

To the Town Mayor and Councillors of Usk Town Council.
Minutes for the Finance Sub Committee held on
Wednesday 5th November 2025 at 5.00 pm at The Sessions House
Present Damian Nash, Alison Ivin (Chair), Diane Richards, Kay Peacock,
Gwyneth Howells, Meirion Howells, Dave Harrison, Allan Snelgrove
Angela Morgan

1. To receive apologies for absence

N/A

2. Declarations of interest in items on this Agenda

Nil

3. To approve the minutes of the meeting held on 8th October 2025

All approved

4. Matters arising from meeting held on 5th November 2025

- Review if there are any tax implications in respect of renting the cottage for a commercial rent. D.N
- Lottery money has started to be receipted a new code and separate reserve to be set up in Rialtas.
- A decision will need to be made shortly when to meet to discuss next year's budget based on last quarter out-turn forecast.
- Cleansing town council payment agreed for payment £34,329.02 to be made to MCC over the respective tranches due to bank daily limit

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

No Issues with sign off. All receipts and payments reviewed and agreed.

6. Christmas Lights

- 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. Confirmation the Envero costs remain the same.

7. SIT Group

- Termination costs for SIT reported as £855.55 for the photocopier service plan and £1071.02 for the Broadband and phones service plan. Broadband contract to be reviewed as seems to run to 2027. Grenke termination figure awaited., Currently fixed SIT costs for the photo copier £50.40. per month

8. Payroll and Staffing matters

- Benefit in Kind issue in respect of caretaker subsidised rent has been escalated to payroll provider. D.N to chase response.

9. Churches Security Contract

- Comparison exercise has been completed between Churches and third party and circulated to members for review , commentary and to decide on a way forward.

10. Memorial Bench Chris

- It was agreed that the bench would be purchased by U.T.C which would allow vat to be reclaimed. U.T.C would provide a £250 contribution and Friends of Usk would be invoiced for the gross cost minus vat and the u.t.c contribution. The invoice will be paid on receipt of F.O.U contribution.

11. Caretaker Appointment

- A caretaker has been appointed on a self-employed basis , at £17 per hour , it is expected the caretaker will work 6-8 hours a week, but this will be dependent on workload.

12. Any Other matters

- Tennis club has rejected invoice for noticeboard use as they don't believe the notice was posted. It was agreed the outstanding monies would not be chased.
- Projects around the Town:
 - Pooks Lane proposed by A.I a raised walkway with design costs of £750 quoted by CW Architects. Design expenditure agreed on the basis that AI would seek confirmation that HMPG would consent to the works on its land and support with the cost of the works.
 - Remove Shrubbery by CO-OP replace with something more practical and aesthetic proposed by D.R
- Budget Brass Band Contribution proposed by K.P and D.R in the context of next year's budget. To be further discussed as part of budget setting for next year.
- It was agreed that the Clerk would become a signatory on the mayor's charity account which would assist with administration.
- Wetland grants have been made available investigation needs to be undertaken if these could assist the town council's improvement plan.

