

11<sup>th</sup> June 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 16<sup>th</sup> June 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

- 1. Election of Chair and Vice Chair**
- 2. Declarations of Interest in Items on the Agenda**
- 3. Suspend Standing Orders**  
To suspending Standing Orders to allow Members to enter into discussions with representatives from Basecamp in regards to their grant application
- 4. Minutes**  
To approve the minutes of the Finance, Policy and Audit Committee Meeting held on 10<sup>th</sup> February 2021 (*attached*).
- 5. Matters Arising**  
To report matters arising from the minutes, not on the Agenda, *for information only*
- 6. Review of Systems of Internal Control**  
In compliance with the Accounts and Audit (Wales) Regulations 2014 to undertake a review of the Council's systems of internal control. The recommended approach to the review is set out in the Clerk's report (*attached*).
- 7. Effectiveness of Internal Audit**  
In compliance with the Accounts and Audit (Wales) Regulations 2014 to undertake a review of the effectiveness of the Council's internal audit arrangements. The recommended approach to the review is set out in the Clerk's report (*attached*).
- 8. Internal Audit – Final Report 2020/2021**  
To consider the final report of the Internal Auditor in respect of the Council's accounts for the year ending 31<sup>st</sup> March 2021 and to receive an update on the recommendations from the Clerk (*attached*).

- 9. Statement of Accounts and Covid-19 Impact Assessment**  
To consider the Statement of Accounts for Year ending 31<sup>st</sup> March 2021 and the Covid-19 Impact Assessment report (*attached*).
- 10. Year End Accounts and Annual Return**  
To consider the Year End Accounts and Annual Return for the Year ending 31<sup>st</sup> March 2021 and to make recommendations to Council (*attached*).
- 11. Earmarked Reserves**  
To consider and, if appropriate, to recommend that Full Council adopt the transfers made to Earmarked Reserves at the year-end (*attached*).
- 12. Assets**  
To review the Councils Register of Assets (*attached*).
- 13. Insurance**  
To review the Council's Insurance requirements (*attached*).
- 14. Annual Investment Strategy**  
To adopt the revised Annual Investment Strategy prepared in line with the guidance issued by the Welsh Government as required under s15 of the Local Government Act 2003 (*attached*).
- 15. Review of Committee Terms and Reference and Scheme of Delegation**  
To review the Terms of Reference of each committee and the scheme of delegation ensuring that it is fit for purpose in regards to financial matters (*attached*).
- 16. Cheque Signatories**  
To review the Council's designated cheque signatories (*attached*).
- 17. Internal Investigation**  
At the Extraordinary meeting of Full Council on 13<sup>th</sup> July 2020 it was resolved to approve the cost of £2,000 to carry out an independent investigation on the events around the breakdown of the relationship (with the Chepstow Chamber of Commerce and Tourism) to include the actions of the proper officer, Councillors and staff of both organisations, minute ref 268 and 269. Following discussions with potential consultants it is anticipated that this project will require 6-8 working days at a cost of £2,275 + VAT up to a maximum of £3,000 + VAT (£375 per day), Members are asked to consider and, if appropriate, agree to the additional costs involved.
- 18. Repair Café and update on Community Fridge**  
To receive a report from the Clerk on the set up of a Repair Café in Chepstow. Members to consider, and if appropriate agree, to confirm an interim budget to cover room hire charges, storage unit rental and other associated costs. Members to further consider delegating authority to the Clerk, in consultation with the Chair of the Finance, Policy and Audit Committee to allow work to commence on this project.
- 19. Policy Review**
  - a. To review the following Policies and if appropriate, agree any amendments:
    - I. Advertising Policy – *NB this policy is currently suspended*
    - II. Communications and IT Policy
    - III. Information and Data Protection Policy
    - IV. Retention and Disposal Policy

V. Social Media Policy

VI. Training Policy - *awaiting new guidance following updated legislation*

b. To consider Council's existing Social Media & Electronic Communications Policy in conjunction with a draft Communication's and Public Participation Policy and agree any actions (*attached*).

**20. Community Grant Funding and Donations**

a. To consider grant applications received under the Covid Emergency Grant Scheme from:

i. Basecamp - £1,538 (*LGA 1972, s137*)

ii. St Mary's RC Primary PTA - £1,089.98 (*LGA 1972, s145*)

b. To consider a donation to:

i. Retired Police Dogs of Gwent – grant application attached to capture information (*LGA 1972, s137*)

ii. A one-off donation to SARA due to Covid-19 and their inability to fundraise during the pandemic (*LGA 1972, s137*) (*b/f FTC 26/05/21*).

**21. Items for Next Meeting**

Public Toilets – Welsh Street Car Park

Feasibility of public toilets in Bulwark (*b/f FTC 26/05/21*)

To consider potential investment opportunities for the Town Council

Community Emergency Plan

Town Award

**22. Date of Next Meeting**

The next ordinary meeting of the Finance, Policy and Audit Committee will take place at 7.00pm on Wednesday, 17<sup>th</sup> November 2021 either via Zoom remote meetings or in the Council Chamber, The Gatehouse, Chepstow.

**23. Exclusion of Press and Public**

To exclude the press and public for the discussion of Item 24. Tenders and Quotations owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**24. Tenders and Quotations**

1. To consider the quotes in the confidential report following the tender process for a consultant to carry out the work in regards the Community Asset Transfer of the Drill Hall. Members are asked to consider how the Working Party members, consisting of Drill Hall Management Committee and CIO Members can be involved in the decision as this falls outside the scope of the Town Council's Financial Regulations (*report to follow due to the closing date of 11<sup>th</sup> June 2021*);

2. To consider the quotes in the confidential report following the tender process for the first year works to the Gatehouse (*report to follow due to the closing date of 11<sup>th</sup> June 2021*).

3. To consider the report and recommendations in regards the roof at the Old Library (*attached*).