

CHEPSTOW TOWN COUNCIL

The Gatehouse, High Street, Chepstow
Tel. 01291 626370 Email: clerk@chepstow.co.uk

4th February 2021

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Financial Policy and Audit Committee** of Chepstow Town Council to be held by Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 10th February 2021 at 7.00pm** for the purpose of transacting the following business.

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.

Yours faithfully

LJ Allen

Lucy Allen
TOWN CLERK

23. Declarations of Interest in Items on the Agenda.

24. Minutes

To approve the Minutes of the Financial Policy and Audit Committee Meeting held on 18th November 2020 (*attached*).

25. Matters Arising

To report matters arising from the minutes, not on the Agenda, *for information only*.

26. 3rd Quarter Budget Monitoring (October – December 2020) Report 2020/21

To consider the attached budget monitoring report for period ending 31st December 2020.

27. Annual Risk Assessment and review of the Risk Management Strategy

To consider the annual Risk Assessment Report and to note the Risk Management Strategy and, if appropriate, to recommend the adoption to Full Council.

28. Standing Orders

To review and consider the Council's Standing Orders (*attached*).

29. Financial Regulations

To review the Council's Financial Regulations (*attached*).

30. Policy Review

To receive a report detailing all Town Council policies and current review dates in line with the resolution from the previous Finance, Policy and Audit Committee meeting (item 10b). Members to consider how to undertake the review either by forming a Working Party or holding an Extraordinary

Meeting.

31. Annual Investment Strategy

To adopt the Annual investment strategy prepared in line with the guidance issued by the National Assembly for Wales as required under s15 of the Local Government Act 2003 (*attached*).

32. Transfer of Welsh Street Car Park toilets lease from Monmouthshire County Council to Chepstow Town Council

To note that following the decision of Full Council at their meeting on 28th March 2018 the documents for the transfer of the Welsh Street Car Park toilets have yet to be signed. All public toilets in Chepstow were undergoing installation of new Wallgate hand wash machines and Welsh Street which had not completed at the time. Members are asked to consider proceeding with this transfer and to sign two copies of the agreement (*previous report and transfer agreement attached*).

33. Community Grant Application

To consider the Community Grant application for the financial year detailed in the confidential report received from Relate (*attached*).

34. Donation to Monmouthshire County Citizens Advice Bureau

To consider the request from Monmouthshire County Citizens Advice Bureau who are seeking financial support across Monmouthshire to launch a financial inclusion project aimed at rural and town communities. The project will provide 400 people with access to holistic advice within their own communities around: maximising income through benefit screening and assisting with applications, dealing with problem debt, responding to official letters, form filling, helping with fuel debt, better budgeting and accessing employability services.

Referrals will be from health services and other professionals and from individuals responding to publicity in local areas such as schools and post offices. The cost of the project is £38,500 for 12 months (*financial support to is being asked from all Town, Community and County Councils initially in the form of pledges*).

35. Community Emergency Plan

To receive an update on how the Town Council fits into Monmouthshire County Council's Emergency Plan which highlights when and how the Town Council can offer support to any actions (*oral report*).

36. Town Award

To consider relaunching the Town Council's Town Award scheme to recognise individuals, organisations or groups who have made a material contribution to the advancement, wellbeing and welfare of the people of Chepstow or demonstrated outstanding citizenship (*attached*).

37. Items for Next Meeting:

38. Date of Next Meeting

The next ordinary meeting of the Financial Policy and Audit Committee will take place at 7.00pm at a date to be confirmed in June 2021.