

**Minutes of a Finance Meeting of Usk Town Council (UTC) held in Sessions House  
on Wednesday 4 December 2024 at 5.00 pm**

**Present:** Cllr A Ivin, Cllr K. Peacock, Cllr M. Howells, Cllr G Howells, Cllr D Harrison, Mrs A Morgan (Clerk) Mr D Nash (RFO)

**Apologies:** Cllr B Thomas, Cllr. D Richards (for part)

**1. To receive apologies for absence**

Cllr B Thomas, Cllr. D Richards (for part).

**2. Declarations of interest in items on this Agenda**

Cllr M. Howells declared an interest in the Usk Pump Track.

**3. To approve the minutes of the meeting held on 4 December 2024**

The Minutes were approved as a true & accurate record.

**4. Matters arising from meeting held on 4 December 2024**

Cllr Peacock confirmed that she was following up reimbursement of certain monies spent on the Sessions House repairs and professional fees with CADW (Linda Collier/Jonathan), and release of the contract retention as part of last year's grant.

Mrs Morgan confirmed that the £20 lottery licence payment was a repeat of earlier years. On joining the meeting Cllr Richards confirmed that she had contacted MCC and that it appeared there was some confusion at MCC as to whether this should have been charged to UTC (possibly for the Lottery that Cllr Thomas was investigating). Mrs Morgan to clarify with MCC.

Mrs Morgan has written to Usk Primary School offering the £160 contribution to the cost of replacing the De-fib battery as a one off contribution and has also contacted the Scouts and the Salmons to reaffirm their responsibility for the De-fibs on their premises and to signpost to the portal for those organisations to update the records when they are have carried out the checks.

Otherwise, none other than as listed on the agenda for this meeting.

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

Members received copies of the payments & receipts for the month No queries - all agreed.

No payments were made outside the normal monthly running costs or not previously agreed. All payments are being made by BACS and Direct Debit.

The Rialtas and Bank statements reconcile aside from the known differences of the £14.68 adjustment from year end.

**6. To approve the following payments:**

- a. Expenditure on Christmas on Bridge St and Christmas related items –Quantum costs reduced and agreed at £2165 plus VAT;
- b. Payment to Newport Bus – approval deferred pending further discussion;

- c. Payment of the outstanding fees of SIT Group - £209.19 plus VAT;
- d. Christmas Lights – Enervo - £5885 plus VAT;
- e. Debbie Harper – Christmas craft materials - £87.03.

**7. To receive an update on the Internal Audit and Annual Return 2023/24**

JDH Business Services Limited (Internal Auditor) has provided a draft report and request for further information. Work ongoing. At the Internal Auditor's recommendation, the Annual Return will be brought back to Finance Committee once the 23/24 Internal Audit is finalised.

Notice (of delay in publishing Annual Return 2023/24) to remain displayed on both the noticeboard and the website.

**8. Requests for charitable donations**

Agreed a £1,000 donation to the Usk Pump Track Group.

**9. Training**

Training ongoing for new councillors. All councillors reminded to keep up to date with training. Clerk reviewing the training that was available through SLCC and OVW.

**10. Matters of Information/ Any other business.**

Letter received for the Allotment Bursary – to be raised at Full Council

There was no further business and the meeting formally concluded.