

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

17th June 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, 22nd June 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

35. 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.

36. Apologies

To receive apologies for absence.

37. 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 receive representation from Gwent Police (*subject to operational pressures*).

38. Mayoral Announcements

39. Minutes

To approve the [minutes of the ordinary meeting of Full Council held on 25th May 2022](#).

40. Matters Arising

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

41. Committees

a) Planning and Administration Committee

To note that the meetings on the 25th May and 8th June were inquorate.

b) Environment and Amenities Committee

To note that the meeting on 8th June 2022 was inquorate.

c) Personnel Committee

To note that the meeting on the 15th June 2022 was inquorate.

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

i) To receive and consider the [minutes of the DHMC AGM held on 23rd May 2022](#).

- ii) To receive the [Chairman's review](#).
- iii) To consider the request from the DHMC to increase the number of community representatives on the committee to 9.
- iv) To receive an update regarding the Community Asset Transfer and consider holding an extraordinary meeting to discuss the options with the Town Council's consultant Gareth Kiddie.
- v) To receive the [financial accounts from the Treasurer](#).

e) 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 held on 29th June 2022.
- ii) Shopmobility/Disability – meeting to be arranged.
- iii) Aims and Priorities Working Group – to note the next date set for a working group for all available Councillors will be held in the Council Chamber and via Zoom on Wednesday, 6th July 2022 at 7pm.

f) Future of Committees

In view of the number of inquorate meetings held since the beginning of the Council term, Members to consider:

- i) Whether to continue with individual Committees or set up Working Parties for recommendations to Full Council for decision;
- ii) Opening out committee membership to all Councillors.

42. Co-option

- a) To note that 11 applications have been received to fill 6 vacancies and to approve the [interview criteria](#).
- b) To confirm the date for an extraordinary meeting to hold the interviews and approve co-option will be held on Wednesday, 29th June 2022.

43. Welsh Government

To receive and consider the [response from the Minister for Health and Social Services](#) regarding the Town Council's support of an independent review into the re-introduction of minor injury and outpatient services at Chepstow Community Hospital (CCH).

44. One Voice Wales

To receive the [Statutory Guidance relating to the Local Government and Elections \(Wales\) Act 2021](#).

45. 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) Dog Waste

To note the [update regarding the dog waste](#).

46. Gwent Police

To receive and consider [Gwent Police's initiative "We Don't Buy Crime"](#).

47. Planning Matters

a) Planning Applications

To consider the following planning application:

[DM/2022/00616](#) - Units 4, 5 And 6, Rifleman's Walk (Chepstow Castle)
Extension to existing retail units.

48. Town Council Bugle

To consider donating one of the Bugles, presented to the Town Council as part of 1 Rifles Freedom of the Town, to Chepstow Town Band.

49. 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*).

50. Finance

a) Bank Reconciliation

To confirm the reconciliation of the Council's Bank Accounts at [30th April](#) and [31st May 2022](#).

b) Accounts

To receive and adopt:

i) the [Receipts](#) and [Payments](#) for the month of April 2022:

ii) the [Receipts](#) and [Payments](#) for the month of May 2022.

c) Income and Expenditure

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

d) Annual Governance Statement and Statement of Accounts for year end 2022

To consider and, if appropriate, complete and agree the following:

i. [The Annual Governance Statement / Checklist for the Financial Year End](#) (page 2 of the Annual Return);

ii. [Statement of Accounts](#).

e) Year End Accounts and Annual Return

To receive the [Year End Accounts \(page 1\) and sign the Annual Return \(page 3\)](#) for the year ending 31st March 2022.

51. Correspondence

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

b) To note the [invitation from MENCAP](#) to attend a pop up café and have a tour of the Old Board School.

52. Reports of Representatives on Outside Bodies

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

53. Matters Relating to the Public and Urgent Information

54. Items for Next Meeting

55. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 27th July 2022 at 7.00pm.