ABERGAVENNY TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING

WEDNESDAY 12TH JULY 2023

PR90/23: CHAIRS MEETING REPORT

1. PURPOSE
	1. To discuss ongoing issues and establish a working plan for the coming months.
2. BACKGROUND
	1. Regular Chairs Meetings assist the Town Clerk to enable discussions on statutory reporting requirements.
	2. Abergavenny Town Council have several reports due requiring full scrutiny which Chairs can assist with the preparation of before presenting to Full Council/Policy and Resources Committee.
3. PROPOSAL
	1. Set up monthly Chairs Meetings to include the three Committee Chairs and Mayor.
	2. Delegate the preparation for statutory reports to this working group to then be presented to the wider Council.
	3. Enable working group to consider wider research into tender and market research for contracts due for renewal.
4. RECOMMENDATION
	1. Approve set up of monthly Chairs Meetings, agreeing Vice Chairs to act as substitutes should Chairs be unavailable.
	2. Instruct Chairs group to work through Self Assessment toolkit and prepare a draft report for Policy and Resources Meeting.
	3. Instruct Chairs Group to work through Financial and Governance Toolkit from One Voice Wales and report back to Policy and Resources Committee.
	4. Instruct Chairs group to assist with creating a Training Plan for Abergavenny Town Council using the model template from One Voice Wales.