



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Annual Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 11th May 2022 at 7.00pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: S Ashby, H Livesey-Jones, J MacTaggart, J Becker, M Perkins, J Rosser, P Griffiths (7.10pm), D Power, E Becker, T Griffiths, A Watts

Apologies: Cllr D Rooke

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
Members of Public (1)

1. Election of Chairman

To elect a Town Mayor for the year 2022/2023.

The outgoing Mayor, Tom Kirton requested nominations for the position of Town Mayor for 2022/2023.

RESOLVED:

To elect Cllr Margaret Griffiths to the position of Town Mayor for 2022/2023.

2. Installation of Town Mayor

Cllr M Griffiths, signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

3. Presentation of Past Mayor's Badge

Cllr M Griffiths presented the Past Mayor's Badge to Tom Kirton, outgoing Mayor.

4. Election of Deputy Town Mayor

The Mayor requested nominations for the position of Deputy Town Mayor for 2022/2023.

RESOLVED:

To elect Cllr Tudor Griffiths to the position of Deputy Town Mayor for 2022/2023.

The Deputy Town Mayor's Declaration of Acceptance of Office was duly signed and witnessed by the Clerk.

5. Apologies - See above.

6. Declarations of Interest

None

7. To Appoint Representatives to Outside Bodies

Members reviewed representation on external bodies for 2022/2023.

Air Quality Steering Group

Open forum – all Councillors to be involved

Bulwark Community Centre Management Trust

Cllr S Ashby
Cllr H Livesey-Jones
Cllr J MacTaggart
Cllr D Rooke

1 x vacancy

CCTV User Group

Cllr M Griffiths
Cllr J MacTaggart

Chepstow/Cormeilles Twinning Association

Cllr M Griffiths - Town Mayor

Chepstow Poor Charities

Noted this committee is no longer active

Drill Hall Management Committee

Cllr S Ashby
Cllr E Becker
Cllr J MacTaggart
Cllr M Perkins
Cllr D Power
Cllr J Rosser

1 x vacancy

Keep Chepstow Tidy

Cllr J Becker

Severn Princess Restoration Trust

No representative required.

Palmer Centre

Cllr J Rosser

One Voice Wales

Cllr D Power

Minor Authority School Governors:

- **Pembroke Primary** – Cllr M Perkins
- **St Mary's RC School** – Cllr H Livesey-Jones
- **The Dell School** – Cllr S Ashby
- **Thornwell School** – Cllr T Griffiths

Aneurin Bevan Community Health Council

Cllr M Perkins

Bulwark Senior Citizens Committee

Cllr D Rooke

Chamber of Commerce and Tourism

Cllr S Ashby

Chepstow Fair Trade Forum

Cllr T Griffiths

Chepstow Priory Friends

Cllr T Griffiths

Gloucestershire Harbour Trustees

Consultative Group

Noted this committee is no longer active

Monmouthshire Citizens Advice Bureau

- Observer

Cllr H Livesey-Jones

Public Service Board

Cllr M Griffiths

Montague Almshouses

Cllr D Power

Oldbury and Berkley Power Stations

Community Liaison Council

Cllr D Power

Primary Healthcare Exploratory Group

Cllr E Becker
Cllr J MacTaggart
Cllr M Perkins
Cllr A Watts

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

Members agreed the Schedule of Meetings for the Mayoral Year 2022-2023.

9. Committee and Working Party Membership

i) Adopted the Terms of Reference and Scheme of Delegation

ii) Members reviewed its Committees/Working Parties:

RESOLVED:

To elect the following to Committees/Working Parties for 2022/2023:

Personnel Committee

CLlr S Ashby
CLlr J Becker
CLlr M Griffiths
CLlr T Griffiths
CLlr D Power
2 x vacancies

Environment & Amenities Committee

CLlr J Becker
CLlr M Griffiths – *ex officio*
CLlr T Griffiths
CLlr J MacTaggart
CLlr M Perkins
CLlr D Rooke
CLlr J Rosser
1 x vacancy

Finance, Policy and Audit Committee

CLlr E Becker
CLlr J MacTaggart
CLlr M Griffiths – *ex officio*
CLlr P Griffiths
CLlr T Griffiths – *ex officio*
CLlr M Perkins
CLlr J Rosser
2 x vacancies

Place Plan Working Party

CLlr J Becker
CLlr M Griffiths
CLlr P Griffiths
CLlr T Griffiths
CLlr J MacTaggart
CLlr D Power

Planning and Administration Committee

CLlr E Becker – Mount Pleasant Ward
CLlr M Griffiths – Bulwark Ward
CLlr T Griffiths – *ex officio*
CLlr J MacTaggart – Bulwark Ward
CLlr D Power – Larkfield Ward
CLlr D Rooke – Thornwell Ward
2 x vacancies

**Complaints Committee
(Chairs of Committees)**

Personnel
Financial Policy & Audit
Planning and Administration
Environment & Town Amenities
Town Mayor - CLlr M Griffiths
Deputy Mayor - CLlr T Griffiths

Shopmobility/Disability Working Group

CLlr M Griffiths
CLlr H Livesey-Jones
CLlr D Power
2 x vacancies

**Joint Town Council / Drill Hall Community Asset
Transfer Working Group**

CLlr S Ashby
CLlr E Becker
CLlr J MacTaggart
CLlr M Perkins
CLlr J Rosser

10. Town Mayors Civic Protocol

Confirmed the Town Mayor's Civic Protocol including a review of the Civic guest list.

11. Minutes

The Minutes of the Ordinary Meeting of Council held on 27th April 2022 were approved as a true record and duly signed by the Mayor.

12. Community Contributions

Members considered 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:

RESOLVED:

To release the following Community Contributions:

- (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

Members considered renewal of the annual subscription to One Voice Wales.

RESOLVED:

To renew the annual subscription to One Voice Wales at a cost of £2,003 (*LGA 1972, s143*).

14. Internal Audit

Members approved the appointment of Auditing Solutions as its Internal Auditor for 2022/23.

15. Independent Remuneration for Wales

Members considered the Town Clerk's report in respect of payments to Members of Community and Town Councils.

RESOLVED:

To note Determinations 43, 44 and 45 are mandatory and approve Determinations 46, 47, 48, 50 and 51 with payment arrangements as previous.

16. Date and Time of Next Meeting

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

CLOSE: This completed the business of the meeting 8.10pm

SIGNED CHAIRPERSON _____ **DATE:** _____