



Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

To the Town Mayor and Councillors of Usk Town Council.

Minutes for the Finance Sub Committee held on

Wednesday 3rd December 2025 at 6.00 pm at The Sessions House

Present Damian Nash, Alison Ivin (Chair), Diane Richards, Kay Peacock, Gwyneth Howells,

Meirion Howells, Allan Snelgrove

Angela Morgan

Minutes

1. Apologies for Absence

- Dave Harrison (attended towards the end of the meeting)

2. Declarations of Interest

- No declarations were made.

3. Approval of Minutes – Meeting held on 5 November 2025

- Minutes approved with no objections.

4. Matters Arising from the Meeting of 5 November 2025

- D.N confirmed there are **no tax implications** regarding renting the cottage at a commercial rent.
- D.N confirmed **Lottery income** is now being receipted to a new code. A form must be submitted to M.C.C detailing amounts received. Reconciliation is underway; D.N to confirm that variances are due to timing.
- A.I confirmed the **full cleansing town council payment** has been made to M.C.C.
- A.I reported **termination costs for Genke** would be £8,600. It was agreed not to proceed further at this stage. SIT contracts and associated costs will be reviewed in more detail before a final decision is made.
- The **Benefit in Kind** matter relating to subsidised rent for the caretaker has been escalated to the payroll provider. D.N will continue to chase; if no resolution is achieved, A.I will escalate to senior management.
- A **comparison exercise** between Churches and a third party has been completed and circulated for review and feedback.
 - Action: A.M to source information from Churches regarding whether any equipment or assets would be removed if the contract is not renewed and to clarify legal ownership of such assets.

5. Discussion – Future Town Projects (Current and Next Financial Year)

- Agreed that these discussions will be more appropriate at the **precept meeting**.



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- If the **prison** is to assist with a project, design work must be completed first so the governor can assess feasibility. Concerns were raised regarding insurance; A.I confirmed the prison holds its own public liability insurance.

6. Wetland Grants – Further Investigation

- Future funding opportunities will be monitored and raised in a timely manner to ensure applications can be processed.
 - Point of contact at M.C.C: **Rachel Carter**.

7. Review of Payments and Receipts – November

- D.R queried **Christmas market income**. D.N will complete a reconciliation and circulate it to all members.

8. Bank / Rialtas Reconciliation – November 2025

- Reconciliation completed with no issues or comments.

9. Memorial Bench – Chris

- Invoice has been paid to the relevant suppliers.
- A.I noted that while Friends of Usk are fully trusted, payment could not be made until F.O.U contributed their share as minuted on 5 November.

10. Citizens Advice – Request for Financial Support

- Action: A.M to acknowledge the request. Funding will be considered at the **26–27 precept meeting** and potentially at year-end once spend against budget is clearer.
- Clarification will be sought on whether the request is for a **one-off** contribution or an **annual grant**.

11. Request for Financial Information – Electorate

- D.N will now process future requests in accordance with **Voice of Wales guidance**.
- A.M to forward the current outstanding query, which D.N will address.

12. Street Cleansing Contract – Progress

A discussion took place regarding progression and concerns relating to remaining with M.C.C. Agreed actions:

1. Trial with Countrywide

- A.I proposed accepting Countrywide's offer of a **free one-day trial**, passed by a 4–3 majority.
- A.I to make necessary arrangements.

2. Contract Correspondence

- A.I raised concerns that the full response from herself and D.N to M.C.C's contract had not been forwarded.
- Action: A.M to circulate all correspondence between M.C.C and U.T.C regarding the contract.



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3. Procurement Rules

- D.N reiterated the procurement rules that U.T.C must follow.
- D.N to contact **Abergavenny Town Council** to determine how they obtained exemption.
- If the explanation is unsatisfactory, D.N will escalate to **Audit Wales**.

13. Filming Fees – Sessions House (ITV “The Party”)

A fee structure for a 3-day filming request was agreed:

- **£1,000** per setup day
 - **£2,000** per filming day
 - **£1,000** per cleanup day
- Fees to be forwarded to the company for agreement.

14. Budget / Precept Setting

- Initial precept meeting to be held **after Full Council on 8 December**.
- D.N to circulate the budget template over the weekend.

15. Any Other Matters

The following payments were authorised (exclusive of VAT):

- Fencing – Tom: **£600**
- Quantum: **£1,920**
- Medical personnel (Christmas event): **£275**
- Speaker: **£250**
- Mayor’s event to thank key town personnel: **Approx. £500**