

23<sup>rd</sup> April 2021

Dear Councillor

You are hereby summoned to attend the ordinary meeting of Chepstow Town Council to be held via Zoom <https://zoom.us/j/7344109571>, on **Wednesday, 28<sup>th</sup> April 2021 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully



Lucy Allen  
TOWN CLERK

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

## **AGENDA**

**146. Declarations of Interest in items on the agenda.**

**147. Suspend Standing Orders**

To consider suspending Standing Order 36(c) to allow Members to enter into discussions with representatives from:

Basecamp in regards to their grant application form

Transition Chepstow in regards to the e-bike project

*Standing Orders to be reinstated.*

**148. Mayoral Announcements**

**149. Minutes**

To approve the minutes of the ordinary meeting of Full Council held on 24<sup>th</sup> March 2021 (*attached*).

**150. Matters Arising**

To receive the Clerk's Update on progress of resolutions, *for information only*.

**151. Committees and Working Parties a) Planning and Administration Committee**

1. To receive the minutes of the Planning and Administration Committee meeting held on 24<sup>th</sup> March and the draft minutes of 14<sup>th</sup> April 2021 (*attached*).

**b) Environment and Amenities Committee**

1. To receive the draft minutes of the Environment and Amenities Committee meeting held on 17<sup>th</sup> March 2021 (*attached*).

**c) Drill Hall Management Committee**

i. To receive and consider the minutes of the Drill Hall Management Committee meeting held on 12<sup>th</sup> April 2021 (*attached*).

ii. To receive the minutes of the Drill Hall Community Asset Transfer (DHCAT) Working Party held on 13<sup>th</sup> April 2021 (*attached*).

iii. Following the initial meetings of the joint DHCAT Working Parties it was agreed to investigate the costs associated with engaging a professional consultation to carry out the complex work required in securing the Drill Hall on a Community Asset Transfer. Indicative costs have been sought to the sum of £37,500 for a 2-day week/12-month contract. Members to consider, and if appropriate agree, to tendering for this work in line with the Council's Financial Regulations.

**d) Place Plan Working Party Update**

To receive an update of the progress being made with the Place Plan.

**152. High Street closure**

To note that due to the pre-election period, for the Welsh Assembly Elections, Cabinet Members and Officers have been advised by their legal department not to attend the Town Council's meeting to discuss the High Street road closure. Members are asked to consider holding an extra ordinary meeting, once the election period is over, with a one item agenda to discuss the High Street.

**153. 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*).

**154. High Street Regeneration**

Following the request at the last meeting, Members to discuss ways in which to help the High Street to recover from the pandemic.

**155. Shopmobility**

- i. To consider the report on the availability of disability scooters in Chepstow;
- ii. To discuss how to support less able-bodied residents and visitors to Chepstow.

**156. Litter and antisocial behaviour**

To receive a report following a meeting held with the Head Teacher of Chepstow School regarding litter and antisocial behaviour (*oral report*).

**157. Market Communications and Public Participation Strategy**

To consider the attached document prepared by Cllr Horne (*attached*).

**158. Community Fridge / Library of Things / Repair Café Update**

1. To receive an update from the member who visited a Community Fridge project in Monmouthshire (*oral report*);
2. To receive the update from Monmouthshire County Council's progress with setting up a Library of Things across the County including Chepstow.
3. To discuss the suitability of a number of potential properties for lease in Chepstow which have come up for lease and if appropriate to pursue with further investigations leading to a report for the next Finance, Policy and Audit committee (*oral report*).

**159. Yarn Bombing**

To consider two separate requests received from residents wishing to attached knitted pieces to trees and other furniture in Chepstow (*oral report*).

1. Purple roses in a single tree in town
2. Apples on trees at the riverbank / knitted items on the lamppost and trees

Members are advised that Monmouthshire County Council have asked for the Town Council to consider these requests.

**160. Review of the Remuneration Framework for Community & Town Councils**

To note that the discussion session on the Review of the Remuneration Framework for Community and Town Councils is on Monday 10<sup>th</sup> May 2021, 10am – 12pm via remote meetings. Members to consider nomination of Councillors to attend discussions (*attached*).

**161. Consultations**

**a. Welsh Government consultation on The Local Government and Elections (Wales) Act 2021** To consider a response to the consultation on The Local Government and Elections (Wales) Act 2021 which gives qualifying local authorities a general power of competence.

Further information available from <https://gov.wales/local-authority-power-trade>.

Consultation end date 11<sup>th</sup> June 2021.

**b. Welsh Government consultation on a Race Equality Action Plan for Wales**

To consider a response to the draft Race Equality Action Plan for Wales which draws on lived experiences of racism and has been co-produced with Black, Asian and Minority Ethnic academics, Welsh Government policy officials and their stakeholders, communities and key race organisations.

Consultation:: <https://gov.wales/race-equality-action-plan-anti-racist-wales> and <https://llyw.cymru/cynllun-gweithredu-cydraddoldeb-hiliol-cymru-wrth-hiliol>

Consultation end date 17<sup>th</sup> June 2021.

**162. Planning Aid Wales / One Voice Wales Online Event - Regenerating Welsh Towns and Communities post Covid-19**

To consider attendance at the Planning Aid Wales / One Voice Wales online event discussing the regeneration of Welsh Towns and Communities post Covid-19. Cost to attend £50.00 (*LGA 1972, s111*) (*attached*).

**163. Royal British Legion – 100 Legion Funday**

To consider correspondence received from the Royal British Legion in regards to a Funday on Monday, 30<sup>th</sup> August 2021 (*subject to Covid guidelines*) (*attached*).

**164. Finance**

**(a) Bank Reconciliation**

To confirm the reconciliation of the Council's Bank Accounts at 31<sup>st</sup> March 2021 (*attached*).

**(b) Accounts**

To receive and adopt the schedule of payments and receipts for the month of March 2021 (*attached*).

**(c) Income and Expenditure**

To receive the Income and Expenditure account for the month of March 2021 (*attached*).

**(d) Rescission of Resolution - Minute ref 138 (d)(1)(ii) Community Grant Application Transition Chepstow**

To consider the rescission of the following resolution under minute reference 138 (d) Community Grant Application to Transition Chepstow:

To donate £7,459.51 to Transition Chepstow for the purchase of one e-bike and one cargo/family e-bike (LGA 2000, s2).

Members to note that in line with Standing Order 19, written notice has been received from Cllrs Beach, Brady, Braund, Duchet and Havard.

*Standing Order 19. RESCISSION OF PREVIOUS RESOLUTION*

*(a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.*

*(d) When a special resolution or any other resolution moved under the provisions of paragraphs (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.*

**(e) Community and Emergency Grant Applications**

i. To consider the Community Grant applications received from:

Chepstow Events Team - £4,000 (LGA 1972, s145)

Garden City Community Group and Friends - £2,010 (LGA 1972, s145)

Chepstow Bowling Club - £1,000 (LGA 1972 (Misc Prov) 1976, s19)

ii. To consider the Emergency Grant application received from:

Basecamp - £1,538 (LGA 1972, s137)

*(confidential report attached)*

**(f) One Voice Wales – Annual Membership**

To consider renewal of the annual membership to One Voice Wales at a cost of £1,924 (LGA 1972, s143) *(attached)*.

**(g) Emergency Works – The Gatehouse**

1. To consider, and if appropriate agree, the quotation received for the emergency works for the replacement of the coping stones on the roof at the Gatehouse *(confidential quote attached)*.
2. To agree to tendering the 1<sup>st</sup> year works outlined in the Conditioning Survey.

Advice from the auditor in regards to emergency tendering process:

*As the emergency works are a health and safety issue there is no need to undertake a full tendering process. Agenda the quote for Council to consider which ensures that the Council are covered in terms of transparency and accountability. For the remaining works undertake the tendering process as outlined in the Council's Financial Regulations.*

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

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

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

**167. Correspondence**

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

**168. Items for next meeting**

**169. Date of next meeting**

To confirm that the Annual meeting will be held on **Wednesday 26<sup>th</sup> May 2021** at 7pm via Zoom online meetings.