

CHEPSTOW TOWN COUNCIL

The Gatehouse, High Street, Chepstow
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3rd February 2023

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 8th February 2023 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.

Yours faithfully



TOWN CLERK

37. Apologies

To receive apologies for absence.

38. Declarations of Interest in Items on the agenda

39. 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.

40. Minutes

To approve the [minutes of the Finance, Policy and Audit Committee](#) Meeting held on 9th November 2022.

41. Matters Arising

To receive the [Clerk's Report](#) on matters arising from the minutes, not on the Agenda, *for information only*

42. 3rd quarter budget monitoring to end December 2022

To note the financial position on [the half year budget](#) monitoring in respect of the current financial year 2022/23.

43. 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.

44. Standing Orders

To note that the revised model standing orders are still to be received from One Voice Wales following new legislation under the Local Government and Elections (Wales) Act 2021.

45. Financial Regulations

To review the Council's [Financial regulations](#).

46. Asset Register

To undertake the recommended annual review of the [Council's register of Assets](#).

- 47. Insurance**
To undertake the recommended annual review of the Council's [Insurance requirements](#).
- 48. Investments**
To receive and consider the [report on the Town Council's investments](#) (b/f Full Council 23.11.22 minute ref 144 (f)).
- 49. Community Grant criteria**
To undertake a review of the [Community Grants awarding criteria](#) (b/f Full Council 23.11.22 minute ref 144 (g,ii)).
- 50. Drill Hall Roof**
a. To receive an update on the status of the quotations being sought for the repairs to the Drill Hall roof and to consider delegating authority to the Clerk in consultation with the Chair of the Finance, Policy and Audit Committee to review and approve the quotations when received and proceed with the roof repairs.
b. To note that the replacement of the roof will be need to be advertised via the Contracts Finder portal "Sell to Wales" due to the value being over £25,000, and to approve when to commence the process (*Public Contracts Regulations 2015*).
- 51. Community Contributions 2023/24**
a. To confirm the community contributions for the Summer Bands on the Bandstand, for which a budgetary provision was recommended under the budget setting process for 2023/2024. This is to allow organising the event which will be held on 13 Sunday's through June, July and August 2023.
b. To confirm the community contribution of £3,885 towards the Chepstow Fireworks display which will be held on Sunday, 29th October 2023. Early authority requested to enable booking of the fireworks (*LGA 1972, s145*).
- 52. Community Grant Application**
To receive the [community grant report](#) and consider the following application:
[Welsh Air Ambulance](#) - £200 (*LGA 1972, s137*).
- 53. Society of Local Council Clerks (SLCC)**
To approve the renewal of the Deputy Clerk's annual membership to the SLCC at a cost of £236.00 (*LGA 1972, s143*).
- 54. Dog waste removal contract**
To approve [dog waste contract](#) with Merlin Environmental Services for the emptying of dog waste bins at a cost of £7.00 per bin for 12-months.
- 55. King's Coronation**
To consider the report detailing proposed activities for the [King's Coronation](#) weekend in May 2023.
- 56. Report on emergency spend**
To ratify the following spend under Financial Regulation 3.3 "*The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. The Clerk shall report the action to the appropriate committee as soon as practicable thereafter*":
- Old Library business rates - £1,586.38 (*LGA 1972, s133*)
 - Old Library Emergency lighting works - £1,125.00 (*LGA 1972, s133*)
 - Old Library electrical works following 5-year safety report - £1,685.00 (*LGA 1972, s133*)
 - Blockage at WC Riverbank - £280.00 (*PHA 1936,87*)
- NB. all costs are within budget.*

57. Office Franking Machine

To consider early settlement of the office franking machine at a cost of £2,347.33 as it is rarely used now that Councillors receive their documents electronically. Budget remaining in this financial year of £700 with the balance being sought from general reserves which would be replaced in 2023/24 with the projected budget line of £1,470. This budget head would be reduced in 2024/25.

58. Governance and financial management: a self-evaluation toolkit for community and town councils in Wales.

To receive the [self-evaluation toolkit](#) and [summary](#), developed jointly by One Voice Wales and the Society of Local Council Clerks, completed by the Clerk and to consider any additional actions as part of the self-assessment in section two.

59. Communications Project – University of South Wales

To receive an update on the communications project and consider inviting the students for a visit to Chepstow. If appropriate consideration to be given to the costs and how this will be funded.

60. Old Library Memorial Hall

a. To consider and if appropriate, approve the costs associated with installing [loft insulation](#) at the Old Library Memorial Hall.

b. To consider the request from the new tenant for financial support towards a [replacement entrance door](#) at a cost of £5,000.

61. Date of Next Meeting

The next ordinary meeting of the Finance, Policy and Audit Committee will take place at a date to be arranged in June 2023.

62. Exclusion of Press and Public

To consider exclusion of the press and public for the discussion of Item 63. Old Library Memorial Hall, 64. Community Orchards and 65. Drill Hall Manager owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

63. Old Library Memorial Hall

To consider the draft Heads of Terms.

64. Community Orchards

To consider the report on the future provision of the Community Orchards.

65. Drill Hall Manager

To consider and if appropriate, approve the salary scale for the new Drill Hall Manager role.