

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

In the interests of transparency, minutes will be published in draft form within 7 working days of the meeting. Please note that draft form minutes have not yet been formally approved by Councillors as a true and correct record of the meeting.

Minutes of a Hybrid Annual Meeting held in Sessions House via Zoom conferencing on Monday 16th May 2022 at 6.00pm

1.1 Chair's Announcements

a) To receive apologies for absence

All members were present

1.2 Election of Mayor for 2022/23

Resolved: Cllr Meirion Howells was elected as Chairman for 2022/2023

a) Mayor to sign DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Meirion Howells signed the Declaration of Acceptance of Office as Town Mayor.

1.3 Election of Deputy Mayor 2022/23

Resolved: Cllr Alison Ivin was elected as Deputy Chairman 2020/2021

1.4 To receive declarations of interest in items on the agenda.

There were none

1.5 Retiring Chairman's report by Cllr Glenn Roderick

"It has again been a great honour and privilege to serve as Chairman of Usk Town Council in the past year. I have had tremendous support from both fellow Councillors and the exceptional staff at the Sessions House.

My grateful thanks are given to the outgoing Chair Cllr Christine Wilkinson who guided us through two challenging and difficult years.

In May 2021 we held our Civic Service which took place with strict Covid restrictions. In June we supported a smaller, restricted version of Usk Open Gardens which proved to be a great success. Judging followed for Wales in Bloom, when we congratulated the new committee on their superb efforts and awards received.

The restrictions were with us for several months, but we were able to take advantage of simpler outdoor rules when we entered our 'Picnic in the River' event in June. The sun shone and our intrepid band of Medical Staff cavorted in the River Usk holding an afternoon tea party in tribute to the NHS. Amazingly, our entry gained joint first prize raising £500 for the Usk Mayor's Appeal. In August signs of lifting of Covid restrictions can be seen when we held a memorable outdoor concert at the Sessions House. This was well supported by the town.

September brought us the Usk Show, which Pam and I attended and judged the best small stallholder. Crowds were large and the sun shone.

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

The first indoor event was the children's Halloween Party hosted and financed by Usk Town Council. This turned out to be a huge success thanks to great efforts from Tracey, Diane, and Lyn. It really brought the community together.

Christmas came and still under restrictions we organised our Carol Service with St Mary's Church in a restricted form. It was still a lovely evening.

UTC invited a visit from Father Christmas and a band of helpers including Olaf who enthusiastically followed Santa through the town.

The New Year brought a gradual lifting of restrictions and St David Day was celebrated with a memorable concert by Usk Singing Club.

Council Business continued despite the restrictions of covid and having to use Zoom for meetings. Tribute must be paid to Cllr Christine Wilkinson who with her team has achieved so much in regard to establishing a great business plan maximising earnings from a wonderful building, hence securing the future of the Sessions House. We must also recognise the tremendous effort in achieving a grant which will make a huge difference to carrying out the major and costly repairs required by the building.

Councillor Steve Williams led us in matters of modern technology with a new digital information board. Steve has also moved us forward in Usk becoming a Smart Town.

A major achievement of the Council has been the campaign to transform the former recycling centre into a dedicated market site. Councillors were involved in developing and presenting plans to MCC and seeking their support to bring them to fruition. UTC received a substantial grant from Welsh Government Transforming Towns and UTC thank Tracey and Diane for their efforts in developing this site in order for markets to go ahead in late March.

The Council now support the campaign to protect the River Usk and its wildlife from the effects of serious pollution. There is also a drive to make Council business greener and more sustainable I thank once again all members of Usk Council and the staff for another year of tremendous work and achievement. We have a number of outstanding individuals leaving us. Their ability and experience will be greatly missed. I thank all of you for another outstanding year. "

1.6 Minutes of the Annual Meeting held on 10th May 2021.

To note the Minutes of last Annual Meeting held 10th May 2021 were adopted at the Ordinary held on Monday 8th June 2021

Resolved: These were noted

1.7 To review and formally adopt the model Code of Conduct.

Resolved: The Code of Conduct was formally adopted by Full Council

1.8 To review and formally adopt Standing Orders for 2022/2023

Resolved: The Standing Orders were formally adopted by Full Council

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

1.9 To review and adopt Financial Regulations.

Resolved: The Financial Regulations was formally adopted by Full Council

2.0 To review and adopt the Annual Risk Assessment 2022-2023

Resolved: This was reviewed & adopted by Full Council

2.1 To review and adopt the following Council policies:

- ❖ Freedom of Information
- ❖ General Privacy Notice
- ❖ Information & Data Protection Policy
- ❖ Press, Media & Publicity
- ❖ Safeguarding Policy
- ❖ Social Media Policy
- ❖ Complaints Policy

Resolved: All of the above were formally adopted by Full Council

2.2 Adoption of Income & Expenditure Report for 2021/2022 note S.137 Expenditure and Council Assets

See attached the Financial Report for the period of April 2021 to March 2022

The following was reviewed by Full Council.

- Annual Return
- Internal Auditors Report
- Income and Expenditure
- Balance sheet
- Annual Governance Statement
- Council Assets
- Section 137 spending

It was reported Year End figures have been internally audited.

Resolved:

- All of the above was approved and it was resolved to adopt the End of year Accounts for 2021/2022
- The Annual Return was approved and that the Responsible Finance Officer along with the Chairman signed the Annual Return for submission to the External Auditor.

2.3 To note the independent Remuneration Panel for Wales Annual Report (RPWAR) 2021-2022 was adopted at the Ordinary Meeting held on 8th March 2021 relating to Councillor Allowances – if councillors wish to forgo allowances, please submit in writing to the Clerk.

Resolved:

- The RPWAR was noted.
- Members will notify the Clerk in writing should they wish to forgo payment.

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

2.4 To review council's and staff subscriptions

- **One Voice Wales**
- **Society of Local Council Clerks**

Resolved: The above subscriptions were approved by Full Council

2.5 To confirm Insurance Cover Period from 31st March 2022 to 31st March 2023.

Resolved: This was confirmed by Full Council

2.6 Proposals for appointments of members to committees and as representatives of local organizations.

Resolved: Due to UTC being reduced to seven members and to help ensure a quorum at meetings it was resolved all member will sit on the following committees

- Finance
- Planning
- Sessions House \management
- Usk Masterplan
- Events
- Environment
- Community Engagement

Appointments for

General Emergency Committee - Cllrs Howells, O'Brien, Roderick, Harrison & Peacock

Appraisal - Cllrs Howells & Ivin

2.7 Nominations for Town Constables.

Cllr Howells proposed Robert Hamer and Shaun Galletley retain their positions as Town Constables for the coming year.

Resolved: All Cllrs were in favour.

Robert Hamer and Sean Galletley will retain their positions as Town Constables for the coming year 2022/2023

2.8 To Receive and adopt the Annual Report 2021/2022

Resolved: To adopt Annual Report 2021/2022

The Clerk advised that the Annual Report will be published on the Council's website.

Printed copies will be made available.

2.9 To determine the time and place of Ordinary Meetings of the Council up to and including the next Annual Meeting

Resolved: Hybrid Ordinary Meetings of the Council will be held at 6pm on the 2nd Monday of each - see attached for dates

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

DRAFT