

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

18th June 2021

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday, 23rd June 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

27. Public Open Forum (15 minutes at the discretion of the Mayor)

Members of the public are invited to address the Council in relation to items on the agenda. 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.

28. Declarations of Interest in items on the agenda

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

29. Mayoral Announcements

30. Minutes

To approve the minutes of the Annual Meeting of Council held on 26th May 2021 *(attached)*.

31. Matters Arising

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

32. Committees

a) Planning and Administration Committee

i) To receive the minutes of the Planning and Administration Committee meeting held on 26th May and the draft minutes of the 9th June 2021 *(attached)*.

ii) To remind members that the Town Council has signed all Councillors up to planning training with Planning Aid Wales. Contact the admin office for access details

b) Environment and Amenities Committee

To receive the draft minutes of the Environment and Amenities Committee meeting held on 9th June 2021 *(attached)*.

c) Drill Hall Management Committee

i) To receive and consider the draft minutes of the Drill Hall Management Committee meeting held on 10th May 2021 and the Drill Hall CIO Working Party meeting held on 18th May 2021 *(attached)*.

ii) To approve the recommendation from the joint Drill Hall CIO Working Party on their preferred contractor to carry out the Community Asset Transfer. Members are advised that the Finance Policy & Audit Committee agreed to the costs associated with the project and that the funding will come from earmarked reserves “Devolved Services”.

d) Working Party updates

To receive updates from:

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

33. Exclusion of Press and Public

To exclude the press and public for the discussion of **Item 34. Internal Investigation – Scoping Document** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

34. Internal Investigation – Scoping Document

To consider, and if appropriate, approve the scoping document drawn up by the Working Party for the Internal Investigation. Members are advised that the Finance Policy & Audit Committee agreed in principle to the revised increased costs of £3,000 + VAT (*Confidential report attached*)

35. 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*).

36. Review of County electoral arrangements for the County of Monmouthshire

- i. To receive the Commission’s Final Recommendations for the electoral arrangements for the County of Monmouthshire which have been submitted to the Welsh Government for consideration. Any further representations concerning the matters in the report may be submitted as soon as possible but no later than 16th July 2021 Full report available at <https://ldbc.gov.wales/sites/ldbc/files/review/Monmouthshire> (*summary attached*).
- ii. To receive an update from One Voice Wales in relation to the request to re-run the review (*attached*).

37. Tri-partite bid with Monmouthshire County Council

Following the resolution from the extraordinary meeting of Full Council on 19th May 2021 (minute ref 172ii) Members to consider an oral report on the proposed withdrawal from the tri-partite bid for the High Street with Monmouthshire County Council.

38. Welsh Government Transforming Towns/Place making Grant

To consider any additional projects to put forward to Monmouthshire County Council under the Welsh Government Transforming Towns Grant (*attached*).

39. The Queens Platinum Jubilee 2022

To note that the first week in June has been chosen for the celebratory week for the Queens Platinum Jubilee, Members are asked to consider an appropriate civic event.

40. Arts Festival 2022

To consider arrangements for an Arts Festival in Chepstow in 2022 and, if appropriate, to agree an amount to enable arrangements and bookings to be made in advance.

41. Monmouthshire County Council – Active Travel Consultation

To consider a response to the final stage of Monmouthshire County Council’s Active Travel Consultation (*attached*).

42. Plastic Free Chepstow

To consider the request from Plastic Free Chepstow for a Town Council representative who could be designated as the Council's contact point and representative on the Plastic Free Chepstow and Keep Chepstow Tidy campaigns.

43. Annual Report

To receive the annual report for 2020-2021 (*attached*).

44. Policy Review

As recommended by the Finance, Policy and Audit Committee on 16th June 2021 Members are asked to agree adoption of the following:

- I. Advertising Policy – NB this policy is currently suspended
- II. Communications and IT Policy
- III. Information and Data Protection Policy
- IV. Retention and Disposal Policy
- V. Social Media Policy
- vi. Annual Investment Strategy

45. FINANCE

(a) Bank Reconciliation

To confirm the reconciliation of the Council’s Bank Accounts at 31st May 2021 (*confidential paper attached*).

(b) Accounts

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

(c) Income and Expenditure

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

(d) Internal Audit Report 2020 - 2021 Final

- i. To receive the Internal Audit Report for the financial year 2020 – 2021 and the Clerks comments on recommendations (*attached*).
- ii. In reference to Recommendation 6 Members are asked to agree the precept figure for the financial year 2021 – 2022 at £657,551 (six hundred and fifty seven thousand, five hundred and fifty one pounds)

(e) Annual Governance Statement, Statement of Accounts, Covid Impact Assessment Report, Earmarked Reserves

As recommended by the Finance, Policy and Audit Committee on 16th June 2021 Members are asked to agree the following:

- i. The Annual Governance Statement / Checklist for the Financial Year End (*page 3 of the Annual Return*);
- ii. Statement of Accounts and Covid Financial Impact Assessment Report (*attached*);
- iii. The changes made to Ear Marked Reserves during the year 2020 – 2021.

(f) Year End Accounts and Annual Return

To receive and sign the Year End Accounts and Annual Return for the year ending 31st March 2021 (*attached*).

(g) Free Parking in Welsh Street Car Park

Further to the resolution of Full Council at the Extraordinary Meeting on 19th May 2021 (minute ref 172(a)) costs have been sought from Monmouthshire County Council to provide free parking places in Welsh Street Car Park through the summer months:

15 spaces x 6 days' x £4.80 = £432 per week
15 spaces x Sunday rate of £1 = £15 per week
Total = £447 per week
Re-installation of blue bays = £414
Removal of blue bays = £456

Members are asked to consider the costs and, if appropriate, agree to funding free car parking places in Welsh Street Car Park and for how long to offer this provision. (*Funding from the "Devolved Services" ear marked reserves - Road Traffic Regulation Act 1984, s57*).

(h) Community Grant Application Form

To consider a community grant application from
i. 7QGallery - £1,500 (*LGA 1972, s144*)

46. Reports of representatives on outside bodies

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

47. Matters relating to the public and urgent information exchange

48. Correspondence

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

49. Items for next meeting

i) To approve the amendments to the Terms of Reference and Scheme of Delegation following review at Finance, Policy & Audit Committee on 16th June 2021 and to consider the recommendation.

50. Date of next meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 28th July 2021 at 7.00pm via Zoom remote meetings.