G Bright		1	1	1				1
Cllr S Chivers	1	1	1	1	1	1	1	1
Cllr T Christopher		1	1	1	1	1		1
Mr S Davis	1	1			Apology		Apology	
Cllr A Dewhurst	1	1	1	1	1	1	1	1
Cllr J Fletcher	Apology	1	1	1	1	1	1	Apology
Cllr J Gunter	1	1		1	1	1	Apology	1
Cllr J Hall	1	1			1	1	1	
Cllr R Hayward	1	1		1	1	1	1	1
Cllr A Owen		1		1				1
Cllr G Pritchard	1	1			1	1	1	
Cllrs A Were		1	1			1		
Cllr S White		1	1	1				1
Cllr S Wilson	1	1	1	Apology	1	1	1	1
Total In Attendance	9	15	9	10	10	10	8	9
Members on Committee	11	15	10	11	11	10	11	11

KEY

	Non Committee Member
	Non Committee Member attendance
	Absent

The Attendance Summary was proposed as accurate and agreed.

Proposed: Cllr Gunter

Seconded: Cllr White

All in favour

10. To consider and agree use of Town Field on Sunday 7th September by Monmouth Rotary Club for the Rotary Raft Race.

The Clerk read aloud details of the request received.

A proviso was asked to be included to state clearly no traffic across the field after the problems incurred by giving use of the field to another group and any further damaged incurred to be re-instated by Rotary Club.

Proposed: Cllr Bright

Seconded: Cllr White

For: 13, Against: 0, Abstention: 1

Proposal agreed

11. To consider and agree recommendations to publish LGPS Employer Policies regarding Monmouth Town Council discretions.

Cllr Pritchard had been tasked by the Finance and Policy Committee to make recommendations to Full Council.

Cllr Pritchard summarised recent changes in the LGPS scheme and recommended that the Unitary Authority approach should be adopted to both minimise workload and to adopt no-cost, no discretions policies.

A discussion about staff pensions followed and the Clerk advised that a seminar had advised this was not always the route to follow, with Unitary and local councils Pension Schemes having different demographics and bases.

The deadline for producing discretionary policies was 30th June 2014 and time constraints were an obvious issue.

It was proposed that the recommendation to follow MCC no-cost, no discretionary policies be agreed, and the Town Council should publish the same, with a review of these to take place in 6 months time.

Proposed: Cllr Pritchard Seconded: Cllr White

Proposal agreed unanimously

12. To confirm and accept the annual review of internal audit for year ended 31 March 2014 and the Report of the Internal Auditor for the year ending 31st March 2014.

The Annual Review of Internal Audit and the Internal Auditor's report had been circulated to all members with the meeting agenda.

The Clerk confirmed she was happy with the review and report, and Cllr Hayward, as Chair of Finance and Policy Committee, recommended approval.

It was proposed to agree and accept the Annual Review of Internal audit for Year ended 31st March 2014.

Proposed: Cllr Hayward Seconded: Cllr White

Proposal agreed unanimously

It was proposed to agree and accept the report of the Internal Auditor for year ending 31st March 2014.

Proposed: Cllr Hayward Seconded: Cllr White

Proposal agreed unanimously

13. To consider and confirm acceptance of the Annual Return for the year ending 31st March 2014 sections 1, 2 and 4.

The Annual Return had been previously circulated to all members with the meeting agenda. Sections 1 and 2 of the Annual Return had already been completed by the RFO and certified. The Internal Auditor had already completed and certified section 4 of the Annual Return.

It was proposed that, following presentation to Council, the Annual Return sections 1, 2 and 4 are accurate, complete and represent the Council's final responses.

Proposed: Cllr Hayward Seconded: Cllr Hall

Proposal agreed unanimously

The Chair (Mayor) and RFO then signed the Annual Return accordingly

14. To consider responses to date and agree format / timescale for co-option of councillor for the Town Ward.

It was confirmed by the Clerk that to date, one application had been received - the closing date for applications being Friday 27 June 2014.

The Clerk advised that a specific discussion and vote on co-option should take place even if there was only one applicant.

It was proposed an extra Full Council meeting be held on Monday 21 July at 6.00pm to co-opt a new member for the Town Ward, with the normal Planning Committee meeting to take place afterwards.

Proposed: Cllr Chivers Seconded: Cllr Were

Proposal agreed unanimously

15. To agree terms of lease to be offered to Monmouth Rowing Club for acceptance or discussion.

The Town Council had previously agreed to draw up a lease to allow the Rowing Club to use the Town Field for a certain number of days per year. A Finance and Policy Committee Working Group initially suggested terms for a Memorandum of Understanding, but this was rejected by the Rowing Club in favour of a lease. The working group have now put together items to be included and a draft lease has been produced and been sent to MCC legal department to check and advise. To date, no response has been received from MCC legal. It was noted that the lease although running 54 years could be terminated with a 5 year notice period.

It was suggested by members that a local solicitor should check the draft lease, with expenses being met by the Rowing Club.

It was proposed that this item be deferred until a response/advice is received from MCC Legal department on the draft lease, and then to be discussed further at Finance & Policy Committee.

Proposed: Cllr Hayward Seconded: Cllr Pritchard

Proposal agreed unanimously

16. Items for discussion for future meetings

Cllr Bright requested that the Civic Service be held a week later to ease office workload

17. To confirm meeting dates.

Next meeting to be held for co-option of Town Ward Councillor on Monday 21st July 2014 at 6.00pm Shire Hall, Monmouth.

Next Full Council meeting to be held on Monday 4 August 2014 7.0pm Shire Hall.

There being no further business the meeting closed at 20.02

Following the meeting, at 8.30pm, a presentation of a plaque was made by the Mayor to members of Monmouth Town Football Club to mark the success of the team in winning the Welsh Football League 2013-14 season.