

15th March 2024

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Finance, 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 20th March 2024 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

66. Apologies

To receive apologies for absence

67. Declarations of Interest in Items on the Agenda

68. To Suspend Standing Orders

68.1 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.

69. Minutes

69.1 To approve the [minutes of the Finance, Policy and Audit Committee Meeting held on 8th November 2023.](#)

69.2 To approve the [minutes of the Finance, Policy and Audit Committee Meeting held on 6th December 2023.](#)

70. Matters Arising

To report [matters arising from the minutes](#), not on the Agenda, *for information only*

71. 3rd quarter budget monitoring to end December 2023

To note the [financial position on the half year budget monitoring in respect of the current financial year 2023/24.](#)

72. Annual Risk Assessment and review of the Risk Management Policy

To consider the [annual Risk Assessment Report](#) and to note the [Risk Management Policy and Strategy](#) in line with proper governance practices as detailed in the Governance and Accountability for Local Councils in Wales – A Practitioners Guide.

73. Standing Orders

To review the [revised Standing Orders](#) and if appropriate recommend the adoption to Full Council (*deferred from the FP&A minute ref 18*).

- 74. Financial Regulations**
To review the [Council's Financial regulations](#), noting the recommended changes, following the report from the Internal Auditor and if appropriate recommend the adoption to Full Council.
- 75. Asset Register**
To undertake the recommended annual review of the Council's [register of Assets](#).
- 76. Insurance**
To undertake the recommended annual review of the Council's [Insurance requirements](#).
- 77. Policy Review**
To review, consider and, if appropriate recommend the adoption to Full Council of the following policies:
- a) [Charge Card Policy](#)
 - b) [Hybrid Meeting Policy](#)
- 78. Town Crew Partnership**
To note that the Town Crew Partnership expires in December 2024, Members to consider next steps.
- 79. Community Grants**
To consider the [community grant report](#) and applications from:
- a) [Kre8tive Theatre Kidz](#) - £1,000 (LGA 1972, s145)
 - b) [Monmouthshire Youth Person Scheme](#) - £3,000 (LGA 1972, s137)
- 80. Summer playscheme Service Level Agreement between Monmouthshire County Council (MCC) and Chepstow Town Council (CTC)**
To consider the Service Level Agreement between MCC and CTC for the provision of play in the financial year 2024/25 and, if appropriate, recommend approval to Full Council, (LG (MP), 1976, s19) – to follow.
- 81. Old Library**
To consider [correspondence received from the tenant at the Old Library](#).
- 82. Flea Market**
To consider the [report regarding a Flea Market in Chepstow](#).
- 83. Hybrid enhancement**
To receive a verbal update from the Clerk in regard to hybrid facilities in the Chamber.
- 84. Internet Banking Arrangements**
Members to consider whether Councillors should be added as authorisers for online banking payments to ensure that payments may still be made if there were to be an unexpected absence of staff.
- 85. Bank Reconciliation**
In line with the revised Financial Regulation (2.2) to appoint, a member other than the Chairman to verify bank reconciliations (for all accounts). The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification and this activity, including any exceptions shall on conclusion be reported to and noted by the Finance Committee at its next meeting.
- 86. Earmarked Reserves**
To undertake a review of the [Earmarked Reserves](#).
- 87. Drill Hall**
- 87.1** To receive a verbal update on the status of the replacement roof and to consider potential additional costs associated with the tender.

- 87.2** To recommend approval of the [Terms of Reference for the Drill Hall Committee](#) and [Drill Hall Operating Committee](#).
- 88. Dog Waste Contract Renewal**
To approve the renewal of the [contract with Merlin Environments Services Ltd](#) for the weekly emptying of dog waste (*Litter Act 1983, s5,6*).
- 89. Community Photocopying**
To consider allocating a sum of community grant funds for community event photocopying – verbal report.
- 89. Items for Next Meeting**
Social media and communications policies
- 90. Date of Next Meeting**
To confirm that the next meeting of the Finance, Policy and Audit Committee will be held in the Council Chamber and via Zoom on a date in June, to be confirmed at the Annual Meeting.