

12th November 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 17th November 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

Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.

Yours faithfully



TOWN CLERK

25. Declarations of Interest in Items on the Agenda

26. To Suspend Standing Orders

a) Public Open Forum (15 minutes at the discretion of the Mayor)

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

27. Minutes

To approve the [minutes of the Finance, Policy and Audit Committee Meeting held on 16th June 2021](#) (attached).

28. Matters Arising

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

29. Half year budget monitoring to end September 2021

To note the financial position on the half year budget monitoring in respect of the current financial year 2020/2021 [\(attached\)](#).

30. Draft Medium Term Financial Plan (MTFP) and revenue budget 2022/2023

To consider the [draft MTFP and revenue budget for 2022/2023](#) with the following recommendations:

1. To consider and make any necessary adjustments to the Medium Term Financial Plan;
2. To consider any other funding that needs to be budgeted for including:
Revenue funding (similar to Bulwark Community Centre and the Drill Hall) for the Palmer Centre. This could be in terms of an annual Community Contribution or the setup of a Partnership Agreement.
3. To consider and make any necessary adjustments to the draft budget 2022/2023;
4. To confirm that the level of general and earmarked reserves is adequate given previous years actual spend;
5. To decide the level of precept to request.

- 31. Annual lease review**
To note the [report detailing the Council's current lease rental agreements](#).
- 32. Grant application under the Covid Emergency Grant Scheme**
To consider the application received from:
The Palmer Centre - £4,234.86 (*LGA 1972, s133*).
- 33. Bulwark Community Centre**
To consider the request to increase the amount of funding support towards the Accessibility Improvements planned to be carried out at the Centre.
£39,944 already agreed, earmarked reserves held of £12,300 and, subject to there being no capital replacement of items in this financial year, a further £24,416 will be added at year end (*LG (Misc. Prov.) Act 1976 s.19*).
- 34. Feasibility of public toilets in Bulwark**
To consider the feasibility of having public toilets in Bulwark and discuss potential locations, funding required etc (*bf FTC 26.5.21*).
- 35. Review of [Committee Terms of Reference and Scheme of Delegation](#)**
 - a. To consider and, if appropriate, approve the track changes to the Committee Terms of Reference and Scheme of Delegation (*b/f 16.6.21*).
 - b. To approve the request for a full review of the document at the next meeting to ensure that all Terms of Reference and Schemes of Delegation are fit for purpose moving forward into the new Council.
- 36. Policy Review**
 - a. To consider and, if appropriate, approve the [revisions to Marking the death of a Sovereign or Senior National Figure](#), following additional advice from One Voice Wales.
 - b. To receive an [update on the Communications and Public Participation Policy](#).
- 37. Monmouthshire County Council Emergency Plan**
To receive and consider [Monmouthshire County Council's Emergency Plan](#) which has been requested following the emergency incident in Chepstow earlier this year and to note the [email response from the Emergency Planning Officer](#).
- 38. Parade Marshall retirement**
To note that the Remembrance Day parade Marshall Will Williams is due to retire and to consider an appropriate way of marking the occasion.
- 39. Items for Next Meeting**
Public Toilets – Welsh Street Car Park – no progress made to date.
Town Award
Social Media and Public Communication's Policy – to ensure fit for purpose following Council decision to set up individual Ward Facebook pages in May 2022.
- 41. Parade Marshall retirement**
To note that the Remembrance Day parade Marshall Will Williams is due to retire and to consider an appropriate way of marking the occasion.
- 42. Date of Next Meeting**
The next ordinary meeting of the Finance, Policy and Audit Committee will take place at 7.00pm on Wednesday, 9th February 2022 either via Zoom remote meetings or in the Council Chamber, The Gatehouse, Chepstow