

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

20th May 2022

Dear Councillor

You are hereby summoned to attend the **Ordinary 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, 25th 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

17. 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.

18. Apologies

To receive apologies for absence.

19. 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.

20. Mayoral Announcements

21. Minutes

To approve the [minutes of the Annual Meeting of Full Council held on 11th May 2022](#).

22. Matters Arising

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

23. Committees

a) Planning and Administration Committee

i) To receive the [minutes of the Planning and Administration Committee meeting held on 27th April 2022](#).

b) Personnel Committee Interview Panel

ii) To note that the recruitment process for the Administration Officer vacancy was successful. Members are asked to ratify the decision of the Interview Panel to appoint the selected candidate (*oral report*).

c) Working Party Updates

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

i) Place Plan and Placemaking Plan – to note that a meeting of the Placemaking Steering Group will be convened shortly by MCC.

- ii) Shopmobility/Disability – to agree an appropriate day/time to form this group
- iii) Aims and Priorities Working Group – to note the date set for a working group for all available Councillors will be held in the Council Chamber and via Zoom on Wednesday, 1st June 2022 at 7pm.

24. Co-option

To note that following the election there are currently 6 vacancies on the Town Council. Members to consider and, if appropriate, agree the process and timetable for filling these vacancies. ([Copy of current Co-option Policy](#)).

Note from MCC: The process is to be open and transparent and anyone who wishes to apply for a seat is able to do so. It's also important to have a clear process in place for deciding between candidates if you have more people come forward for seats than there are vacancies.

25. One Voice Wales

- a) To receive the [overview of training modules available from One Voice Wales](#).
- b) To agree a date for all Members to receive Code of Conduct training remotely.
- c) To note [correspondence advising that there are free training places available to each Council](#). Members to consider Councillor attendance.

26. 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) 20mph speed limits

To [receive an update regarding the implementation of the 20mph speed limits in the County](#).

27. Ukraine Flag and Community Support

- a) To approve the continuous flying of the Ukraine Flag for a further month apart from the Jubilee weekend when the Platinum Jubilee Flag will be flown (*b/f 23.3.22 min ref 195*).
- b) To consider ways of supporting Ukrainian families living in Chepstow.

28. Green Bin Store

To receive an update on progress to date in having the green bin store moved from its current location by the Boatman (*b/f 27.4.22 min ref 217*).

29. Finance

a) Monthly Bank Reconciliation, Accounts and Income and Expenditure

To note that due to the work currently being undertaken to complete the financial year end 2021/22 there are no monthly reports available.

b) Installation of a bench and dog bin – Bulwark Senior Citizens Club

To [consider the report detailing the costs associated with the purchase and installation of a bench and dog bin near to Bulwark Senior Citizens Club](#), subject to the relevant consents (*Litter Act 1983, s5,6 & Parish Councils Act 1957, s1*) (*submitted by Cllr Watts*).

c) Annual Report 2021/22

To consider printing and delivering a copy of the Annual Report 2021/22 to all households in Chepstow at a cost of £2,660 for printing 4300 copies and £780 Royal Mail Door to Door delivery (LGA 1972, s142) (*b/f 25.4.22 min ref 218bii*).

d) Gum Drop renewal

To consider and, if appropriate, agree the membership renewal of the [Gum Drop bins](#) at an annual cost of £545.00 (*Litter Act 1983, s5,6*).

30. Correspondence

- a) To consider the [correspondence listed in the Correspondence Schedule](#).
- b) To [receive and consider correspondence regarding LGBTQ+ activities in Chepstow](#).
- c) To note [correspondence from David Davies MP](#) supporting the Town Council in its call to the Minister for Health to conduct a review into reopening the Minor Injuries Unit at Chepstow Hospital.
- d) To consider [correspondence in regards to waste at Hollins Close](#).
- e) To note [correspondence from the Town Council's IT provider](#) regarding the IT security provider Kaspersky.

31. Reports of Representatives on Outside Bodies

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

32. Matters Relating to the Public and Urgent Information

33. Items for Next Meeting

34. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 22nd June 2022 at 7.00pm