

To the Town Mayor and Councillors of Usk Town Council.
Agenda of the Finance Sub Committee to be held on
3rd September 2025 at 6pm

1. To receive apologies for absence

2. Declarations of interest in items on this Agenda

3. To approve the minutes of the meeting held on 14th July 2025

4. Matters arising from meeting held on 14th July 2025

- Internal Audit Report now in draft form has been circulated for review and comment before final draft is completed (**will be circulated before meeting**)
- Notice (of delay in publishing Annual Return 2024/25) to be displayed on both the noticeboard and the website (from the due date). (Awaiting update from Alison in respect of this.) – Angela to display the required paperwork. This has been undertaken by the clerk outlining what has been agreed with External Audit
- Arrears progress in respect of allotment payments

5. Authorisation of payments online/cheque – Bank Reconciliation.

Review of July's and August payments and bank reconciliation.

6. Room hires and tenant invoices.

- Any feedback from tenants in respect of the circulated letter informing them of a price increase.
- Utilities in respect of cottage will not be passed on at present but are to remain on the agenda.
- Replacements for tenants left and leaving.

7. Christmas Lights contract

The Clerk and Cllr Peacock were meeting with Festive Lighting to see if the Christmas lights could be changed/improved. Request for lighting strings across Bridge Street and lighting running to a central point of connection at the square clock. This item remains ongoing.

8. SIT Group

Discussion around the exit implications of the sit contract and potential replacements

9. Dog Bin Contract Merlin.

- There are 3 bins that will need to be added to the contract if they are been moved. Robert collects from 3 and shouldn't be doing.
Cost at present is £8-£9 per empty which is once a week.

Kay suggests the Athletic Club bin is moved to somewhere else in town – possibly St Mary’s Way at the end of Pook Lane.

The one at the arboretum could be accessed by Merlin if they have a gate code.

The other one is at the Corner of Mill St and Mill St La

10. Street Cleansing Contract

- Financial implications which could impact outturn position.

11. Payroll and Staffing matters

- New contract for caretaker and Benefit in Kind implications
- Pay award has now been agreed and needs to be backdated until April 25. Impacting clerk and caretaker

12. Any other matters arising.

DRAFT