**ABERGAVENNY TOWN COUNCIL**

**MINUTES OF POLICY AND RESOURCES COMMITTEE MEETING HELD 11TH OCTOBER 2023 AT 7:00PM ON MS TEAMS & IN THE COMMUNITY ROOM,**

**TOWN HALL, ABERGAVENNY**

**Present:** Cllr P Bowyer (Chair)

Cllr M Barnes (Vice Chair)

Cllr M A Brocklesby

Cllr B Callard

Cllr K Eldridge

Cllr J George

Cllr M Groucutt

Cllr C Holland

Cllr G Jones

Cllr B Nicholson

Cllr D Simcock

Cllr A Wilde

Cllr G Wilde

**Absent without apologies:** None.

**In attendance**: Sandra Rosser – Principal Officer

**Public:** None in attendance

Before the meeting, Cllr Bowyer acknowledged the resignation of Cllr Konieczny. Cllr A Wilde, Mayor of Abergavenny, expressed her thanks for the three terms Cllr Konieczny served as Mayor, guiding new Councillors since 2022 in the ways of Town Council administration. Cllr Wilde said that his encyclopaedic knowledge will be missed. Best wishes and thanks are to be conveyed to Cllr Konieczny for his years served on Abergavenny Town Council.

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| PR109/23 | **Receive and approve apologies for absence.**  Apologies were received from Cllrs Burch, Powell and Wright, and it was resolved by all Councillors present to accept their reasons for absence. |
| PR110/23 | **Receive Declarations of Interest for items on the agenda.**  Declaration of interest received from Cllr D Simcock – presentation this evening from Melville Centre for the Arts CIC is being delivered by the trustees of the board of which his wife is a member. |
| PR111/23 | **To approve the minutes from 13th September 2023.**  Cllr Holland proposed the minutes from the 13th September 2023 were a true and accurate record, seconded by Cllr Jones. All Councillors resolved to accept and approve the minutes. |
| PR112/23 | **To receive a report and presentation from Peter Evans and Penny Simcock from Melville Centre for the Arts CIC.**  Cllr Bowyer welcomed Peter Evans and Penny Simcock to the meeting. Peter thanked the Council for the invitation. Peter is the new Chair of the board of trustees and has been in the post for 3 months. He was involved previously with the Melville, with the Arts Festival. Their written report has been circulated prior to the meeting, since this was written the GAVO awards evening had taken place and Penny Simcock won the best trustee/director in Monmouthshire award. There are ongoing discussions over the provision of My Day My Life becoming part of the Melville, which will require building improvements and increased staff. The volunteers are great. Issues are around the people they don’t reach, and how to engage them. Looking to get wider representation on the board, so all users have a voice. £10k is required for the survey of the building and roof – £8k raised so far via Architectural Heritage Fund. Discussions are ongoing with officers at Monmouthshire County Council regarding My Day My Life. Penny agreed they need to increase their inclusivity – arts for everybody. GAVO fund Summers Together enabled a summer film school to be facilitated with 23 children in attendance at this fully funded course, created by Mark Viveash, a local film-maker, based on a project delivered to primary schools designed to help children understand filming.  Cllr Groucutt explained the cooperation agreement was facilitated by the previous council and was the biggest they had entered into. The Town Council saw the clear vision for collaboration between cultural centre. Urged the Town Council to hold this clear vision of where this sits within the town.  Cllr Brocklesby is pleased to see the growth of the Melville with many partners, great networks to build on and show a place of arts can be supported on equality and inclusion of diverse groups. A beacon for the town, but the good work is not getting out there. My Day My Life users are already using the Melville, and they want to be there. Peter explained they have recently attended a branding course as they know they need to tell people about what they are doing.  Cllr Nicholson asked about growing the team, as they have great volunteers, but know the Centre Manger has recently left the post. Peter explained they are now splitting this role to form a Events Organiser post and Administrator role. Possible job share opportunity. Has to be the right fit.  Cllr Bowyer thanked Peter and Penny for their reports and input. The questions reflected the importance attached to the Melville, and hopes the good work will continue. |
| PR113/23 | **Finance: (a) To receive Month 5 Reconciliation Report:** Proposed as a true record by Cllr Jones, seconded by Cllr G Wilde  **(b) To receive Month 5 cashbook report:** Proposed as a true record by Cllr Jones, seconded by Cllr Holland.  **( c ) To receive Month 5 bank statements:** Proposed as a true record by Cllr Holland, seconded by Cllr Jones.  **(d) To receive Month 6 Reconciliation Report:** Proposed as a true record by Cllr Jones, seconded by Cllr Holland.  **( e ) To receive Month 6 Cashbook Report:** Proposed as a true record by Cllr Jones, seconded by Cllr Holland.  **(f) To receive Month 6 Bank Statements:** Proposed as a true record by Cllr Holland, seconded by Cllr Jones.  **(g) Quarter 2 VAT claim:** Proposed as a true record by Cllr Holland, seconded by Cllr Jones.  **(h) to receive the AGAR return from Wales Audit Office:** Return noted by all Councillors. Proposed to accept this report by Cllr Holland, seconded by Cllr Jones.  All councillors resolved to accept the finance reports as true and accurate records. |
| PR114/23 | **To consider a proposed Traffic Order affecting access to the Sugarloaf car park.** <https://www.monmouthshire.gov.uk/amendment-order-no-12-2023/>  Cllr Holland talked through the plans to stop cars parking on the single track road. Passing places are regularly parked in so Highwyas are trying to stop this. Cllr George asked why the lines are only being put in passing places. Hoped it will be enforced. Cllr Groucutt said during covid temporary arrows sprayed on pavements to direct people to the Sugar Loaf from town. Can permanent way-markings be considered? Cllr Holland expressed the need for more passing places for motorists. Hopes to raise this again at a meeting with Bannau Brycheiniog National Park Authority. Comments to be passed to Monmouthshire County Council, to consider arrows and more passing places. Proposed by Cllr G Wilde, seconded by Cllr Groucutt. Councillors resolved to approve this proposal and recommendation. |
| PR115/23 | **To receive a report from Cllr Burch regarding support for Shared Prosperity Fund submission for the Llanwenarth Bund.**  Cllr Burch circulated a written request for a letter for support to be considered to the Shared Prosperity Fund for local farmers to apply for funding to reinstate the Llanwenarth Bund. Cllr Holland proposed this recommendation be accepted and a letter be sent to the farmers for inclusion with their application, and this was seconded by Cllr Jones. All councillors resolved to accept this proposal and recommendation. |
| PR116/23 | **To receive a report from Cllrs Anne and Gareth Wilde on the Cost of Living Seminar hosted by Monmouthshire County Council 19th September 2023.**  The written report was received and noted. Cllr A Wilde said costs are rising for people, they are not managing, it has been bad this year, and the forecast is not good. Citizens Advice, Monmouthshire Housing and Monmouthshire County Council officers presented various options to try alleviating some of this. It was not a cheerful outlook.  Cllr G Wilde has received a request from Mal Edgson from Citizens Advice to present to the Town Council about the continuing challenges which were discussed at the seminar.  Cllr Bowyer thanked them both for their report. |
| PR117/23 | **To receive and approve the draft Annual Report.**  Draft report noted. Discussion around visual for presenting figures. Cllr Nicholson can produce a pie chart from the budget and theme this. Would be useful to know what the public want to see, or what would make the most sense. Needs to be clear, make people aware of transformations the Town Council has enabled. Possibility to embed QR codes to link stories to website.  Cllr Bowyer reminded Councillors the report will be for the previous year. Lots goes into it, including finances throughout. If new suggestions are wanting to be made to change the way this is presented, we need to look at this for the next report as the whole thing will need to be started again. Very happy to look at ideas for the next annual report.  Cllr George proposed accepting and approving the current draft and this was seconded by Cllr Nicholson. All councillors resolved to accept and approve the draft report. |
| PR118/23 | **To receive and note the Principal Officer’s update.**  Report received and noted.   1. Cllr Jones requested the Food Festival cooperation agreement, and any proposed changes to funding, could be brought to People and Communities for consideration. |
| PR119/23 | **To readopt the following policies:**  **o DISCIPLINARY POLICY & PROCEDURE (date due for review Sept 2023)**  **o EQUALITY & DIVERSITY POLICY (date due for review Sept 2023)**  **o GRIEVANCE POLICY & PROCEDURE (date due for review Sept 2023)**  **o SICKNESS ABSENCE POLICY & PROCEDURE (due for review Oct 2023)**  **o STAFF PERFORMANCE APPRAISAL POLICY (due for review Oct 2023)**  **o TRAINING AND DEVELOPMENT POLICY (due for review Oct 2023)**  Proposed to accept and approved readoption of the revised policies in bulk for three years by Cllr Simcock, and seconded by Cllr George. All Councillors resolved to accept the proposal and approve the readoption of the polices for a three year period. |
| PR120/23 | **To receive updates from Councillors on the ATC Action Plan.**  Cllr George asked if we can update the action relating to the Greener Abergavenny Event to show the community engagement that took place. Principal Officer to update the action relating to this. |
| PR121/23 | **To receive reports from Councillors attendance at external bodies which are relevant to this Committee:**  **• Borough Theatre MCC / ATC Collaboration – Cllrs Groucutt and Konieczny –** no report.  **• Melville CftA CIC Board – Cllrs Barnes and Eldridge –** no additional information after this evening’s presentation.  **• One Voice Wales: Cllr D Simcock and Cllr T Konieczny –** no report, Cllr Simcock was unable to attend the last online meeting held earlier today.  **• Abergavenny Citizens Advice Bureau – Cllr M Barnes and Cllr D Simcock –** report from Cllr Barnes noted. |
| PR122/23 | **To receive reports from County Councillors on matters affecting Abergavenny relevant to Policy and Resources Committee.**  Cllr Groucutt expressed his thanks to all Town Councillors for taking an interest in the report into My Day My Life which was considered at Cabinet earlier. The recommendation to deliver the My Day My Life service from the Melville and to dispose of Tudor Street has been deferred.  Consideration of all budgets being made to see where in-year savings can be made.  Request for information on service cuts/alterations so any effect on draft budget can be considered as soon as possible.  Cllr Callard said the budget will be demand-led. Working to handle pressures which will continue into next year. Working together to lessen impact on residents that we serve.  Cllr Bowyer thanked County Councillors for the update on a unenviable position. |
| PR123/23 | **To consider items for the next meeting on 8th November 2023.**   * Invite Mal Edgson from Citizens Advice. |

**Meeting ended 8:27pm**

**APPROVED AS A TRUE RECORD**

**CHAIR …………………………………DATE ……………………………**