

10th June 2022

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 in the Council Chamber and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 15th June 2022 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. Apologies**
To receive apologies for absence.
- 4. To Suspend Standing Orders**
 - a) Public Open Forum (15 minutes at the discretion of the Chair)**
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.
- 5. Minutes**
To receive the [minutes of the Finance, Policy and Audit Committee Meeting held on 9th February 2022](#).
- 6. Matters Arising**
To report [matters arising](#) from the minutes, not on the Agenda, *for information only*
- 7. 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](#).
- 8. 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](#).
- 9. Internal Audit – Final Report 2021/2022**
To consider the final report of the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2022 - *to follow*.

10. Insurance

To consider [correspondence from the Town Council's current insurance provider](#) and to review the [Council's Insurance requirements](#).

11. 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.

12. Cheque Signatories

To nominate signatories for each of the Town Council current and investment accounts:

Unity Trust Bank (current account) – 5 signatories required

Gateway Credit Union (investment) – 2 signatories required

[Churches, Charities and Local Authorities](#) (investment deposit fund) – 5 signatories

13. Earmarked Reserves

To consider the [Earmarked Reserves](#) held and, if appropriate, repurpose/rename budget heads.

14. Community Grant Funding and Donations

a. To consider the [community grant report](#) and applications from:

i. [Chepstow Male Voice Choir](#) - £2,000 (LGA 1972, s145)

ii. [Kre8tive Theatre](#) - £1,650 (LGA 1972, s145)

b. To consider a donation to [The Brightwell \(W of E MS Therapy Centre\)](#) - £500 (LGA 1972, s137).

15. Monmouthshire County Citizens Advice Bureau

To consider [correspondence from Monmouthshire County Citizens Advice Bureau](#) regarding funding support *b/f FP&A ref 48*.

16. Correspondence regarding storage space

To consider [correspondence](#) received regarding storage of donations for transporting to Ukraine.

17. Old Library Building

To consider and, if appropriate, approve the [draft marketing material for the Old Library Building](#).

18. Monmouthshire County Council Partnership Agreement – Town Crew

To note that the partnership agreement for Monday – Friday street cleansing between Chepstow Town Council and Monmouthshire County Council expires on 31.3.23. Members to consider commencing the tender process with Sell to Wales.

19. Gatehouse Works

To receive an update on the works to date and, if appropriate, to approve the quotation received for the 2nd year internal redecoration (*confidential report emailed separately*).

20. Items for Next Meeting

- Standards Committee Policy

21. Date of Next Meeting

The next ordinary meeting of the Finance, Policy and Audit Committee will take place in the Council Chamber and via Zoom at 7.00pm on Wednesday, 9th November 2022.