

Chepstow Town Council
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email clerk@chepstow.co.uk

18th February 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, 24th 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.

AGENDA

101. Declarations of Interest in items on the agenda.

102. Mayoral Announcements

103. Minutes

To approve the minutes of the ordinary meeting of Full Council held on 27th January and the extraordinary meeting of Full Council held on 3rd February 2021 (*attached*).

104. Matters Arising

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

105. Committees

a) Planning and Administration Committee

1. To receive the minutes of the Planning and Administration Committee meeting held on 27th January and the draft minutes of 10th February 2021 (*attached*).
2. To receive an update from the Place Plan Working Party in relation to the launch and consultation and to receive the approved newsletter and posters which will be sent to all residents and business in Chepstow (*attached and oral report*).

b) Finance, Policy and Audit Committee

1. To receive the draft minutes of the Finance, Policy and Audit Committee meeting held on 10th February 2021 (*attached*).
2. To ratify the decision of the committee (minute ref 34.) to send a letter of support to Monmouthshire County Citizens Advice Bureau with a pledge to support their financial inclusion project. The pledge is for a minimum of £5,000 to a maximum of £10,000. Funding from the Covid Emergency Fund.

106. 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*).

- 107. 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, deferred from Full Council meetings held on 27th January and 3rd February 2021 (*attached*).
- 108. Standing Orders**
To adopt the revised Standing Orders recommended by the Financial Policy and Audit Committee on 10th February 2021 (*attached*).
- 109. Financial Regulations**
To adopt the revised Financial Regulations recommended by the Financial Policy and Audit Committee on 10th February 2021 (*attached*).
- 110. Annual Risk Assessment and Risk Management Strategy**
To adopt the Annual Risk Assessment and Risk Management Strategy recommended by the Finance, Policy and Audit Committee on 10th February 2021 (*attached*).
- 111. Repair Café Chepstow**
To consider the *attached confidential* report detailing the proposal to set up a Repair Café in Chepstow.
- 112. NHS, Social care and frontline worker's day 5th July 2021**
To consider supporting the NHS, social care and frontline worker's day on Monday, 5th July 2021, deferred from the last meeting on Full Council on 3rd February 2021 (*attached*).
- 113. Councillor Vacancy St Kingsmark Ward**
To receive an update on the proposed dates for the Town Councillor vacancy in St Kingsmark Ward (*oral report*).
- 114. Exploration of installing war memorial fencing around the town gun**
To consider exploring the costs and consents required for installing memorial fencing around the War Memorial Gun in time for the hundredth anniversary of the memorials installation next year 2022 (*oral report*).
- 115. Consultations**
- 1. Public Services Ombudsman for Wales**
To consider a response to the Public Services Ombudsman for Wales consultation on the new draft guidance on the Code of Conduct for members of County and Community/Town Councils – consultation end date 28th February 2021 (*attached*).
- 2. Monmouthshire County Council – School places Caldicot**
To consider a response to Monmouthshire County Council's consultation on the proposals to increase the number of Primary School places in Caldicot Town – consultation end date 2nd March 2021 (*attached*).
- 3. Monmouthshire County Council – Pelican Crossing Station Road / Beaufort Square**
To consider a response to the consultation on the removal of the pelican crossing in Station Road / Beaufort Square as part of the works scheme at the junction of Beaufort Square with High Street to enhance connectivity between the High Street and St.Mary Street as part of the Councils local sustainable Covid works

(attached).

116. High Street water drainage issues

To consider correspondence received highlighting water drainage issues in the High Street *(attached)*.

117. MIND Monmouthshire

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

118. Finance

(a) Bank Reconciliation

To confirm the reconciliation of the Council's Bank Accounts at 31st January 2021 *(attached)*.

(b) Accounts

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

(c) Income and Expenditure

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

(d) Annual Return for the year ended 31st March 2020

To note that the External Auditors have confirmed that on the basis of their review, in their opinion, the information contained in the Annual Return is in accordance proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met *(attached)*.

(e) Festival of Arts

To consider correspondence from the Chepstow Festival of Arts noting the update on the festival in 2021 and the request that the Town Council consider purchasing a number of display boards *(attached)*.

(f) Review of the Remuneration Framework for Community and Town Councils

To consider participation in the review of the framework for the remuneration of Community and Town Councils *(attached)*.

119. Reports of Representatives on Outside Bodies

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

120. Matters relating to the public and urgent information exchange

121. Correspondence

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

122. Items for next meeting

123. Date of next meeting

To confirm that the next ordinary meeting will be held on **Wednesday 24th March 2021** at 7pm via Zoom online meetings.