

16th June 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 21st June 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

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**
 - 4.1 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.
- 5. Minutes**
 - 5.1 To receive the [minutes of the Finance, Policy and Audit Committee Meeting held on 8th February 2023.](#)
 - 5.2 To receive the [minutes of the extraordinary meeting of the Finance, Policy and Audit Committee Meeting held on 15th March 2023.](#)
- 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 2022/2023

To consider the [final report of the Internal Auditor](#) in respect of the Council's accounts for the year ending 31st March 2023.

10. Annual Governance Statement for the financial Year End 31st March 2023

To consider and complete [the Annual Governance Statement](#) financial year end.

11. Insurance

To note that in consultation with the Chair of the Finance Committee, the Council has entered into a 3-year contract with its new provider Zurich at a fixed price of £6,219.45 (this will not increase except for changes to material facts, policy changes for sums insured, annual inflationary increase or higher rate Insurance Premium Tax (imposed by Government)).

12. Annual Investment Strategy

To undertake the [annual review of the Annual Investment Strategy](#) prepared in line with the guidance issued by the Welsh Government as required under s15 of the Local Government Act 2003.

13. Investments

To further consider the [report on potential investment accounts](#) for the Town Council's reserves which, as requested at the last Finance, Policy and Audit committee, links to the provider's Ethical Policies.

14. Cheque Signatories

To review the [Council's designated banking signatories](#)

15. Earmarked Reserves

To receive the Earmarked Reserves balances and to note the transfers made at year end:

<u>Budget Code</u>	<u>Amount</u>	<u>Reason</u>
1322	£14,900	Gatehouse sinking fund
1430	£ 2,500	War Memorial
1464	£29,800	Place Plan – consider if this is needed
1581	£12,700	Drill Hall sinking fund
2341	£ 4,300	Christmas lighting refurbishment

16. Community Grants

16.1 To undertake a review of the [revised Community Grants Application Form](#).

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

a) [Monmouthshire County CAB](#) - £21,339 (LGA 1972, s142) NB. This committee only has delegated powers to agree amounts up to £5,000 but could consider a recommendation to Full Council.

17 Policies

17.1 To consider adoption of the below policies, following a recommendation from the recent Health and Safety visit by the Town Council's provider, Peninsula.

a) [Stress Management Policy](#)

b) [Well Being Policy](#)

c) [Alcohol and Drugs Policy](#)

18. Standing Orders

To note that the revised Model Standing Orders have been received which now account for the legislative changes made in 2021. Members to consider a small working party to work with the Clerk and Deputy Clerk to review and make recommendations.

19. Old Library Building

To receive a verbal report in regard to the lease at the Old Library.

20. 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”*:

Gatehouse (LGA 1972, s111)

Roof repairs - £550.81

Boiler replacement - £3,700

Fire alarm Zone Plan - £545.74

5-year fixed electrical safety inspection - £1,585

(this includes 6 x replacement emergency lighting units and faulty extraction fan)

Old Library (LGA 1972, s111)

Deep clean - £68.00

Essential works to investigate leak and blocked drains £125

New drain plugs, grates and guards to stop drains blocking £120

Old Library replacement lock £110.00

Ancillary

Defibrillator pads - £165.06 (PHA 1936, s234)

Replacement hanging baskets - £645.00 (LGA 1972s 145)

Replacement blind Citizens Advice Bureau - £76.33

Gazebo legs - £418.08 (LGA 1972, s45)

21. Mayoral Allowance

To resolve to pay the Mayoral allowance of £1,200 on production of receipts/proof of expenditure, under the provisions of ss34(5) Local Government Act 1972.

22. Riverbank Public Toilets refurbishment

No note that three quotations have been received through the Welsh Government’s Sell to Wales website. Members to consider setting up a small working party to review the quotations and recommend to Full Council an appropriate contractor to undertake this work.

23. Hearing Loop and Hybrid enhancement

To consider [the quotations received for the installation of a hearing loop and hybrid](#) enhancements in the Council Chamber (LG&E(Wales) Act 2021).

24. Items for Next Meeting

25. 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, 6th December 2023.

26. Exclusion of Press and Public

To consider exclusion of the press and public for the discussion of Item 26. Summer flower watering owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

27. Summer Flower watering

To approve the quotation received for the watering of the summer floral displays for the 2023 season – *confidential letter forwarded separately*.