

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

18<sup>th</sup> February 2022

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 February 2022 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**

**165. 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.

**166. 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) Gwent Police**

To discuss the Safer Neighborhoods program.

**167. Mayoral Announcements**

**168. Minutes**

a. To approve the [minutes of the Ordinary Meeting of Full Council held on 26<sup>th</sup> January 2022](#).

**169. Matters Arising**

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

**170. Committees**

**a) Planning and Administration Committee**

i) To receive the [draft minutes of the Planning and Administration Committee meeting held on 9<sup>th</sup> February 2022](#).

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

To receive the [draft minutes of the Finance, Policy and Audit Committee held on 9<sup>th</sup> February 2022](#) and to approve the following recommendations:

- i) Minute Ref 49. Mind Monmouthshire  
To approve the renewal of the Partnership Agreement with Mind Monmouthshire for a 5-year term at £15,000 per annum.
- ii) Minute Ref 57. Social Media & Electronic Communications Policies  
To adopt the Social Media and Electronic Communication Policies without amendment.
- iii) Minute Ref 58. Councillors tablets, emails and phone numbers  
To approve:
  - i. To continue to provide Samsung Tablets to all Councillors at an additional cost of £800 for 4 additional tablets to accommodate the increase in Councillors.
  - ii. To upgrade the current telephone provision in the office with a new Hosted system at a cost of £201 per annum for 3 years plus £90 ongoing monthly cost.
  - iii. To provide 20 x 01291 telephone numbers (included in ii above).

**c) Drill Hall Management Committee**

- i) To consider the [minutes of the Drill Hall Management Committee meeting held on 24<sup>th</sup> January 2022](#).
- ii) To consider and, if appropriate, approve the [role description for Drill Hall Management Committee Secretary](#).
- iii) To consider the request that the secretary role be a member of the Drill Hall Management Committee.

**d) Drill Hall Community Asset Transfer Working Group**

- i) To receive and consider the [Results of a Community and Stakeholder Consultation](#) and [Appendices](#) to the Report.

**e) Working Party Updates**

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

- i) Placemaking Plan update to include details of an outdoor drop in events on 12<sup>th</sup> March 2022.
- ii) Communications and Public Participation
- iii) Shopmobility/Disability
- iv) [Jubilee Events](#)

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

**a) 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*)

**b) Castle Dell Play Area**

To receive and, if appropriate, submit any comments on the [draft report for MCC Cabinet meeting on 2nd March regarding the proposals for the Castle Dell play area](#).

**c) Town Centre Digital Place Plan**

To receive information regarding the Smart Town's programme in Monmouthshire.

**d) Replacement Local Development Plan (RLDP) Update and Second Call for Candidate Sites Register**

To receive the [update on the RLDP](#).

**e) Traffic Regulation, Speed Limits and Parking Regulations Consolidation Order 2019 (Amendment Order No 2) 2022 - Statutory Consultation**

To receive and consider the following documents (maps are available from the office):

[Statement of General Effect and Reasons](#) [Notice of Intention to make a permanent order](#)

## **172. One Voice Wales**

### **Section 47 Multi Location Meetings**

To receive [Section 47 Multi Location Meetings Sector Survey 2021](#).

## **173. Consultations**

Welsh Government Consultation on [The Local Government and Elections \(Wales\) Act 2021: Draft Statutory Guidance for Community and Town Councils Local Government and Elections \(Wales\) Act 2021: Community and Town Councils statutory guidance | GOV.WALES](#) (item deferred from the Consultative Committee meeting 16.2.22 due to being inquorate).

## **174. Cost of Living Crisis**

To discuss the escalation of Chepstow's food and fuel poverty crisis and to consider the request to invite Foodbank and the Head of Torfaen and Monmouthshire's benefits department to a future meeting (submitted by Cllr A Watts).

## **175. Chepstow Festival of Arts**

To receive a report on the proposed sculpture trail as part of the 2022 Arts Festival.

## **176. Finance**

### **a) Bank Reconciliation**

To confirm the [reconciliation of the Council's Bank Accounts at 31<sup>st</sup> January 2022](#).

### **b) Accounts**

To receive and adopt the [Income and Expenditure account for the month of January 2022](#).

### **c) Income and Expenditure**

To receive the [Receipts and Payments for the month of January 2022](#).

### **d) Town Council precept payments 2022/23**

To note that following a consultation undertaken by Monmouthshire County Council it has determined that the precept for 2022/23 will be paid by three equal instalments on the last working date in April, August and December.

### **e) Community Grants**

To consider [community grant report](#) and applications from:  
[Friends of Chepstow Library](#) - £2,826.00 (LGA 1972, s133)  
[Chaos Music and Drama Society](#) - £1,000 (LGA 1972, s145)

### **f) The Gatehouse Works**

To approve the quotation received for the 2<sup>nd</sup> year internal works to the Gatehouse and repairs to the chimney *to follow*.

## **177. Correspondence**

a) To consider the correspondence listed in the [Correspondence Schedule](#).

b) To consider [correspondence received from The Chepstow Society requesting support](#)

c) To consider [correspondence received from Tidenham Parish Council](#) with an invitation to the Forest Climate Group.

## **178. Reports of Representatives on Outside Bodies**

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

## **179. Matters Relating to the Public and Urgent Information**

**180. Items for Next Meeting**

**181. Exclusion of Press and Public**

To consider exclusion of the press and public for the discussion of Item 182. owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**182. To consider confidential item from the Chair**

**183. Date of Next Meeting**

To confirm that the next Ordinary Meeting will be held on Wednesday 23<sup>rd</sup> March 2022 at 7.00pm via Zoom remote meetings.