

23rd July 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, 28th July 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

- 51. Declarations of Interest in Items on the Agenda**
(Form attached for completion and return to the office).
- 52. To Suspend Standing Orders**
 - a) 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 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.
 - b) Inspector Nikki Hughes**
Gwent Police to enter into discussions with Members in relation to Policing in Chepstow
 - c) 7Q Gallery**
To address Council in relation to their grant application.
 - d) Ryan Coleman - Monmouthshire County Council**
To address Council in relation to partnership working for a marketing campaign and grant application for the Youth Club.
- 53. Mayoral Announcements**
- 54. Minutes**
To approve the [minutes](#) of the Ordinary Meeting of Full Council held on 23rd June 2021.
- 55. Matters Arising**
To receive the Clerk's Update on progress of resolutions, *for information only*.
- 56. Committees**
 - a) Planning and Administration Committee**
To receive the minutes of the Planning and Administration Committee meeting held on [23rd June 2021](#) and the draft minutes of the [14th July 2021](#).

b) Personnel Committee

- i. To receive the [minutes of the Personnel Committee](#) meeting held on 14th July 2021.
- ii. To ratify the decision to increase the hours of the Maintenance Operative Role to 20 hours per week from 15 (minute ref 5).

c) Drill Hall Management Committee

- i) To receive and consider the draft minutes of the Drill Hall Management Committee meeting held on 21st June 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 (b/f FTC 23/06/21) (*attached*).

d) Working Party updates

To receive updates and consider any recommendations/next steps from:

- i) Place Plan – Full and Summary Report from Planning Aid Wales (*attached*)
- ii) Communications and Public Participation (*attached*)
- iii) Shopmobility/Disability (*attached*)

57. Terms of Reference and Scheme of Delegation

To approve the Terms of Reference and Scheme of Delegation for all Committees subject to the following amendment / additions:

- i) That the responsibility for War Memorials be delegated to the Environment and Amenities Committee;
- ii) That an expiry date be included for all working parties at point of delegation from Full Council.

58. 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*).

59. 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 (*b/f FTC 23/06/21*)

60. Newsletter

To approve the Annual Newsletter to be sent to all households in the NP16 5 area of Chepstow at an approximate cost of £1,000 (*LGA 1972, s144*) (*attached*).

61. Vision, Values, Mission & Action Plan

To consider the report and recommendations (*attached*).

62. Primary Health Care

Further to the negative response from the Minister for Health a letter was sent and a response received from Ms Judith Paget, Chief Executive of Aneurin Bevan University Hospital Board (ABUHB). Attached is a follow up letter to be sent to ABUHB requesting a meeting and a FOI request. This letter is as a result of discussions with a number of County Councillors and knowledgeable individuals. Members are asked to consider the proposal of high level lobbying along with the preparation of a Press Release and a Petition to the Welsh Government.

63. Mind Monmouthshire

To receive the quarterly services report for April – June 2021 for Chepstow (*attached*).

64. Monmouthshire County Council - Dog Waste Collections

To receive the Briefing Note for Town and Community Councils from Mon CC and consider the options for future dog waste collections (*attached*)

65. One Voice Wales

- i) To note the Welsh Government's [Programme for Government](#) and the associated [Well-being Statement](#) for this Senedd term has now been published, setting out the ambitious set of commitments which Welsh Ministers intend to deliver this term.
- ii) To note One Voice Wales is holding its third Innovative Practice Conference on Wednesday 22nd September via Zoom at a cost of £40 per delegate

66. Consultations

- i) The Local Government and Elections (Wales) Act 2021 sets out the intention of Welsh Ministers to specify, in regulations, the qualifications or description of qualifications that the clerk to a community council must hold in order for the community council to meet the second of the three eligibility conditions to become an 'eligible community council' <https://gov.wales/community-council-clerk-qualifications-regulations> (By 24/09/21).
- ii) Preferred Strategy for Replacement Local Development Plan (RLDP) and Second Call for Candidate Sites <https://www.monmouthshire.gov.uk/app/uploads/2021/07/Easy-Read-Preferred-Strategy-2021-final-ENG.pdf> (By 31/08/21). To note invitation to Microsoft Teams Consultation Event 6-7.30pm on Monday 16th August

67. FINANCE

(a) Bank Reconciliation

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

(b) Accounts

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

(c) Income and Expenditure

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

(d) Community Grant Application Form

To consider community grant applications from:

- i) 7QGallery - £1,500 (*LGA 1972, s145*) (b/f FTC 23/06/21)
- ii) Transition Chepstow - £900 (Climate Change and Sustainable Energy Act 2006, s.20)
- iii) Kre8tive Kids - £1,150 (*LGA 1972, s145*)
- iv) The Zone Youth Centre - £7,994 (*Local Government (Mis Prov) Act 1976, s.19*)

(e) Monmouthshire County Council - Funding for local marketing campaign

To consider the request for partnership working under the Town Council's Covid Emergency Fund to establish a local marketing campaign to support residents experiencing financial hardship (*attached*).

(f) Bands on the Bandstand

- i) To note that arrangements are being made for the Town Council's Bands on the Bandstand event for a six-week period commencing Sunday 1st August 2021.

- ii) To approve a maximum expenditure of £500 for the Bands on the Bandstand event on Monday 30th August 2021 as part of the Big Community Party (*LGA 1972, s145*).

(Funding from the Music in the Community Budget head where there is £5,000 available).

(g) Internal Audit 2021 – 2022

To note, and if appropriate, approve an increase to the Internal Auditor’s fees for 2021 (The daily fee for next year will be £460 + VAT).

(h) Arts Festival 2022

Following the decision at the last meeting (minute reference 40) Members are asked to consider and, if appropriate, to approve that an amount of £5,000 from General Reserves is added to the Ear Marked Reserve entitled Tourism Events Post Covid. This amount represents the underspend in the financial year 2019/2020 (20/21 underspend has already been transferred at year end).

(i) Bandstand

To consider and, if appropriate, to agree to the costs of £1,460 associated with fixing a hand rail to enable easier access for performers to the Bandstand (*Equalities Act 2010, sch1, part 1*).

(j) Gloucester Hole

To consider and if appropriate to agree to the approximate costs of £300 to have the Union Flag repainted at the Gloucester Hole (*LGA 1972, s144*).

68. Correspondence Schedule

1. To consider the correspondence listed in the *attached* schedule
2. To consider a response to the following items:
 - i) Chepstow Guides – Ideas for Chepstow
 - ii) Complaint regarding a number of issues around the Town

69. Reports of representatives on outside bodies

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

70. Matters relating to the public and urgent information exchange

71. Summer Recess

To delegate authority to the Clerk, in consultation with the Town Mayor or Deputy Town Mayor and Chair of Finance, to deal with any urgent business arising over the Summer recess. (*Decisions made under delegated powers to be reported to the next meeting of Full Council*).

72. Items for next meeting

73. Date of next meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 22nd September 2021 at 7.00pm via Zoom remote meetings.