**NOTES FROM THE TASK AND FINISH GROUP HELD VIA ZOOM 7/8/2023**

**TALYBONT-ON-USK COMMUNITY COUNCIL**

A meeting was called to sign off the Gilestone Farm Survey agreed at the meeting in July. All Councillors were present.

A number of drafts had been circulated amongst Councillors and a face to face call was needed to ensure all Councillors were in agreement. The council do not meet in August. The final draft was **APPROVED.**

It is expected that total costs should be *circa* £1000 in total including online survey.

Some of the costs will need to be paid up front as Distribution company need payment prior to distribution including first class supplement required by Council in order to allow the Community sufficient time to respond:

Sharpcat will do the printing and circulation costing *circa* £700 excluding VAT and there will be a cost for the online survey service not exceeding £100. The independent admin, analysis and reporting was quoted at £250. These fees were **AGREED.** It was agreed in the absence of Council Banking facilities that Cllr Jones pay and be reimbursed for these costs.

The Council do not have the required number of signatories to enable a bank transfer to take place due to resignations and the inordinate length of time Lloyds take to process the updated bank mandate.