

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

18th March 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 March 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

187. 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.

188. 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) Amazing Grace Spaces

Stuart Johnson, Design and Operations to present and discuss the sleeping pod project.

189. Mayoral Announcements

190. Minutes

- a. To approve the [minutes of the Ordinary Meeting of Full Council held on 23rd February 2022](#).
- b. To approve the [minutes of the Extraordinary meeting of Full Council held on 3rd February 2022](#).
- c. To approve the [minutes of the Extraordinary meeting of Full Council held on 16th February 2022](#).
- d. To consider and, if appropriate, agree to implement the recommendations made (points ii, vi, vii, viii & ix have been considered by the Personnel Committee):
 - i. To create fuller descriptions for the roles of Chairs and commit to recommend best practice training for those roles beyond statutory requirements.
 - iii. To set up a Standards Committee to meet annually and task a working group to set the roles and responsibilities of the Committee.
 - iv. To be supported by efficient, transparent processes which keep the time between a resolution being voted for and its implementation to a minimum. The 'Town Clerk's Update' will be published online.
 - v. To focus on the commercial health of the town and engage outward-looking professional assistance in order to succeed in doing so.
- e. To approve the [minutes of the Extraordinary meeting of Full Council held on 10th March 2022](#).

191. Matters Arising

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

192. Committees

a) Planning and Administration Committee

i) To receive the [minutes of the Planning and Administration Committee meeting held on 23rd February 2022](#).

ii) To note that the meeting on 9th March 2022 was cancelled due to no business to consider.

b) Consultative Committee

To approve the [minutes of the Consultative Committee held on 9th March 2022](#).

c) Personnel Committee

To approve the [minutes of the Personnel Committee meeting held on 9th March 2022](#).

d) Environment & Amenities Committee

To approve the [minutes of the Environment & Amenities Committee meeting held on 16th March 2022](#).

e) Drill Hall Management Committee

To receive and consider the [minutes of the Drill Hall Management Committee meeting held on 14th February 2022](#).

f) Working Party Updates

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

i) Placemaking Plan - to include details of the outdoor drop-in event on 12th March 2022.

ii) Shopmobility/Disability

iii) Jubilee Events – to consider delegation to the Officers to administer the ward grants.

193. Vacancy – St Kingsmark Ward

To note the resignation of Cllr Paul Pavia from the Town Council on 23rd February 2022 and that the position will not be advertised due to the upcoming elections.

194. Outside Bodies - Representation

Following the resignation of Cllr P Pavia from the Town Council members are to consider nomination of representatives to the following outside bodies:

a) One Voice Wales Larger Local Councils Committee and Monmouthshire/Newport Area Committee

b) Drill Hall Management Committee

c) Chepstow Chamber of Commerce and Tourism

195. Ukraine Crisis

To consider the request put forward by Cllr Armand Watts to fly the Ukrainian Flag in solidarity and further consider practical ways in which the Town Council can offer support.

196. Monmouthshire County Council (MCC)

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*).

197. One Voice Wales

To receive the [Explanatory Memorandum to the Local Government and Elections \(Wales\) Act 2021](#).

198. Consultations

To consider a response to the following consultation:

Audit Wales - [consultation on the Auditor General's Work Programme for 2022-23 and beyond](#).

199. Finance

a) Bank Reconciliation

To confirm the [reconciliation of the Council's Bank Accounts at 28th February 2022](#).

b) Accounts

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

c) Income and Expenditure

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

d) Annual Return for the year ended 31st March 2021

To note that the External Auditors have confirmed that on the basis of their review, in their opinion, the information contained in the [Annual Return](#) is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

e) Community Grants

To consider [community grant report](#) and applications from:

- i. [Chepstow Events Team](#) - £4,770 (*LGA 1972, s145*)
- ii. [Monmouthshire Youth Service](#) - £8,000 (*LG (Misc Prov) Act 1976, s.19*)
- iii. [Wye Gymnastics & Galaxy Cheerleading](#) - £4,617.20 (*LG (Misc Prov) Act 1976, s.19*)
- iv. [St Mary's School RC Primary School PTA](#) - £2,000 (*LG (Misc Prov) 1976, s19*)

f) CCTV

To note the 2.5% increase in contributions for next year 2022/23 from £13,750 to £14,060.

200. Correspondence

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

b) To note the [update from Transition Chepstow on the Wye Tackle Climate Change Competition](#) and to approve the request to hold over £300 from the grant to the next financial year. This money will be used to commission professional assistance from a design artist to see how best use can be made of the winning posters and other entries to promote local action to respond to the climate emergency.

c) To consider [correspondence from Richard John, Leader Monmouthshire County Council regarding The Welsh Ambulance Service roster review](#).

201. Reports of Representatives on Outside Bodies

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

202. Matters Relating to the Public and Urgent Information

203. Items for Next Meeting

204. Date of Next Meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 27th April 2022 at 7.00pm via Zoom remote meetings.

205. 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.

206. Old Library Building

To receive and consider correspondence from the tenant at the Old Library Building.