

MONMOUTH TOWN COUNCIL

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COMMUNITY AFFAIRS COMMITTEE

**Minutes of the Community Affairs Committee meeting
held on Monday 28th November 2016 at The Shire Hall Monmouth**

PRESENT: Chair: Cllr J Gunter (In Cllr Dewhurst's absence)

Cllr R Bradley	(RB)	Cllr C Munslow	(CM)
Cllr G Bright	(GB)	Cllr A Were	(AW)
Cllr J Fletcher	(JF)	Cllr S White	(SW)

In attendance: Dee Lovering Committee Assistant

AGENDA ITEM		ACTION
1.	To receive declarations of interest on items on the agenda. None received.	
2.	To receive apologies for absence. Apologies were received from Cllr Chivers and Cllr Dewhurst.	
3.	To approve the minutes of the meeting held on Monday 17th October 2016. The minutes of Monday 17 th October 2016 were agreed as a true record and signed. Proposed: Cllr White Seconded: Cllr Munslow All in favour	
4.	To update the action summary. The Hub – It was agreed that members would continue to monitor the performance of the Hub. Parking/Priory street – Cllr Munslow reported that he had met with Roger Hoggins and that MCC Highways were aware of the issues. Members to continue to monitor the situation.	

5.	<p>To review and approve committee expenditure to date.</p> <p>It was proposed that the committee expenditure be agreed.</p> <p>Proposed: Cllr Bright Seconded: Cllr White All in favour</p>	
6.	<p>To receive correspondence.</p> <p>Correspondence Number 5 was read out to the committee from MTC to Vivien Mitchell at Transition Monmouth re the Community Grant.</p> <p>Correspondence Number 26 was requested to be read out from a member of the public regarding the Christmas tree and lights.</p>	
7.	<p>To receive consider and take any action on reports from working parties and sub-committees.</p> <p>i. Police Report. No report.</p> <p>ii. Carnival/Festival Working Group. (AD, AW, JG, Chris Were, Les Modget) Cllr Were reported that discussions were being held between the Festival Committee and the Carnival Committee to agree on their working relationship with each other.</p> <p>iii. Christmas Event Working Group. (AD, JG, JF, T Christopher, T Ing, A Atkinson). Cllr Gunter gave an update on the Christmas Event, in particular the change in format this year – Santa will be leading the procession from the Old Monnow Bridge and end it on the cobbles in the square where presents will be handed out to the children from his sleigh rather than in a grotto.</p> <p>iv. Larger Grants/Donations. (Excluding Community Grants) (GB, SC, AD, JG, SW) Cllr Gunter explained to the committee that MCC Mike Moran has requested a donation towards the play scheme provision next year (2017) rather than a community grant. Agenda item 8.</p> <p>v. Community Grants. (GB, SC, AD, JF, JG, SW) It was reported that several letters of thanks had been received from the community groups that had received grants this year.</p> <p>vi. School Council Liaison. (AD, SW) No meeting.</p> <p>vii. MTC Newsletter. (CM, AD) Cllr Munslow asked members to send in any input for the newsletter by the 12th December 2016.</p> <p>viii. Replacement Service of Minor Injuries Unit. No update.</p> <p>ix. Others. None.</p>	

<p>8.</p>	<p>To discuss and agree the Committee’s draft budget for 2017/2018 to be recommended to Finance and Policy meeting on 19th December 2016.</p> <p>The handout prepared by Cllr Dewhurst was referred to and the suggested draft budget for 207/18 was discussed:-</p> <p>Smaller Community Grants – Suggested £8,000 Larger Community Grants – Suggested £25,000 Christmas Event - Suggested £3,000 Library Newspapers - Suggested £300 Communications & Publicity – Suggested £500 Monmouth Town Guide – Suggested £0 MTC Newsletter – Suggested £1,300 Events Including Carnival – Suggested £3,000</p> <p>Cllr Were pointed out that as the carnival would already be receiving a community grant, it wasn’t possible to allocate money from the budget to it also. The whole point of the community grant scheme is that every group/event has to apply through a set process and a single group/event cannot be given preferential treatment.</p> <p>It was proposed that the wording ‘Including Carnival’ be removed from the budget heading, leaving it as ‘Events’ or ‘MTC Events’ and keeping it as the suggested £3,000 budget (subject to the Town Clerk’s approval).</p> <p>Proposed: Cllr White Seconded: Cllr Munslow All in favour</p>	<p>Office</p>
<p>9.</p>	<p>To consider and agree any action to take regarding coach / bus parking on Blestium Street (GB).</p> <p>Cllr Bright updated the committee on the ongoing issues with school buses parking in the coach parking bays at Blestium Street, which is prohibiting tourist coaches from parking. Cllr Bright has made numerous attempts to contact MCC to request clearer signage in the bays, which would allow enforcements to be made to stop the improper use of the parking bays. The issue is not only stopping tourists visit Monmouth but also causing a hazard in that area of the road. Cllr Gunter suggested that the item be added to the committee’s Action Summary so that it can be reviewed regularly. It was also suggested that a letter be written to MCC Highways, as well as the Welsh Tourist Board, highlighting the impact this is having on the local economy and tourism.</p>	<p>Office AD/Office</p>
<p>10.</p>	<p>To arrange and agree community decorating of Christmas Tree.</p> <p>It was proposed that the Community Event be held on Saturday 10th December 2016 between 2.00-3.30pm on the cobbles in the Agincourt Square.</p>	

	Proposed: Cllr White Seconded: Cllr Munslow All in favour All Cllrs are invited to help out at the event.	
11.	To agree timetable for Larger Community Grants. It was proposed that the format of the 2016 timetable be followed again next year for the 2017 Larger Community Grants. Proposed: Cllr Fletcher Seconded: Cllr White All in favour	
12.	Review communications with Police. It was agreed the Police Inspector be contacted to request a brief six-weekly Police Report that can be read out at each Community Affairs Committee meeting. Also, Cllr Munslow to mention to MCC Andy Mason that the CCTV reports have been received very late recently.	Office CM
13.	To update committee on Christmas Event and agree rotas and running orders. Cllr Gunter reported that all plans were now in place with road closures set up, presents ordered and all the relevant forms complete. The Rotary Club will be policing the barriers on the evening, particularly around Santa's sleigh. It was highlighted that more volunteers were needed on the evening and Cllr Bright, Cllr White and Cllr Fletcher offered to assist. Advert for the Christmas Event to be sent out to all Cllrs.	GB,SW,JF Office
14.	To agree a press release. It was agreed that the press release would be the advert for the Christmas Event.	
15.	Items for discussion for future meetings. Review of the Christmas Event.	
16.	To confirm date of next meeting. Monday 9 th January 2017	

There being no further business the meeting closed at 8.25pm