

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

22nd March 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, 27th March 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

- 196. Apologies**
To receive apologies for absence.
- 197. 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.
- 198. 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) **One Voice Wales** – to receive a project overview from a member of the Cost of Living Crisis Team.
- 199. Mayoral Announcements**
- 200. Minutes**
- a) To approve the [Minutes of Full Council meeting held on the 28th February 2024](#).
- b) To approve the [Minutes of the Extraordinary meeting held on 6th March 2024](#).
- 201. Matters Arising**
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 202. Committees**
- 202.1 Planning and Administration Committee**
- a) To receive the [Minutes of the Planning & Administration Committee meeting held on 28th February 2024](#).
- b) To receive the [draft Minutes of the Planning & Administration Committee meeting held on 13th March 2024](#).
- 202.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee**
- a) To receive the [draft Minutes of the Drill Hall Committee meeting held on 20th March 2024](#).

202.3 Environment and Amenities Committee

- a) To receive the [draft minutes of the Environment and Amenities Committee meeting held on 13th March 2024](#).
- b) To receive the [Tackling Climate Chaos report](#) compiled by One Voice Wales and Friends of the Earth detailing ideas of what Community and Town Councils can do in the fight against climate chaos and nature destruction.
- c) To consider the recommendation that due to events already planned for this year and next (VE and VJ Day) and Town Council resources (both Councillors and staff); it will not be possible to allocate appropriate time to arrange a SpudFest/AutumnFest event.
- d) To note that whilst an appropriate green space strategy is drawn up the barrels will require maintenance this Summer. Members to consider delegating authority to the Clerk to progress matters and approve funding up to a maximum of £1,000 for the purchase of basic pollinator sustainable plants. Funding from budget line 2240 Flowers where there is £4,000 available (*LGA 1972, s145*)

202.4 Finance, Policy and Audit Committee

- a) To receive the [draft minutes of Finance, Policy and Audit Committee meeting held on 20th March 2024](#) and to ratify the following:
 - i. To approve [Town Council's Standing Orders](#).

202.5 Personnel Committee

To receive the [draft minutes of Personnel Committee meeting held on 20th March 2024](#).

202.5 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**
- d) **Bulwark and Thornwell Working Group – [land ownership details](#)**
- e) **Transforming Chepstow Masterplan Delivery Group**
- f) **Warm Hubs**

203. Finance

203.1 Bank Reconciliation

To confirm the [Cash and Investment Reconciliation as at 29th February 2024](#).

203.2 Accounts

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

203.3 Income and Expenditure

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

203.4 Community Grant applications

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

- a) [Gwent Federation of Women's Institutes](#) - £1,000 (*LGA 1972, s137*)
- b) [The Dell School PTA](#) - £1,612 (*LGA 1972, s137*)
- c) [Chepstow Events Team](#) – £3,031.40 (*LGA 1972, s145*)

203.5 D Day 80 Flag of Peace

To consider the purchase of the [official D Day 80 Flag of Peace](#) at a cost of £28.80 (inc VAT) (LGA 1972, s137).

203.6 Membership of One Voice Wales

To consider renewal of the annual [membership of One Voice Wales](#) at a cost of £2,377.00 (LGA 1972, 143).

203.7 Independent Remuneration Panel for Wales

To receive the [Independent Remuneration Panel for Wales's Annual Report, February 2024 and summary](#), in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011,

203.8 Interim Internal Audit

To receive the [interim audit report](#) and note the Clerk's comments on actions taken.

204. Chepstow Charter Quincentenary 2024

To receive the [report, prepared by Cllr M Griffiths, giving an update on arrangements to date](#).

205. Monmouthshire Youth Service

To receive the [report, prepared by the Clerk, detailing an update of Youth Services in Chepstow](#).

206. Thornwell Pavilion

To consider the confidential document regarding Thornwell Pavilion and to consider if the Town Council would like to take any action – *confidential report emailed separately*.

207. One Voice Wales

To note that the Town Council has won a [One Voice Wales National Award](#) for its Annual Report 2023/24.

208. Consultations / Engagements / Surveys

a) Monmouthshire County Council – consultation on Food Strategy Concept, closing date 9th April 2024.

b) Welsh Government – [consultation on the Local Government Finance \(Wales Bill\)](#), closing date 12th April 2024.

209. Correspondence

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

a) [Invitation to Licensing of new Ministry Area leaders - Tuesday May 7th at 7.30pm](#).

b) [Request for a work experience placement](#).

c) [Request for a Continental Street Market to be held in Chepstow](#).

210. 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.

211. Matters Relating to the Public and Urgent Information

To note Chepstow Round Table will not be putting on a firework display at the Leisure Centre this year as they are focussing on recruiting more volunteers.

212. Items for Next Meeting

213. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday, 24th April 2024.