

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

6<sup>th</sup> May 2022

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of Chepstow Town Council to be held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 11th May 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**

- 1. Election of Chairman**  
To elect a Town Mayor for the year 2022/2023.
- 2. Installation of Town Mayor**  
To receive the Town Mayor's Declaration of Acceptance of Office.
- 3. Presentation of Past Mayor's Badge**  
Mayor to present the Past Mayor's Badge to the outgoing Mayor.
- 4. Election of Deputy Town Mayor**  
To elect a Deputy Town Mayor for the year 2022/2023 and to receive the Deputy Town Mayor's Declaration of Acceptance of Office.
- 5. Apologies**  
To receive apologies for absence.
- 6. Declarations of Interest**  
To receive Declarations of Interest ([\*form attached\*](#)) for completion and return to the office).
- 7. To Appoint Representatives to Outside Bodies**  
To review representation on external bodies and nominate representatives:
  - Air Quality Steering Group – Open forum – all Councillors to be involved
  - Aneurin Bevan Community Health Council (1)
  - Bulwark Community Centre Management Trust (5)
  - Bulwark Senior Citizens Committee (1)
  - CCTV User Group (2)
  - Chepstow Chamber of Commerce and Tourism (1)
  - Chepstow/Cormeilles Twinning Association - *Town Mayor* (1)
  - Chepstow Fair Trade Forum (1)

Chepstow Poor Charities ( <i>No reports 2021/22</i> )	(2)
Chepstow Priory Friends	(1)
Drill Hall Management Committee	(7)
Gloucestershire Harbour Trustees Consultative Group	(1)
Keep Chepstow Tidy	(1)
Monmouthshire Citizens Advice Bureau – Observer	(1)
Severn Princess Restoration Trust ( <i>No reports 2021/22</i> )	(1)
Public Service Board	(1)
Palmer Centre	(1)
Primary Healthcare Exploratory Group	(3)
Minor Authority School Governors: ( <i>For term of Council</i> )	
• Pembroke Primary (1)	
• St Mary’s RC School (1)	
• The Dell School (1)	
• Thornwell School (1)	
Montague Almshouses ( <i>No reports 2021/22</i> )	(1)
Oldbury and Berkley Power Stations Community Liaison Council	(1)
One Voice Wales	(1)

**8. Schedule of Meetings for the Mayoral Year 2022-2023**

To agree the proposed [Schedule of Meetings for the Mayoral Year 2022-2023](#).

**9. Committee and Working Party Membership**

i) To Adopt the [Terms of Reference and Scheme of Delegation](#) (*b/f FP&A Cttee 9.2.22*)

ii) To appoint Members to each of the following Committees/Working Party:

- a) Personnel Committee (for the duration of this Council) (7)
- b) Planning and Administration Committee (7)
- c) Environment & Amenities Committee (7)
- e) Complaints Committee (7)
- f) Finance, Policy and Audit Committee (7)
- g) Shopmobility/Disability Working Group (5)
- h) Place Plan Working Party (5)
- i) Joint Town Council / Drill Hall Community Asset Transfer Working Group (5)

[\(Membership for 2021 - 2022\)](#) for information)

**10. Town Mayors Civic Protocol**

To confirm the [Town Mayor’s Civic Protocol](#) including a review of the Civic guest list.

**11. Minutes**

To approve the [minutes of the Ordinary Meeting of Council held on 27th April 2022](#) - Mayor to sign the Minutes.

## 12. Community Contributions

To confirm the following Community Contributions for which a budgetary provision for the amounts detailed were recommended under the budget setting process at the Finance Policy and Audit Committee on 17th November 2021 and adopted by Full Council on 5th January 2022:

- (i) **Bulwark Community Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) **The Palmer Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) **Drill Hall Management Committee** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) **Chepstow Citizens Advice Bureau** - £20,950 under the provisions of s142 (2A) Local Government Act 1972
- (iv) **Fireworks, Chepstow Round Table** - £3,700 towards the annual fireworks display, under the provision of s145 Local Government Act 1972
- (v) **Chepstow Town Band** - £500 towards the Summer Music School, under the provisions of s145 Local Government Act 1972
- (vi) **Music in the Community** – up to a maximum of £4,000 towards Music at the Bandstand in respect of the Summer Music event, under the provisions of s145 Local Government Act 1972. (Members are reminded that this is a Town Council event with the performers invoicing the Town Council directly)
- (vii) **Severn Area Rescue Association (SARA)** - £700, under the provisions of s234 Public Health Act 1936.

## 13. Annual Subscriptions – One Voice Wales

To consider renewal of the [annual subscription to One Voice Wales](#) at a cost of £2,003 (LGA 1972, s143).

## 14. Internal Audit

To approve the [appointment of Auditing Solutions as its Internal Auditor for 2022/23](#).

## 15. Independent Remuneration for Wales

To consider the [recommendations in the report for payments to Members of Community and Town Councils](#).

## 16. Date and Time of Next Meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 25<sup>th</sup> May 2022 at 7.00pm at The Gatehouse, High Street, Chepstow and via Zoom remote meetings.