

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

19<sup>th</sup> November 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, 24th November 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**

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

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

**115. 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.

**116. Mayoral Announcements**

**117. Minutes**

To approve the [minutes of the Ordinary Meeting of Full Council held on 27<sup>th</sup> October 2021](#).

**118. Matters Arising**

To receive the [Clerk's Update](#) on progress of resolutions, *for information only*.

**119. Committees**

**a) Planning and Administration Committee**

i) To receive the [minutes of the Planning and Administration Committee meeting held on 27<sup>th</sup> October 2021](#).

ii) To receive the [draft minutes of the Planning and Administration Committee meeting held on 10<sup>th</sup> November 2021](#).

**b) Environment and Amenities Committee**

i) To receive the [draft minutes of the Environment and Amenities Committee held on 10<sup>th</sup> November 2021](#).

**c) Finance, Policy and Audit Committee**

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

ii) To ratify the following decisions:

- Bulwark Community Centre level of funding support in regards the Accessibility Improvements - minute ref 31.
- The Committee Terms of Reference and Scheme of Delegation – minute ref 35.
- Policy changes to Marking the death of a Sovereign or Senior National Figure – minute ref 36.

**d) Drill Hall Management Committee / Drill Hall Community Asset Transfer Working Group**

i) To receive the [notes of Drill Hall Community Asset Transfer Working Group held on 3<sup>rd</sup> November 2021](#).

**e) Working Party Updates**

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

- Place Plan
- Communications and Public Participation
- Shopmobility/Disability – awaiting further meeting with Members and Shopmobility Abergavenny
- Primary Health Care – update on Freedom of Information requests.

**120. Representatives on Outside Bodies - South Monmouthshire - Health Care Exploratory Group (HCEG)**

To consider nomination of two representatives to the South Monmouthshire – Health Care Exploratory Group ([Terms of Reference](#) attached for information).

**121. Monmouthshire County Council (MCC)**

**a) Business Resilience Forum**

To receive an update from the meeting held on 9<sup>th</sup> November 2021.

**b) Dog Waste Bin Contract** (*confidential report attached*)

To consider the draft dog waste bin emptying contract drawn up by MCC and, if appropriate, to consider which option is preferred in terms of advertising the contract.

**c) Boundary Review**

To receive [draft key considerations for community or town councils](#) affected by a community or electoral review and to note meeting.

**122. Consultations**

a) Welsh Government [Consultation on the inquiry into second homes in Wales](#) and [covering letter](#).

**123. Finance**

**a) Bank Reconciliation**

To confirm the [reconciliation of the Council's Bank Accounts at 31<sup>st</sup> October 2021](#).

**b) Accounts**

To receive and adopt the [Income and Expenditure account for the month of October](#).

**c) Income and Expenditure**

To receive the [Receipts and Payments for the month of October](#)

**e) Independent Investigation**

To approve invoice from One Voice Wales for £3,790.50 for undertaking an independent investigation in relation to matters concerning the Town Council and the Chamber of Commerce. (Min 17 - Finance, Policy & Audit Committee 16.6.21 recommended maximum £3,000 + VAT)

**f) Draft Medium Term Financial Plan (MTFP) and draft budget 2022/23**

To receive the draft [MTFP and draft budget 2022/2023](#) and the recommendations made by the Financial Policy and Audit Committee from their meeting on 18th November 2021. Members are

advised to review the budget for comments and adoption at the extraordinary meeting of Full Council to be held on Wednesday, 5th January 2021 (*attached*).

**124. Mind Monmouthshire**

- a) To receive the [monitoring report from April – September 2021](#)
- b) To consider the request to change to a six-monthly report as many of the sessions overlap the reporting periods, therefore the next report will be for the October – March period.

**125. St Mary's Priory (b/f FTC 22.09.21 and 27.10.21)**

- a) To discuss how Council can assist St Mary's Priory in regards to ongoing grounds maintenance and agree any actions.
- b) [To consider correspondence from Rev Philip Averay](#) presenting the visions of St Mary's Priory.

**126. Heddlu Gwent Police**

- a) To consider a [request from Heddlu Gwent Police](#) to work with its We Don't Buy Crime department to address acquisitive crime within the locality (*leaflet attached*) and, if appropriate to take up the offer of a presentation to Town Council in this matter.

**127. Centenary of the installation of the War Memorial, War Memorial Gun and Watercolour of the Landing of the River Clyde at V Beach**

To note that the centenary of the installation of the War Memorial, War Memorial Gun and Watercolour of the Landing of the River Clyde at V Beach is on Saturday 8<sup>th</sup> January 2022. Members to agree a suitable service and invitee list.

**128. Correspondence**

- a) To consider the correspondence listed in the [Correspondence Schedule](#).
- b) To receive [correspondence from Barclays Bank regarding the closure of its Chepstow Branch](#).
- c) To consider [correspondence from David Davies MP regarding the closure of the High Street](#).
- d) To consider a [request from a resident to place a memorial plaque on a bench](#) at no cost to Town Council.
- e) To receive, and if appropriate consider adopting the [draft Motion put in to Hereford City Council regarding the River Wye](#)
- f) To receive an [update on Wye Tackle Climate Change](#) project and to consider the nomination of a Member to the competition judging Panel.

**129. Reports of Representatives on Outside Bodies**

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

**130. Christmas Recess and Office Closure**

- a) To consider delegation of authority to the Town Clerk, in consultation with the Town Mayor or Deputy Town Mayor and Chair of Finance, to deal with any urgent business arising over the Christmas recess.
- b) To consider a Christmas closure of the office from 29<sup>th</sup> December to 31<sup>st</sup> December 2021.

**131. Matters Relating to the Public and Urgent Information**

**132. Items for Next Meeting**

**133. Date of Next Meeting**

To confirm that the next Ordinary Meeting will be held on Wednesday 26<sup>th</sup> January 2022 at 7.00pm via Zoom remote meetings and that there will be an Extraordinary meeting to consider and approve the budget on Wednesday 4<sup>th</sup> January 2021 via Zoom online meetings.