

CHEPSTOW TOWN COUNCIL
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email clerk@chepstow.co.uk

20th May 2021

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of Chepstow Town Council to be held via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday, 26th May 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

1. Election of Chairman

To elect a Town Mayor for the year 2021/2022.

Prior to the decision, Members are asked to consider suspending Standing Order 6 (g) Voting "Members shall vote by show of hands, except when voting on appointments when Members may vote by secret ballot, providing that the request for a secret ballot is made by two Members who shall be named in the minutes" due to the difficulties that this will present with online meetings.

2. Installation of Town Mayor

To receive the Town Mayor's Declaration of Acceptance of Office *(to be signed at the next available opportunity)*.

3. Presentation of Past Mayors Badge

Due to the meeting restrictions, the Past Mayor Badge will be given to the recipient at the next available opportunity.

4. Election of Deputy Town Mayor

To elect a Deputy Town Mayor for the year 2021/2022 and to receive the Deputy Town Mayor's Declaration of Acceptance of Office *(to be signed at the next available opportunity)*.

5. Declarations of Interest in items on the agenda

(Form attached for completion and return to the office.)

6. Membership of Outside Bodies

To review representation on external bodies *(attached)*.

7. i) Committee and Working Party Membership

To appoint Members to each of the following Committees/Working Party:

- a) Personnel Committee *(for the duration of this Council)* (7 Members)
- b) Planning and Administration Committee (7 Members)
- c) Town Environment & Amenities Committee (7 Members)
- d) Consultative Committee (5 Members)
- e) Complaints Committee (7 Members)
- f) Financial Policy and Audit Committee (7 Members)
- g) Communications & Public Participation Working Group
- h) Shopmobility Working Group
- i) Place Plan Working Party
- j) Joint Town Council / Drill Hall Community Asset Transfer WG
- h) Personnel Mediation Working Group

(Existing membership attached for 2020 - 2021)

8. Town Mayors Civic Protocol

To confirm the Town Mayor's Civic Protocol including a review of the Civic guest list *(attached)*.

9. Minutes

To approve the minutes of the ordinary meeting of Council held on 28th April 2021 and the extraordinary meeting of Council held on 19th May 2021 *(attached)*.

10. Matters Arising

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

11. Committees

a) Planning and Administration Committee

- i) To receive the minutes of the Planning and Administration Committee meeting held on 28th April 2021 and the draft minutes from the meeting held on 12th May 2021 *(attached)*.
- ii) To consider the recommendation of Planning and Administration Committee to adopt the public payphone at St Lawrence Road for the installation of a defibrillator at a cost of £2,000 which includes the device and electrical work *(Budgetary provision of £2,200 in the current financial year LGA 1972, s137)*.

b) Working Party updates

To receive updates from:

- i) Place Plan
- ii) Communications and Public Participation
- iii) Drill Hall Community Asset Transfer

12. Annual report to the Public Service Board

To consider and, if appropriate, to approve the Annual Report which will be submitted to Monmouthshire County Council for inclusion in the annual report of the Public Service Board *(attached)*.

13. Schedule of Meetings for the Mayoral Year 2021-2022

To agree the proposed Schedule of Meetings for the Mayoral Year 2021-2022 *(attached)*.

14. 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*).

15. Town Council Email Addresses

- a) To note that all future electronic council business will be conducted via town council email addresses only in order to ensure compliance with General Data Protection Regulations (GDPR).
- b) To consider operational matters in relation to emails to Councillors.

16. Members' Items of Business for agenda's

To approve the use of a 'Members' Items of Business' form to be completed by Members if they wish for any items to be added to Council or Committee agenda's (*attached*).

17. Mind Monmouthshire

To receive the quarterly report, January 2021 – March 2021 from MIND Monmouthshire in line with the partnership agreement (*attached*).

18. Primary Health Care

To consider, and if appropriate, to agree to the proposal *attached*.

19. Town Council Vision, Values, Mission, Action Plan, market communications and public participation

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

20. Transition Chepstow

- a) To consider the request for support from Transition Chepstow in regards the 75% reduction to Cross Country Trains, who have cut trains by 75% stopping at Chepstow from pre-Covid levels (*copy of letter sent to the Managing Director of Cross Country Trains attached*);
- b) To consider the Transport Vision for Chepstow prepared by Transition Chepstow and the request that the Town Council consider endorsing the document allowing the Town Council's logo to be shown on the document (*emailed and attached*).

21. FINANCE

(a) Bank Reconciliation

To confirm the reconciliation of the Council's Bank Accounts at 30th April 2021 (*confidential paper attached*).

(b) Accounts

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

(c) Income and Expenditure

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

(d) Mayoral Allowance

To resolve to pay the Mayoral allowance of £1,200 on production of receipts/proof of expenditure, under the provisions of ss34(5) Local Government Act 1972.

(e) Independent Remuneration for Wales

To consider the recommendation in the report *attached*.

(g) Community Contributions

To confirm the following Community Contributions for which a budgetary provision for the amounts detailed were recommended under the budget setting process at the Finance Policy and Audit Committee on 18th November 2020 and adopted by Full Council on 6th January 2021;

(i) Bulwark Community Centre - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976;

(ii) Drill Hall Management Committee - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976;

(ii) Chepstow Citizens Advice Bureau - £20,950 under the provisions of s142 (2A) Local Government Act 1972;

(iv) Fireworks, Chepstow Round Table - £3,700 towards the annual fireworks display, under the provision of s145 Local Government Act 1972 (*funding to be withheld until restrictions are lifted*);

(v) Chepstow Town Band - £500 towards the Summer Music School, under the provisions of s145 Local Government Act 1972;

(vi) Music in the Community – up to a maximum of £4,000 towards Music at the Bandstand in respect of the Summer Music event, under the provisions of s145 Local Government Act 1972. (Members are reminded that this is a Town Council event with the performers invoicing the Town Council directly);

(vii) Severn Area Rescue Association (SARA) - £700, under the provisions of s234 Public Health Act 1936.

(f) Community Grant Applications

i) To consider the Community Grant application received from:
Chepstow Town FC - £5,728 (*LGA 1972, s145*).

(g) The Gatehouse

To consider the report for replacement carpet in the ground floor offices at the Gatehouse (*attached*)

22. Reports of representatives on outside bodies

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

23. Matters relating to the public and urgent information exchange

24. Correspondence

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

25. Items for next meeting

26. Date of next meeting

To confirm that the next **ORDINARY MEETING** will be held on **Wednesday 23rd June 2021** at 7.00pm via Zoom remote meetings.

