

28th January 2021

Dear Councillor

You are hereby summoned to attend the Extraordinary meeting of Chepstow Town Council to be held via Zoom <https://zoom.us/j/7344109571>, on **Wednesday, 3<sup>rd</sup> February 2021 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully

*LJ Allen*

Lucy Allen

TOWN CLERK

*Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.*

*To receive representation from Monmouthshire County Citizens Advice Bureau, CEO, Mal Edgson and Chief Operating Officer Yvonne James*

**Items deferred from the last meeting of Full Council**  
**AGENDA**

- 84. Unlocking Chepstow and the Thematic COVID-19 bid**  
1. To receive an update on the discussions and work carried out to date of the Town Council's Thematic COVID-19 bid (*oral report*).  
2. To discuss the impact that the High Street road closure is having and to consider carrying out a survey and the key questions to ask.
- 85. Business Resilience Forum**  
To receive an update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas (*oral report*).
- 86. Local Democracy and Boundary Commission for Wales - Review of County Electoral Arrangements for Monmouthshire - Draft Proposals**  
To consider a response to the draft proposals on the review of County Electoral Arrangements for Monmouthshire (*attached*).
- 87. Minor Injuries Unit – Chepstow**  
To receive an update on calls to the Aneurin Bevan Health Board to reinstate the Minor Injuries Unit at Chepstow Community Hospital and to consider alternative ways in approach (*oral report*).
- 88. Welsh Government £13.2m Repair and Reuse Fund**  
To note that the Town Council were unsuccessful in their bid to the Repair and Reuse Fund with the reason given as:

*The assessment panel viewed this as a project with good concepts but had concerns around*

*longevity of the project and value for money issues. The time limited nature of the project was a particular issue especially at a time of potential lockdowns and strong reliance upon volunteers. We are hoping to run a future round of this funding with more time available (next financial year) and that may be more appropriate for your project. It is certainly in the right policy direction.*

Members to receive an update on further discussions held with Monmouthshire County Council and to consider if this is a viable project for the Town Council to pursue (*oral report*).

**89. NHS, Social care and frontline worker's day 5<sup>th</sup> July 2021**

To consider supporting the NHS, social care and frontline worker's day on Monday, 5<sup>th</sup> July 2021 (*attached*).

**90. One Voice Wales and Save a Life Cymru**

To consider correspondence received from Save a Life Cymru who are working to encourage communities across Wales to understand the importance of learning CPR (Cardio Pulmonary Resuscitation) and using a defibrillator (*attached*).

**91. Severn Bridge – Renaming proposals from South Gloucestershire Council**

To consider correspondence regarding the proposal from South Gloucestershire Council to rename the Severn Bridge (*attached*).

**92. Mind Monmouthshire**

To receive the quarterly update from Mind Monmouthshire Wellbeing Services from July – September 2020 (*attached*).

**93. The National Library of Wales**

To consider and, if appropriate, agree to the request from the National Library of Wales to store and provide public access to archived copies of the Town Council Website (*attached*).

**94. Delegated Powers**

To note the following decisions made under delegated powers during the Christmas Recess:

1. To add the Drill Hall and Old Library Building onto the current Health and Safety contract with Peninsula at a cost of £88.88 per month where the following support will be available:

- 8 additional health and safety visits to be used over the remaining duration of your current Peninsula agreement, whereby your designated Consultant will be able to provide support such as:
  - Health and Safety Compliance Audits, complete with a compliance report and Action Plan to guide you towards compliance with H&S legislation and industry best practice.
  - Provide an array of training, including mental health and wellbeing, conflict resolution, fire, or even a bespoke course tailored to your organisation.
  - Undertake risk assessments on your behalf, including general work activities, environment and fire.

2. Emergency roof repairs to the Old Library Building following the storms before and after Christmas – approximate cost £5,000.

**95. Finance**

**(a) Bank Reconciliation**

To confirm the reconciliation of the Council's Bank Accounts at 30<sup>th</sup> November and 31<sup>st</sup>

December 2020 (*confidential paper attached*).

**(b) Accounts**

To receive and adopt the schedule of payments and receipts for the month of November and December 2020 (*confidential paper attached*).

**(c) Income and Expenditure**

To receive the Income and Expenditure account for the month of December 2020 (*attached.*)

**(d) Audit Wales**

To note the future audit arrangements for Town and Community Council's in Wales (*attached*).

**(e) Council Tax Base 2021 - 2022**

Members are advised that the Council Tax base notified for Chepstow will be £5,517.00 and that the effect of the Council tax base on the budget of £657,551 will be a charge £119.18 per band D property.

**(f) Donation from Chepstow Thursday Fellowship**

To note that the Town Council have received a donation of £125.00 from the Chepstow Thursday Fellowship for use of the meeting room at the Gatehouse and, if appropriate, to consider how to spend this donation.

**(i) Dog Bins**

1. To consider additional areas for the installation of dog bins in the wards of Chepstow which will be purchased and installed under Monmouthshire County Council's "Give Dog Fouling the Red Card" Scheme. Cost to purchase the bins is £189.00, MCC will cover the installation costs (*Litter Act 1983, s5,6*).
2. To consider the relocation of a bin on St Kingsmark Avenue (near the play area) currently located at the top of the steps on the road side to the bottom of the steps in the park next to a litter bin (*subject to confirmation from the contractor that they will collect from this area*).
3. To consider an addition bin at the beginning of the footpath (leading into the park) from Kingsmark Lane.
4. To consider installation of a bin at the top of Mounton Road (past the steps to the hospital) near the junction to St Lawrence Road.  
*There is approximately £500 left in the current budget for 2020/21.*

**(j) Litter Bins**

To confirm the locations and costs associated with the installation / replacement of litter bins as part of Phase II of the replacement scheme which commenced in 2019 at a cost of £3,520 (£440 per bin including installation), these bins will be transferred to become assets of the Town Council. (*Funding from budget head 1490 MCC Partnership, Litter Act 1983, s5,6*).

**96. Reports of Representatives on Outside Bodies**

*Oral reports from members who have attended meetings as a nominated representative of the Town Council.*

**97. Matters relating to the public and urgent information exchange**

**98. Correspondence**

To consider the correspondence list in the *attached* schedule.

**99. Items for next meeting**

**100. Date of next meeting**

To confirm that the next ordinary meeting will be held on **Wednesday 23<sup>rd</sup> February 2021** at 7pm via Zoom online meetings.