

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

23rd February 2024

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 28th February 2024 at 7pm** 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

- 173. Apologies**
To receive apologies for absence.
- 174. 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.
- 175. 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.
- 176. Mayoral Announcements**
- 177. Minutes**
To approve the [Minutes of Full Council meeting held on the 24th January 2024](#).
- 178. Matters Arising**
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 179. Committees**
- 179.1 Planning and Administration Committee**
- a) To receive the [Minutes of the Planning & Administration Committee meeting held on 24th January 2024](#).
- b) To receive [the draft Minutes of the Planning & Administration Committee meeting held on 14th February 2024](#).
- 179.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee**
- a) To receive the [Minutes of the DHMC meeting held on 30th January 2024](#) and note the [letter of appreciation](#) for Town Council's funding support, for the insurance and replacement roof.
- b) To receive a verbal update on roof works.

- c) To consider the [report regarding the opening of a bank account in the name of Drill Hall Chepstow](#).

179.3 Working Party and Project Updates

To receive verbal/written updates from working parties and project groups and, if appropriate, to agree any recommendations/next steps:

- a) **Diversity Working Group**
- b) **Supporting Friends of the Dell destination play park**
- c) **Future Play provision in Chepstow**

To consider the [Service Level Agreement](#) between Monmouthshire County Council and the Town Council for the provision of play in 2024/25.

- d) **Bulwark and Thornwell Working Group**
- e) **Transforming Chepstow Masterplan Delivery Group** – [notes of the meeting from 12.12.23](#)
Members to consider setting up a Task & Finish group to take forward the actions from the vacant shops report and determine who the members of the group will be.
- f) **Warm Hubs**

180. Finance

180.1 Bank Reconciliation

- a) To confirm the [Cash and Investment Reconciliation as at 31 January 2024](#).

180.2 Accounts

- a) To receive and adopt the [Payments and Receipts for the month of January 2024](#).

180.3 Income and Expenditure

To receive the [Income and Expenditure account for the month of January 2024](#).

180.4 Society of Local Council Clerks – Membership renewal

To consider the renewal of the Deputy Clerk's membership at a cost of £238.00 (*Local Government Act 1972, s143*).

180.5 Community Grant applications

To receive the [Community Grant report](#) and consider the following applications:

- a) [Bridge Street and Lower Chepstow residents window art trail](#) – £150.00 (*LGA 1972, s137*)
- b) [Chepstow Events Team](#) - £6,391.40 – (*Local Government Act 1972, s144*)

180.6 CCTV Partnership – Memorandum of Understanding

To note that the CCTV Partnership Memorandum of Understanding expires on 31st March 2024. Members to consider, and if appropriate, sign the [CCTV Partnership Memorandum of Understanding](#) for the period 1st April 2024 to 31st March 2027 at a cost of £14,772 with 2.5% annual increases (*Local Government and Rating Act, 1997, s31*).

180.7 Chepstow Agricultural Society

- a) To consider the membership renewal to Chepstow Agricultural Society for 2024/25 at a cost of £40.00 (*Local Government Act 1972, s144*).
- b) To consider having a stand at the annual Chepstow Show on Saturday, 10th August 2024 at a cost of £20.00 (*Local Government Act 1972, s144*).

180.8 Independent Remuneration Panel for Wales (IRPW)

- a) The IRPW has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables. Members to consider how this amount will be paid: by either flat rate reimbursement or claimable reimbursement.

- b) To note that in carrying out duties as a Town councillor, the IRPW recognises that there will be a requirement for Councillors to work from home on a regular basis. In these circumstances, the Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of “homeworking” arrangements and therefore will be exempt from PAYE.

Payments for the above will be paid in March and Councillors are asked to ensure that they have completed the [form](#) which will also be available at the meeting.

181. Chepstow Charter Quincentenary 2024

- a) To receive a verbal update on arrangements to date.
- b) To consider [correspondence](#) from Keith Underwood regarding the scroll and, if appropriate, agree the costs associated.
- c) To consider [correspondence](#) regarding a commemoration mural in town and, if appropriate, to enter into discussion with the artist.

182. Charity Flea Market

To receive the [report](#), prepared by Cllr Perkins, regarding the set-up of a Charity Flea Market.

183. Bands on the Bandstand

To consider arrangements for Bands on the Bandstand 2024.

184. Thomas Street - Community Toilets and Storage Room

- a) To consider [correspondence](#) received from Richard Cook, Passenger Transport Planning Team at Monmouthshire County Council regarding use of the community room for driver rest breaks for Newport Bus drivers.
- b) To consider better signage advertising the public toilets.

185. Communications

X (formally known as Twitter).

186. Minor Authority Governor - Ysgol Gymraeg y Ffin, Caldicot

To note that there is a vacancy for a Minor Authority Governor on Ysgol Gymraeg y Ffin Governing Body and to consider nomination of a Councillor to this role.

187. Consultations / Engagements / Surveys

- a) Monmouthshire County Council - To receive the [briefing note](#) detailing the County Council’s contracted bus network which will operate from 1 April 2024.
- b) Monmouthshire County Council – [correspondence](#) regarding Monmouthshire becoming an Age-Friendly County.
- c) Welsh Government - Consultation to seek views on proposals to revise the way concerns and complaints about NHS care are raised, investigated, and responded to – consultation closing date 6.5.24. <https://www.gov.wales/proposed-changes-putting-things-right-process>

188. Memorial Bench and or Plaque

To consider a request from a resident to place a memorial bench at the Riverbank or alternatively a plaque on an existing bench at the Riverbank.

189. Correspondence

To consider the correspondence listed in the [Correspondence Schedule](#) and the following which require a response:

- a) [Resident](#) regarding the clock outside Pontio Lounge.
- b) [Western Swimming Club](#) regarding Monmouthshire County Council’s price increase and reduction in leisure centre hours.

c) To consider [Town Centre cleaning offer](#).

190. Reports of Representatives on Outside Bodies

To receive verbal / written reports from Members who have attended meetings as a nominated representative of the Town Council.

a) [Oldbury & Berkeley SSG](#).

191. Matters Relating to the Public and Urgent Information

192. Items for Next Meeting

193. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday, 27th March 2024.

194. Exclusion of Press and Public

To consider excluding the press and public for the discussion of Item 195. Drill Hall lease owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

195. Drill Hall lease

To receive the draft lease renewal for the Drill Hall and the report from the solicitor.