

Abergavenny Town Council
FY2023-34
Committee Structure

Abergavenny Town Council has four committees: Finance Committee, Policy & Resources Committee, People and Communities Committee and the Environment Committee.

The Council's website is hosted at <https://www.abergavennytowncouncil.gov.uk>

YEAR-END: The council's website has been updated. Once again, only the meeting Agenda are directly published on line, the Minutes, where they have been uploaded, are only accessible via the Agenda. This is not acceptable, and as previously advised, must be published with the same prominence as the Agenda, enabling the average user to locate these documents directly and easily.

INTERIM: The council's website is in the process of being updated. Although some Agenda appear online, NONE of the Full Council Minutes are available and the majority of other minutes are likewise missing. Once again, the manner in which the Minutes are Published is substandard: Too complicated for the average person to navigate, to the extent that this is almost obstructive rather than facilitatory.

Review of Minutes

Full Council		
Date	Ref 23	Detail
19/04/23		Minutes not identifiable as published on the Council's Official Website.
07/06/23	20 21 22 23 25	Apologies: Cllr Callard, Cllr Wright, Cllr George. a) Declarations of Interest: None recorded. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 19 th April 2023 Full Town Council Minutes. Resolved to Receive and Approve the 10 th May 2023 Annual General Meeting of the Town Council Minutes. Received and Noted reports from Councillors appointed to External bodies, as recorded.
28/06/23	EM/**/23 01 02	EXTRAORDINARY MEETING Apologies: Cllr Jones, Cllr Eldridge, Cllr Brocklesby, Cllr Wright, Cllr Holland, Cllr Simcock. Resolved to Receive and Approve the Variance reports: Line 3, Line 4, Line 6 and Line 10. Further Resolved to Sign the Annual Return Submission to Audit Wales, by email, on the 30 th June 2023.
13/09/23	28 29 30 32	Apologies: Cllr Brocklesby, Cllr Groucutt, Cllr Callard. a) Declarations of Interest: None recorded. b) Dispensation requests: None recorded. Received and Approved the 7 th June 2023 Full Town Council Minutes. Received reports from Members appointed to external bodies.
18/09/23	EM/**/23 03 04 05	EXTRAORDINARY MEETING Apologies: Cllr Brocklesby, Cllr Powell, Cllr Wright. a) Declarations of Interest: Cllr Callard, as he is related to one of the Applicants. b) Dispensation requests: None recorded. Received and Approved the recruitment recommendation for the Deputy Principal Officer / Deputy RFO.
08/11/23		Mintes recorded on the Councils website are blank (saved to permanent file).
Date	FC/**/24	Detail
17/01/24	01 02 03 04 05 08	Apologies: Cllr Jones, Cllr Nicholson. a) Declarations of Interest: Cllr Powell (in Planning), Cllr Burch (in Planning), Cllr Wilde (CAB), Cllr Barnes (CAB). b) Dispensation requests: None recorded. Resolved to Receive and Approve the 13 th September 2023 Full Town Council Minutes. Resolved to Ratify and Approve the Budget proposals for the 2024-25 financial year (no detail recorded). Resolved to Receive and Approve the Annual Report for the 2022-23 financial year. Resolved to Receive and note reports from Members appointed to External Bodies.
Annual Meetings of Abergavenny Town Council		
Date	Ref AGM/23	Detail
10/05/23	01 02	Apologies: None recorded. a) Declarations of Interest: None recorded.

	04	b) Dispensation requests: None recorded.
	05	Election of Cllr A Wild to the position of ATC Mayor for the forthcoming Municipal Year.
	07	Election of Cllr B Callard to the position of ATC Deputy Mayor for the forthcoming Municipal Year.
	08	Resolved to Appoint Members as Chair and Vice-Chair of the Council's standing committees, as recorded.
	09	Resolved to Appoint Members to External bodies, as recorded.
	10	Resolved to Receive and Approve the Fixed Asset Register FY2023-24, as recorded.
	11	Resolved to Receive and Approve the Risk Register for FY2023-24, as recorded.
	12	Resolved to Receive and Approve the Standing Orders for FY2023-24, as recorded.
	13	Resolved to Receive and Approve the Financial Regulations for FY2023-24, as recorded.
	14	Resolved to Receive and Approve the self-assessment template for the Council.
	15	Resolved to Receive and Readopt the following Council Policies:
		<ul style="list-style-type: none"> • Social Media Policy • Disciplinary Policy & Procedure • Equality & Diversity Policy • Grievance Policy & Procedure • Sickness, Absence Policy & Procedure • Staff performance Appraisal Policy • Training & Development Policy
	16	Resolved to Receive and Note the Attendance Record for the 2022-23 financial year.
	17	Noted the Clerk's report on Councillor training during the 2022-23 financial year.

Policy & Resources Committee

Date	Ref PR/xx/23	Detail
19/04/23	44	Cllr Brocklesby, Cllr Wilde.
	45	Declarations of Interest: None recorded.
	46	Resolved to Approve the Minutes of the 15 th March 2023 Policy & Resources Committee.
	50	Received and Noted the Finance Report for Month 12.
	51	Received & Noted the report of the Extraordinary meeting on the ATC strategy and Action Plan.
	53	Received & Noted EMR report and project proposals report.
	54	Received and Noted the IRPW report on contributions towards costs and expenses (February 2023).
17/05/23		Minutes not identifiable as published on the Council's Official Website.
07/06/23	72	Apologies: Cllr Brocklesby, Cllr Callard, Cllr George, Cllr Wright.
	73	a) Declarations of Interest: Cllr G Wild vis a vis Citizens Advice as a trustee of this institution.
		b) Dispensation requests: None recorded.
	79	Received and Noted the new One Voice Wales Model Standing Orders.
	80	FINANCE MONTH 1 & 2 All reports (unspecified) Approved by all. Finance reports MUST be recorded by name, also what is being Approved: FINANCE REPORT IS NOT IDENTIFIED IN THE COMMITTEE'S MINUTES - INADEQUATE RECORDING OF COUNCIL BUSINESS.
12/07/23	85	Apologies: cllr Callard, Cllr Groucutt, Cllr Jones.
	86	a) Declarations of Interest: None recorded.
		b) Dispensation requests: None recorded.
	87	Resolved to approve the 07 th June 2023 Policy & Resources Committee Minutes.
	93	FINANCE a) Received and Noted the Month 3 reconciliation report (R&P)/ b) Received and Noted the Month 3 cashbook report. c) Received and Noted the Month 3 bank statements. d) Received and Not3ed the Quarter 1 s.126 VAT reclaim for April-June 2023, in the amount of £20,218.55.
	95	Received and Noted reports from Members appointed to external bodies.
13/09/23	99	Apologies: Cllr Brocklesby, Cllr Callard, Cllr Groucutt.
	100	a) Declarations of Interest: Cllr Holland regarding planning application DM/2023/011070 (work related).
		b) Dispensation requests: None recorded.
	101	Resolved to Receive and Approve the 12 th July 2023 Policy & Resources Committee Minutes.
	104	Resolved to Receive the report on the revision of Job Descriptions and pay scales for all Abergavenny Town Council staff. Members Resolved to Adopt the new employment contracts and pay scales.
	105	FINANCE a) Resolved to Receive and Approve the Month 4 Reconciliation report. b) Resolved to Receive and Approve the Month 4 Cashbook report.

	107	c) Resolved to Receive and Approve the Month 4 bank statements. Resolved to Receive reports from Members appointed to external bodies.
11/10/23		Minutes not identifiable as published on the Council's Official Website.
08/11/23		Minutes not identifiable as published on the Council's Official Website.
13/12/23	134	Apologies: Cllr Barnes, Cllr Brocklesby, Cllr George, Cllr Wright.
	135	a) Declarations of Interest: None recorded. b) Dispensation Requests: None recorded.
	136	Resolved to Approve the 08 th November 2023, Policy & Resources Committee Minutes.
	139	FINANCE a) Resolved to Receive and Note the month 8 reconciliation report. b) Resolved to Receive and Note the month 8 cashbook report. c) Resolved to Receive and Note the month 8 bank statements. d) Resolved to Receive and Note the draft budget proposals for the 2024-25 financial year. e) Resolved to Approve the Cooperation Agreement for 7 Corners at a cost of £7,000.00 per annum. f) Resolved to Approve the grant application from St John's Ambulance Abergavenny branch (no details of the grant awarded, or what power it was awarded under).
	143	Resolved to Receive and Note updates on the Strategy and Action plan as recorded.
	144	Resolved to Receive and Note reports from Members appointed to external bodies.
Date	Ref PR/xx/24	Detail
17/01/24	01	Apologies: Cllr Jones, Cllr Nicholson.
	02	a) Declarations of Interest: Cllr G Wilde, Cllr M Barnes as Trustees of the Citizen's Advice Bureau PR10/24. b) Dispensation requests: None recorded.
	03	Resolved to Receive and Approve the 13 th December 2023 Policy & Resources Committee Minutes.
	05	Resolved to Approve the Tender proposal, and to Instruct that the Tender be published (Where?) on the 18 th January 2024, with all Tenders to be submitted by 9am on the 09 th February 2024, with the Chairs of Committees and the Mayor to meet at 10am on the 9 th February 2024 to select an Agency to Manage ATC's website and to provide Media support.
	06	Received and Noted the draft budget proposals for the 2024-25 financial year with a precept for this period having a 8.83% increase over the previous year (amount not stated) equating to a rise of 19p per week on a Band D property. (No value for Budget or Precept recorded).
	07	FINANCE a) Resolved to Receive the Month 9 Reconciliation Report. b) Resolved to Receive the Month 9 Cashbook Report. c) Resolved to Receive the Month 9 bank statements. d) Resolved to Receive the Q3 s.126 VAT return. e) Resolved to Receive a virement report for the 2023-24 financial year. All reports unanimously Approved.
	08	Resolved to Receive and Note the Principal Officer's report, as recorded.
	09	Resolved to Received updates to the Strategy and Action Plan.
14/02/24	13	Apologies: Cllr MA Brocklesby, Cllr M Groucutt.
	14	a) Declarations of Interest: Cllr B Nicholson (re: MIND), Cllr S Burch (re: Credit Union), Cll Simcock (Melville). b) Dispensation requests: None recorded.
	15	Resolved to Approve the 17 th January 2024 Minutes of the Policy & Resources Committee.
	17	Resolved to Approve the Tender received from submitter 'E' and award the contract to this organisation.
	18	Resolved to Approve the Award of Grant Aid to Abergavenny Community Centre, contingent on funds being available. (No Power or Grant Award amount recorded).
	19	FINANCE a) Received and Noted the month 10 reconciliation report. b) Received and Noted the month 10 cashbook report. c) Received and Noted the month 10 bank statements# d) Received and Noted Budget reports from Abergavenny Town Council and Monmouthshire County Council. e) Resolved to Receive and Note the Deputy Principal Officer's update report on banking services providers.
	20	Received and Noted the Principal Officer's update report.
	23	Received and Noted updates on the Strategy and Action Plan.
	24	Received and Noted reports from Members appointed to external bodies.
13/03/24	27	Apologies: Cllr Brocklesby, Cllr Callard, Cllr English, Cllr Nicholson.
	28	a) Declarations of Interest: Cllr Simcock (Melville theatre cooperation agreement (PR31/24)). Cllr G wild (Citizens Advice Bureau (PR35/24)). b) Dispensation Requests: None recorded.

	29	Resolved to Approve the 14 th February 2024 Minutes of the Policy & Resources Committee.
	30	Resolved to Approve the three-year cooperation agreement with Abergavenny Writing Festival, under the Provision of entertainment and support of the arts – LGA 1972 s.145 (No amount recorded).
	31	Resolved to Approve the three-year cooperation agreement with Melville Centre for the Arts, under the provision of entertainment and support of the arts – LGA 1972 s.145 (No amount recorded).
		FINANCE
	32	a) Resolved to Receive and Approve the month 11 reconciliation report. b) Resolved to Receive and Approve the month 11 cashbook report. c) Resolved to Receive and Approve the month 11 bank statements. d) Resolved to receive and Approve the Earmarked reserves report for 2024-25. e) Resolved to receive an update from the Deputy Principal Officer about the changing nature of banking providers and ethical investment providers.
		Resolved to Receive and Note the Principal Officer's update report.
	33	Resolved to Receive and Approve the updated Strategy and Action Plan. Resolved to Receive and Note reports from Members appointed to external bodies.

People & Communities Committee

Date	Ref PC/xx/22	Detail
03/05/23		Listed twice : first Agenda link goes to 06th September 2023 Agenda. Second link to 03rd May 2023. No Minutes for this meeting accessible. Minutes not identifiable as published on the Council's Official Website.
19/07/23	37 38 39 42 45 47	Apologies: Cllr Burch, Cllr Eldridge. a) Declarations of Interest: Cllr Barnes in Minute reference PC41/23, involvement with Greener Abergavenny. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 3 rd May 2023 People & Communities Committee Minutes. Resolved to Accept Social Media and Website Content proposal one, option two, for a three month trial period to be reviewed in November 2023, as recorded. FINANCE a) Resolved to Receive and Approve the Committee's budget reports. b) Resolved to Receive and Approve the Award of Grant Aid to 'Greener Abergavenny' (no amount specified) under the 'Climate Change & Sustainable Energy Act 2006, s.20. Received and Noted reports from Members appointed to external bodies, as recorded.
06/09/23	50 51 52 57 59	Apologies: Cllr Jones, Cllr Nicholson. a) Declarations of interest: None recorded. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 19 th July 2023 People & Communities Committee Minutes. FINANCE a) Resolved to Receive and Approve the Committee's YTD Budget report. Resolved to Receive and Note reports from Members appointed to external bodies.
01/11/23		Minutes not identifiable as published on the Council's Official Website.

Environment Committee (essentially Grounds and outdoor facilities)

Date	Ref E/xx/23	Detail
26/04/23		No Minutes can be located on the Council's website
24/05/23	50 51 52 58	Apologies: None recorded. a) Declarations of Interest: Cllr Wright in business pertaining to Castle Street road order. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 26 th April 2023 Environment Committee Minutes. Resolved to Receive and Approve the Finance update on Environment Budget headings.
21/06/23	65 66 67 69 75 78	Apologies: Cllr Eldridge, Cllr George, Cllr Simcock. a) Declarations of Interest: Cllr Barnes in Minute reference E68/23 and £69/23 as he is involved with both organisations. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 24 th May 2023 Full Town Council meeting. Resolved to Award Grant Aid in the amount of £103.68 to 'Keep Abergavenny tidy' under the Climate Change & Sustainable Energy Act 2006, s.20. Resolved to Accept and Approve the Finance Report. (FINANCE REPORT IS NOT IDENTIFIED IN THE MINUTES – INADEQUATE RECORDING OF COUNCIL BUSINESS). Resolved to Receive and Note the reports from Town Councillors appointed to External Bodies.
26/07/23	81 82	Apologies: Cllr Eldridge, Cllr Wright. a) Declarations of Interest: Cllr G Jones in planning application DM/2023/00947 as the property belongs to his neighbour. b) Dispensation requests: None recorded.

	83 87	Resolved to Receive and Approve the 21 st June 2023 Environment Committee Minutes. Received and Noted that report that the Town Clerk had actioned the replacement of a dog bin for £100.00 under delegated powers and Noted that the Town Team had undertaken the installation. FINANCE
	88 90 91	a) Received and Noted the Environment Committee YTD Budget report. b) Resolved to Approved the allocation of £12,500.00 from General Reserves to an EMR for a Place Marketing Consultant. Resolved to Receive and Note the Committee's Strategy and Action plans, as recorded. Resolved to Receive and Note reports from Members appointed to external bodies.
20/09/23	93 94 95 99 100 102 103	Apologies: Cllr Eldridge, Cllr Jones. a) Declarations of Interest: Cllr George in DM/2023/01213 : Neighbour's property. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 26 th July Minutes of the Environment Committee. Received and Noted the Service Delivery update. FINANCE a) Received and Noted the Committee's YTD Budget vs Actual report. b) Resolved to Approve the cost increase of 3% in the Dog Bin Waste processing Contract. Received and Noted the update on the Strategy and Action Plan, as recorded. Received and Noted reports from Members appointed to External Bodies.
25/10/23	106 107 108 111 113 115 116	Apologies: Cllr Bowyer, Cllr Wright. a) Declarations of Interest: None recorded. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 20 th September 2023, Environment Committee Minutes. Received and Noted the Service Delivery update. FINANCE a) Received and noted the Committee's YTD Budget vs Actual report. b) Resolved to Approve the cost increase for CCTV from the 1 st April 2024, with an increase of 2.5%, no original costs noted. Received and noted updates to the Strategy and Action Plan, as recorded. Received and noted reports from Members appointed to External Bodies, as recorded.
29/11/23		Minutes not identifiable as published on the Council's Official Website.
20/12/23	131 132 133 136 137 138 140 141	Apologies: Cllr Eldridge, Cllr George. a) Declarations of Interest: None recorded. b) Dispensation requests: None recorded. Resolved to Approve the 29 th November 2023 Environment Committees Minutes. Resolved to Receive and Note the Principal Officer's update. Received and Noted the Service Delivery update report. FINANCE a) Resolved to Receive and Note the YTD Environment Committee Budget report. Resolved to Receive the Strategy and Action plan update, as recorded. Resolved to Receive and Note reports from Members appointed to External Bodies.
Date	Ref EC/xx/24	Detail
31/01/24	01 02 03 09 11 13	Apologies: Cllr George. a) Declarations of Interest: Deputy Principal Jay Shipley (re: Grant Application for the Friends of Castle Meadows). b) Dispensation Requests: None recorded. Resolved to Receive and Approve the 20 th December 2023 Environment Committee Minutes. Received and Noted the Principal Officer's update report. FINANCE a) Received and Noted the Committee's YTD Budget report. b) Resolved to Approve the Award of Grant Aid to the 'Friends of Castle Meadows' under the Environment Act, Wales 2016, (No amount of reward recorded) . Resolved to Receive and Note the updates to the Strategy and Action Plan, as recorded. Received and noted the report from Members appointed to External Bodies.
28/02/24	17 18 19 22 23 24 27	Apologies: None recorded. a) Declarations of Interest: None recorded. b) Dispensation requests: None recorded. Resolved to Receive and Approve the 20 th December 2023 Environment Committee Minutes. Received and Noted the Principal Officer's report, as recorded. Received and Noted the Service Delivery update. FINANCE Received and Noted the Committee's YTD Budget report. Received and Noted reports from Members appointed to external bodies.

Planning Committee – Excluded for the purposes of Internal Audit review