

**CHEPSTOW TOWN COUNCIL**

The Gatehouse, High Street, Chepstow  
Tel. 01291 626370 Email: [admin@chepstow.co.uk](mailto:admin@chepstow.co.uk)

4<sup>th</sup> February 2022

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Financial Policy and Audit Committee** of Chepstow Town Council to be held by Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 9th February 2022 at 7.00pm** for the purpose of transacting the following business:

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

*Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.*

Yours faithfully



TOWN CLERK

**43. Declarations of Interest in Items on the Agenda**

**44. To Suspend Standing Orders**

**a) Public Open Forum (15 minutes at the discretion of the Chair)**

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

**45. Minutes**

To approve the [minutes of the Finance, Policy and Audit Committee Meeting](#) held on 17<sup>th</sup> November 2021.

**46. Matters Arising**

To report matters arising from the minutes, not on the Agenda, *for information only*

**47. Review of Committee Terms of Reference and Scheme of Delegation**

Following the resolution at the last meeting (min ref 35.) Members are asked to [review the Committee Terms of Reference and Scheme of Delegation](#).

**48. Ground Floor Lease – The Gatehouse**

To consider the [current terms of the lease to Monmouthshire County Citizens Advice Bureau](#).

**49. MIND Monmouthshire**

To consider the renewal of the [Partnership Agreement with MIND Monmouthshire](#) and, if appropriate, to agree the level of support, term of agreement and reporting periods for ratification by Full Council.

**50. Investments**

To consider the [report detailing potential investment opportunities](#) for the Town Council's Earmarked Reserves.

**51. 3rd Quarter Budget Monitoring (October – December 2021) Report 2021/22**

To consider the attached [budget monitoring report for period ending 31st December 2021](#).

- 52. Annual Risk Assessment and review of the Risk Management Strategy**  
To consider the annual [Risk Assessment Report](#) and [Risk Management Strategy](#).
- 53. Standing Orders**  
To note the Model Standing Orders are currently being updated by One Voice Wales following the Local Government & Elections (Wales) Act 2021 and should be available in time for the annual meeting in May.
- 54. Financial Regulations**  
To review the [Council's Financial Regulations](#).
- 55. Gatehouse Works**  
To receive an update on the works to date and, if appropriate, to approve the extension of the existing contract to undertake the 2<sup>nd</sup> year internal works.
- 56. Monmouthshire County Council – Emergency Plan**  
To receive and consider [correspondence from Monmouthshire County Council in regards their Emergency Plan](#).
- 57. Social Media & Electronic Communication Policy**  
To consider the [Social Media Policy](#) and [Social Media and Electronic Communication Policy](#) to ensure that they are fit for purpose following Council decision to set up individual Ward Facebook pages in May 2022.
- 58. Councillor tablets, emails and phone numbers**  
To consider the [report regarding the provision of tablets, emails and phone numbers](#) for the new Council in May 2022.
- 59. Community Contributions**  
To consider the [written statement](#) and [accounts](#) received from the Palmer Centre to support their request for a Community Contribution in the financial year 2022/23. Members to agree an appropriate sum.
- 60. Community Grant Application**
  - a. To consider the [community grants report](#) and applications received from:  
[Woolpitch Community Orchard](#) - £228  
[7Q Gallery](#) - £1,500
  - b. To receive the [Community Contributions and Grants](#) update for 2021/22 and to consider the recommendations.
- 61. Dog Waste**  
To consider [correspondence received from Merlin Waste](#) and, if appropriate, to approve the increase in dog waste collection costs from £6.25 to £6.50 per bin from 4.4.22.
- 62. Public Toilet – Welsh Street Car Park**  
To receive an update of public toilet provision at Welsh Street Car Park.
- 63. Drill Hall – Fire Safety Recommendation**  
To approve the costs associated with the [recommendation from Chubb fire & Security](#) that the Optical Detector be replaced at a cost of £970.10 (*LG (Misc Prov 1976, s19)*).
- 64. Town Award**  
To reconsider [relaunching the Town Council's Town Award scheme](#).
- 65. Items for Next Meeting**
- 66. Date of Next Meeting**  
The next ordinary meeting of the Finance, Policy and Audit Committee will take place at 7.00pm at a date to be confirmed in June 2022.