



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Financial Policy and Audit Committee** of Chepstow Town Council to be held by Zoom remote meetings on Wednesday 17th November 2021 at 7.00pm

**Present:**

**Chair:** Cllr P Hobson

**Councillors:** H Beach, C Duchet, Y Havard, T Kirton, N Heywood (left 8.30pm), A Horne, A Redhead, D Rooke

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)

**25. Declarations of Interest in Items on the Agenda**

Cllr H Beach declared an interest under the Code of Conduct in Item 32 - The Palmer Centre as a relative of the Chair.

*Further declarations of Interest to be identified under the relevant item.*

**26. To Suspend Standing Orders**

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

There were no members of the public present.

**27. Minutes**

The minutes of the Financial, Policy and Audit Committee Meeting held on 16<sup>th</sup> June 2021 were confirmed as a true record and will be signed at the earliest opportunity due to Covid-19 regulations.

**28. Matters Arising**

None.

**29. Half year budget monitoring to end September 2021**

The Committee noted the financial position on the half year budget monitoring in respect of the current financial year 2020/2021.

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

The Committee considered in detail the draft MTFP and revenue budget for 2022/2023.

On considering the documents, the Committee was mindful that a new Council would be installed in May 2022.

The Clerk clarified the following items:

- Page 13: 105 – Community Contributions (Expenditure)
- Page 14: 1543 – Bulwark Community Centre
- Page 48: 343 – Destination Play Park

**RESOLVED:**

- a. To amend the draft budget as follows for presentation to Full Town Council meeting on Wednesday 24<sup>th</sup> November 2021, prior to final consideration at an extraordinary meeting to be held in January 2022.

- Vire £5,000 for a feasibility study for the provision of public toilets in Bulwark from the “Devolved Services” Earmarked Reserves fund.
  - Add £30,000 for the implementation of projects arising from the Place Plan with the sum of £17,000 (included in the £30,000) being transferred from Council’s General Reserves fund.
  - Ear Marked Reserves - Delete sustainable crop planting (338) and recommend virement of the balance to Climate Emergency fund (350).
- b. To agree to a community contribution to The Palmer Centre and for the application process and amount to be similar to existing arrangements with Bulwark Community Centre and the Drill Hall.
- c. To confirm that the level of general and earmarked reserves is adequate given previous year’s actual spend.
- d. To recommend that the precept remains unchanged at £657,533 (six hundred and fifty-seven thousand, five hundred and thirty-three pounds for 2022/2023).

The Committee commended the Clerk on her efforts in producing the draft MTFP and budget.

**31. Annual lease review**

The Committee noted the report detailing the Council’s current lease rental agreements.

**32. Grant application under the Covid Emergency Grant Scheme**

The Committee considered a grant application from The Palmer Centre.

**RESOLVED:**

To grant fund The Palmer Centre £4,234.86 for kitchen improvements at the Palmer Centre. (LGA 1972, s133).

*Cllr Beach declared an interest under the Code of Conduct in this item as a relative of the Chair.*

*Cllrs Duchet declared an interest under the Code of Conduct in this item as Town Council’s representative on the Management Committee.*

**33. Bulwark Community Centre**

The Committee considered a request to increase the amount of funding support towards the Accessibility Improvements planned to be carried out at the Centre.

**RESOLVED:**

Members approved 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).

*Cllrs Beach, Duchet and Rooke declared an interest under the Code of Conduct in this item as Town Council’s representative on the Management Committee.*

**34. Feasibility of public toilets in Bulwark**

Members considered this item in conjunction with the budget item 30 above.

**35. Review of Committee Terms of Reference and Scheme of Delegation**

a. The Committee considered and approved the track changes to the Committee Terms of Reference and Scheme of Delegation.

**RESOLVED:**

To amend the Terms of Reference and Scheme of Delegation as per the track changes.

b. The Committee considered 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.

**RESOLVED:**

To agenda a full review of the Terms of Reference and Scheme of Delegation for the next meeting.

**36. Policy Review**

a. The Committee considered revisions to its 'Marking the death of a Sovereign or Senior National Figure' Policy, following additional advice from One Voice Wales.

**RESOLVED:**

To accept the changes to the Marking the death of a Sovereign or Senior National Figure Policy, as circulated.

b. The Committee received and noted an update on the Communications and Public Participation Policy from Cllr Horne.

*Cllr Heywood left the meeting at 8.30pm.*

**37. Monmouthshire County Council Emergency Plan**

The Committee received Monmouthshire County Council's Emergency Plan which had been requested following an incident in Chepstow earlier this year. Members noted the email response from the Emergency Planning Officer and requested they address Town Council in this matter.

**RESOLVED:**

To invite the Emergency Planning Officer to address Town Council on its Emergency Plan relative to Chepstow.

**38. Parade Marshall retirement**

The Committee noted the Remembrance Day Parade Marshall Will Williams is due to retire and considered an appropriate way of marking the occasion.

**RESOLVED:**

To delegate authority to the Mayor, Deputy Mayor, Chair of Finance and Clerk to investigate an appropriate way of marking the retirement of the Parade Marshall, to include the organisation of a presentation.

**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.
- Citizens Advice Bureau lease

**40. Date of Next Meeting**

Confirmed the next ordinary meeting of the Finance, Policy and Audit Committee will take place at 7.00pm on Wednesday, 9<sup>th</sup> February 2022 via Zoom remote meetings.