



Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

To the Town Mayor and Councillors of Usk Town Council.

Minutes of the Finance Sub Committee held on

**Wednesday 8th July 2026 at 6.00 pm at The Sessions House. In attendance Damian Nash,
Gwyneth Howells, Kay Peacock, Meirion Howells, Angela Morgan**

Minutes

1. Apologies for Absence

Apologies were received from Diane Richards, Dave Harrison and Alison Ives.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of the Minutes of the Meeting Held on 3 June 2026

The minutes of the meeting held on 3 June 2026 were approved without amendment.

4. Matters Arising from the Meeting Held on 3 June 2026

- The Benefit in Kind issue relating to the caretaker's subsidised rent has been escalated to the payroll provider. The additional information requested has been submitted, and a response is awaited. Alison Ives has also contacted the payroll provider directly.
- The RFO and the Chair of Finance will continue to pursue the matter with the payroll provider. This item will remain on the agenda until resolved.

5. Review of Online Payments and Receipts as at 30 June 2026

- The payments and receipts listed on the monthly schedule were reviewed and approved without query.

6. Bank and Rialtas Reconciliation as at 30 June 2026

- The bank and Rialtas reconciliations were reviewed. No issues were raised, and all reconciliations were found to be in order.

7. Month 3 (First Quarter) Outturn Forecast

- The first-quarter outturn forecast was approved. However, further discussion is required on the following budget areas before the forecast can be finalised:



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- Town Placemaking Budget – to be considered by Full Council on 13 July 2026.
- Community Projects Budget – to be considered by Full Council on 13 July 2026.
- Cleansing Contract – the final contract is required to enable an accurate forecast.
- Christmas Lights – a more detailed breakdown of installation costs is required should the proposed new lighting package be selected.
- D.N reminded the Committee of the importance of maintaining a robust Reserves Policy to assist future one-off projects.

8. External Audit Update

- All required information has now been submitted to Audit Wales via the Business Objectives Portal.
- As this is a full audit, all statutory notices advising the public of their rights to inspect the accounts and supporting documentation have been published on the Council's website in accordance with the relevant guidance.

9. Christmas Lights Quotation

- D.N advised that, based on the previous year's expenditure, the combined Christmas budgets would be sufficient to fund the proposed new Christmas lights hire package.
- The outstanding issue remains the installation costs. Angela Morgan will obtain a quotation from Envero for the installation, and the matter will be considered by Full Council on 13 July 2026.

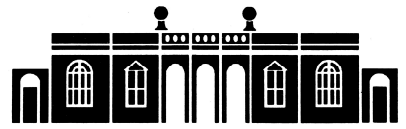
10. Mayoral Chains

- A quotation of £1,380 for the provision of 12 new mayoral chain pendants was approved.
- Members noted that this cost excludes engraving and the addition of names.

11. Review of Allotment Payment Schedule

- The allotment payment reconciliation requires further input from Diane Richards, as payments have been received from two new plot holders and clarification is required regarding their plot allocations.
- Several cheque payments also require reconciliation. The schedule will be updated before the next Finance Sub-Committee meeting.

12. Request for Additional Gardening Hours at the Sessions House



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- It was resolved to increase the gardening budget for the Sessions House from £50 to £100 per month on an interim basis.. This arrangement will be reviewed from 1 September 2026.
- The increase follows correspondence from the gardening contractor advising that the current provision is insufficient to maintain the gardens to the required standard.

13. British Gas Electricity – Network Infrastructure Costs

- Members were advised that electricity costs are expected to increase by approximately £30 per month from 1 August 2026 due to additional government network infrastructure levies.
- The increase will be monitored on an ongoing basis.

14. Any Other Business

- The Annual Report requires finalisation. A.i will review and approve the draft finance section.
- A payment of £400 for Ben Howells' allotment strimming work was approved.
- The Talisen invoice for roof works, totalling £8,773.79 (including VAT), was approved..
- Members discussed the SIT Group/Anglo Tech/Genke contract. It was confirmed that, despite the transfer of the SIT contract to Anglo Tech, the existing contract cannot currently be terminated. It was agreed that, when the Council's mobile phone contract expires, Usk Town Council will procure the replacement contract directly rather than instructing SIT to undertake the procurement on its behalf.
- It was agreed to donate £50 to the Wales Air Ambulance appeal being supported by the local Scout Group.