

2022-23 Annual Report



CHEPSTOW TOWN COUNCIL

WWW.CHEPSTOW.CO.UK

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About This Report

Dear Resident

The Local Government and Elections (Wales) Act 2021 placed a duty on Community and Town Councils to produce and publish an Annual Report for transparency and to allow for local residents to gain a greater understanding about the Council's work, to encourage community participation in Council meetings.

Our Annual Report sets out what we have done over the last year. It provides a summary of our projects, activities and budgets as well as details of our Councillors and the areas they represent. The report is based on the financial year that runs from 1st April to 31st March and also covers the civic year of Councillor Margaret Griffiths as Mayor of Chepstow, which commenced in May 2022.

This new legislation also placed a duty on councils to consider training for Councillors and staff and to publish an approved training plan by 5 November 2022. You can view the Chepstow Town Council's training plan on its website at www.chepstow.co.uk

As a Council, we are always striving to improve the services we offer by making use of the resources that are available to us. Nevertheless, there is always more we can do, and we hope that this Annual Report will encourage more people to get involved, learn about the Council's role and maybe even consider becoming a Councillor in the future.

As Clerk it is my responsibility to advise and support the Council, within the law, independently and objectively whilst recognising that the Council as a whole is responsible for its decisions. The Council welcomes your feed-back on what could be added, improved, or removed to make future annual reports more readable, informative and appealing.

I hope you enjoy reading this Annual Report.

Lucy Allen

Town Clerk & Responsible Financial Officer
Chepstow Town Council



AMBITION INCLUSIVITY RESPECT GREEN

Arnold-Baker on
**Local Council
Administration**

Otherwise known as 'The Clerk's Bible'

Chepstow Town Council

Background

Chepstow Town Council was created in 1974 following local government reorganisation and the cessation of Chepstow Urban District Council. It is one of 735 Town and Community Councils in Wales, serving a population of around 12,350 (ONS 2011 Census). It is one of the largest Town Councils in Monmouthshire and as the grass roots voice for local governance in Wales, it plays a vital role in representing the interests of the community in influencing other decision makers.

Your Council

The Local Democracy and Boundary Commission for Wales conducted a review of electoral arrangements for the county of Monmouthshire to take effect from the local elections in May 2022. Chepstow Town Council saw an increase in Wards from 5 to 7, resulting in an increase in Councillors from 15 to 19. The new Council only returned 3 of its previous Members thus resulting in 16 brand new Councillors. 13 of these Councillors were elected and 6 were later co-opted (this is where the council chooses who will fill the vacant seats if there are not enough candidates for an election). The new Council will serve a five-year term of office which will end in May 2027.

Councillors are elected to represent a ward and can be referred to as either Councillor or Member.

In order to act and carry out duties as a member of a Community or Town Council all persons declared must sign a formal declaration of acceptance of office.

Town Council is a corporate body and has a separate legal identity to that of its Members. It can spend, raise or use money only if it has a statutory power to do so and it has a duty to ensure that the rules for the administration of the council are followed.

The Local Government & Elections (Wales) Act 2021 now addresses how Town Council meetings should operate. The Town Council is permitted to operate remote only meetings or hybrid meetings from the Council Chamber at the Gatehouse. The meetings operate on the Zoom platform and members of the public are encouraged to attend.

The role and responsibilities of a Councillor

Councillors cannot make decisions or promises individually. This can only be done by the Council as a whole. Councillors actively and constructively contribute to good governance and encourage community participation and residents involvement in the work of the Council.

**BULWARK
WARD**

**CHEPSTOW
CASTLE WARD**

**LARKFIELD
WARD**

**MAPLE AVENUE
WARD**

**MOUNT PLEASANT
WARD**

**ST KINGSMARK
WARD**

**THORNWELL
WARD**

Councillors have a duty to act properly and, in particular, they have a responsibility to:

- Attend meetings when summoned to do so.
- Consider in advance of the meeting the agenda and any related documents.
- Take part in meetings and consider all the relevant facts and issues on matters which require a decision, including the views of others expressed at the meeting.
- Vote on issues raised and respect decisions made by the majority of those present and voting.
- Represent the whole electorate and not just those who voted for them.
- Ensure with other Councillors that the Council is properly managed.

Councillors have three main factors to their work:

1. Decision making - Through meetings and attending committees with other elected Members, Councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented. In undertaking their role, they are bound to observe the Councillor's Code of Conduct.

2. Monitoring - Councillors make sure that their decisions lead to efficient and effective services by monitoring how well things are working.

3. Getting involved locally - As local representatives, Councillors have responsibilities towards their constituents and local organisations. These responsibilities and duties often depend on what the Councillor wants to achieve and how much time is available, and may include:

- Attending meetings of local organisations, such as tenants' associations
- Attending meetings of bodies affecting the wider community
- Taking up issues on behalf of members of the public
- Running a surgery for residents to raise issues
- Meeting with individual residents in their own homes
- Suggesting ideas
- Engaging in constructive debate
- Interacting with their electors
- Behaving in an ethical way
- Voting – enabling the Council to make decisions

More information on the role of Community and Town Councils and the Role of Community and Town Councillors can be found at www.onevoicewales.org.uk

Duties and Powers

A duty is something the Council has to do and a power is something the Council can choose to do.

The Town Council's statutory responsibilities are limited but its actions can be wide, largely only constrained by finance, scope of ambition and where necessary, the need to agree with Monmouthshire County Council as the principal and planning authority. It is ambitious in its desire to make the Town a better place to live and work and to reflect its declaration of a climate emergency.



Cllr Margaret Griffiths, Town Mayor
2022/2023

I would like to thank the Members for electing me as the 1st Mayor of the new Council and for their support over the last year.

I would also like to thank Lucy Allen, Town Clerk and all her staff for accepting the changes within the Council and for their hard work, support and dedication in delivering the services and administration of Chepstow Town Council efficiently and effectively.

During my year as Mayor I had the privilege of attending many events within the Town and I have outlined below some of those events:



May 2022

Pembroke Primary School's Jubilee party

June 2022

- Armed Forces Day at Monmouthshire County Council
- Chepstow Male Voice Choir's Annual Concert
- A welcome event for a delegation from Cormeilles, arranged by the Town Twinning Association.



July 2022

The first 'Happy to Chat' bench, with its plaque designed by a pupil of Chepstow School was unveiled in the Dell park.



Music awards at the Summer Celebration Concert with Chepstow Community Music Centre were held at St Mary's Priory.



The Mayor is elected by the members at the Council's Annual Meeting and serves for 12 months under section 15 (1) of the Local Government Act 1972.

The Mayor is the public face of the Council and must promote the decisions and views of the Council and not their personal view

The Mayor presides at meetings and is responsible for ensuring meetings are conducted properly with effective debate, producing clear, lawful decisions.

The Mayor encourages participation amongst members and ensures that views are expressed freely, whilst maintaining focus which is fair and balanced. The Mayor signs the minutes of meetings which are a legal record of decisions made by Chepstow Town Council.

The Mayor has the right to exercise a casting vote in the event of a tie



September 2022

Flowers were laid at the Cenotaph in memory of HM Queen Elizabeth II and later the reading of the Proclamation of King Charles III was carried out at the War Memorial.

October 2022

I joined other local dignitaries at Monmouth Town Council's Civic Service



and an art exhibition was held at Ty Croeso, promoting the local Welsh School, Ysgol y Ffin based in Caldicot and the Welsh Hub in Chepstow

Christmas 2022



A Christmas Lighting event including a lantern parade from Welsh Street car park, through the Town Arch and down the High Street was really well supported by the community.



February 2023

Chepstow & District Lions held an event for children from local primary schools in South Monmouthshire to come up with inventions. One of the notable projects was the creation of coloured contact lenses for children, who might otherwise be embarrassed to wear glasses.

I hosted a community event in the Palmer Centre where I welcomed local community groups and organisations. We were entertained by a very talented young Ukrainian refugee, playing the piano and those interested received a tour of the Town Arch and the Council Chamber.



March 2023

April 2023



Chepstow celebrated 10 years of the Wales Coast Path

My Quiz Night held in the Palmer Centre raised £276 for my chosen charities – Chepstow Community Fridge and Chepstow Foodbank.

The total amount raised during 2022–23 for Chepstow Community Fridge and Chepstow Foodbank was £561



YOUR TOWN COUNCILLORS

Cllr Sally Ashby

Welsh Labour (Elected)

Bulwark Ward

01291 444590

cllrsallyashby
@councillors.chepstow.co.uk



Cllr Margaret Griffiths

Welsh Labour (Elected)

Bulwark Ward

01291 444596

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@councillors.chepstow.co.uk



Cllr Helen Livesey-Jones

Welsh Labour (Elected)

Bulwark Ward

01291 444600

cllrhelenlivesey-jones
@councillors.chepstow.co.uk



Cllr Jim MacTaggart

Welsh Labour (Elected)

Bulwark Ward

01291 444601

cllrjimtaggart@
councillors.chepstow.co.uk



Cllr Gemma Rosser

Welsh Labour (Elected)

Chepstow Castle Ward

01291 444595

cllrgemmarosser@
councillors.chepstow.co.uk



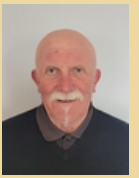
Cllr Martin Perkins

Welsh Labour (Elected)

Chepstow Castle Ward

01291 444603

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Cllr Joy Rosser

Welsh Labour (Elected)

Chepstow Castle Ward

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Cllr Paul Griffiths

Welsh Labour (Elected)

Larkfield Ward

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Cllr Dominic Power

Liberal Democrats (Elected)

Larkfield Ward

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Cllr Sadie Tulley

Welsh Labour (Co-opted)

Maple Avenue Ward

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Cllr Emma Becker

Liberal Democrats (Elected)

Mount Pleasant Ward

01291 444594

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Cllr David Barnes

Independent (Co-opted)

Mount Pleasant Ward

01291 444593

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Cllr Vanessa Badderley-Potter

Welsh Labour (Co-opted)

Mount Pleasant Ward

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Cllr Liz Atkinson

Welsh Labour (Co-opted)

St Kingsmark Ward

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Cllr Marc Le Peltier

Independent (Co-opted)

St Kingsmark Ward

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Cllr Nic Meyrick

Welsh Labour (Co-opted)

St Kingsmark Ward

01291 444602

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Cllr Tudor Griffiths

Welsh Labour (Elected)

Thornwell Ward

01291 444598

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Cllr Dale Rooke

Welsh Labour (Elected)

Thornwell Ward

01291 444605

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Cllr Armand Watts

Welsh Labour (Elected)

Thornwell Ward

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CHEPSTOW TOWN COUNCIL

The Gatehouse, High Street, Chepstow NP16 5LH

Tel: 01291 626370 E-mail: admin@chepstow.co.uk

Website: www.chepstow.co.uk

Town Clerk: Lucy Allen



Committees and Working Groups

2022-2023



Committees

Full Council

Planning Committee

Environment and Amenities Committee

Finance, Policy and Audit Committee

Personnel Committee

Consultative Committee

Working Parties

Place Plan

Carbon Reduction / Energy Efficiency

Annual Events

Diversity

Marketing of Chepstow

Communications

Play Provision

Drill Hall

Representatives on Outside Bodies

Air Quality Steering Group

Aneurin Bevan Community Health Council

Bulwark Senior Citizens Committee

CCTV User Group

Chamber of Commerce and Tourism

Chepstow Fair Trade Forum

Chepstow Priory Friends

Chepstow/Cormeilles Twinning Association

Drill Hall Management Committee

Drill Hall Transition Board

Keep Chepstow Tidy

Monmouthshire Citizens Advice Bureau

Montague Almshouses

Oldbury & Berkley Power Stations Community

Liaison Council

One Voice Wales

Primary Healthcare Exploratory Group

Public Service Board

School Governors

The Palmer Centre

Town Council meetings are held remotely or via hybrid from the Council Chamber at the Gatehouse. Members of the public are encouraged to attend and can access all meetings via the following link:
<https://zoom.us/j/7344109571>

Remuneration

Town Councillors, excepting those that hold County Council cabinet roles, are entitled to receive a small statutory allowance to cover out of pocket expenses and to meet certain running costs such as making telephone calls, printing etc. For 2022-23 the rate set out by the Independent Remuneration Panel for Wales was £150 per Councillor.

Statement of Members' Allowances - 2022-23

Councillor Name	Payment as a contribution to costs and expenses (max £150 per member)	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/Mayor's & Deputy Chair/Deputy Mayor's Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Other	Total
Elizabeth Atkinson	£150.00							£150.00
Sally Ashby	£150.00							£150.00
David Barnes	£150.00				£63.38			£213.38
Emma Becker								
Jez Becker								
Vanessa Badderley-Potter	£150.00				£11.00			£161.00
Margaret Griffiths								
Paul Griffiths								
Tudor Griffiths	£150.00	£500.00	£500.00					£1,150.00
Marc Le Peltier								
Helen Livesey-Jones								
Jim MacTaggart	£150.00	£500.00			£9.80			£659.80
Nic Meyrick								
Martin Perkins								
Dominic Power	£150.00				£40.50			£190.50
Dale Rooke								
Joy Rosser	£150.00	£500.00						£650.00
Sadie Tulley-Cade	£150.00							£150.00
Armand Watts								
Total	£1,350.00	£1,500.00	£500.00		£124.68			£3,474.68

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to Annex 4 of the Panel's annual report for details.

Attendance at meetings

Members' Attendance at Meetings 2022-2023

Councillor	Full Council	Planning Committee	Finance, Policy & Audit Committee	Environment & Amenities Committee	Personnel Committee
Total number of meetings	13	13	4	5	2
Cllr Sally Ashby	11				2
Cllr Liz Atkinson***	5/9		0		0
Cllr Vanessa Badderley-Potter***	9/9	10/11			1
Cllr David Barnes***	8/9	10/10			2
Cllr Emma Becker	5	4	1		
Cllr Margaret Griffiths*	13	12	4	5	1
Cllr Paul Griffiths	13		4		
Cllr Tudor Griffiths**	10	11	3	4	2
Cllr Marc Le Peltier***	6/9	8/11		1/3	
Cllr Helen Livesey-Jones	11				
Cllr Jim MacTaggart	12	12	4	4	
Cllr Nic Meyrick***	7/9		2/3	2/3	
Cllr Martin Perkins	11		1	2	
Cllr Dominic Power	11	10			2
Cllr Dale Rooke	11	5/5	3	4	1
Cllr Gemma Rosser****					
Cllr Joy Rosser	13		4	5	
Cllr Sadie Tulley-Cade***	7/9		3/3	3/3	
Cllr Armand Watts	8				

* Town Mayor and ex-officio at all meetings

** Deputy Town Mayor and ex-officio at all meeting

*** Co-opted 29.6.22

**** Elected 20.4.23

STAFFING STRUCTURE

CHEPSTOW TOWN COUNCIL



Town Council office hours are
Monday - Friday 9am - 1pm

 admin@chepstow.co.uk

 01291 626370

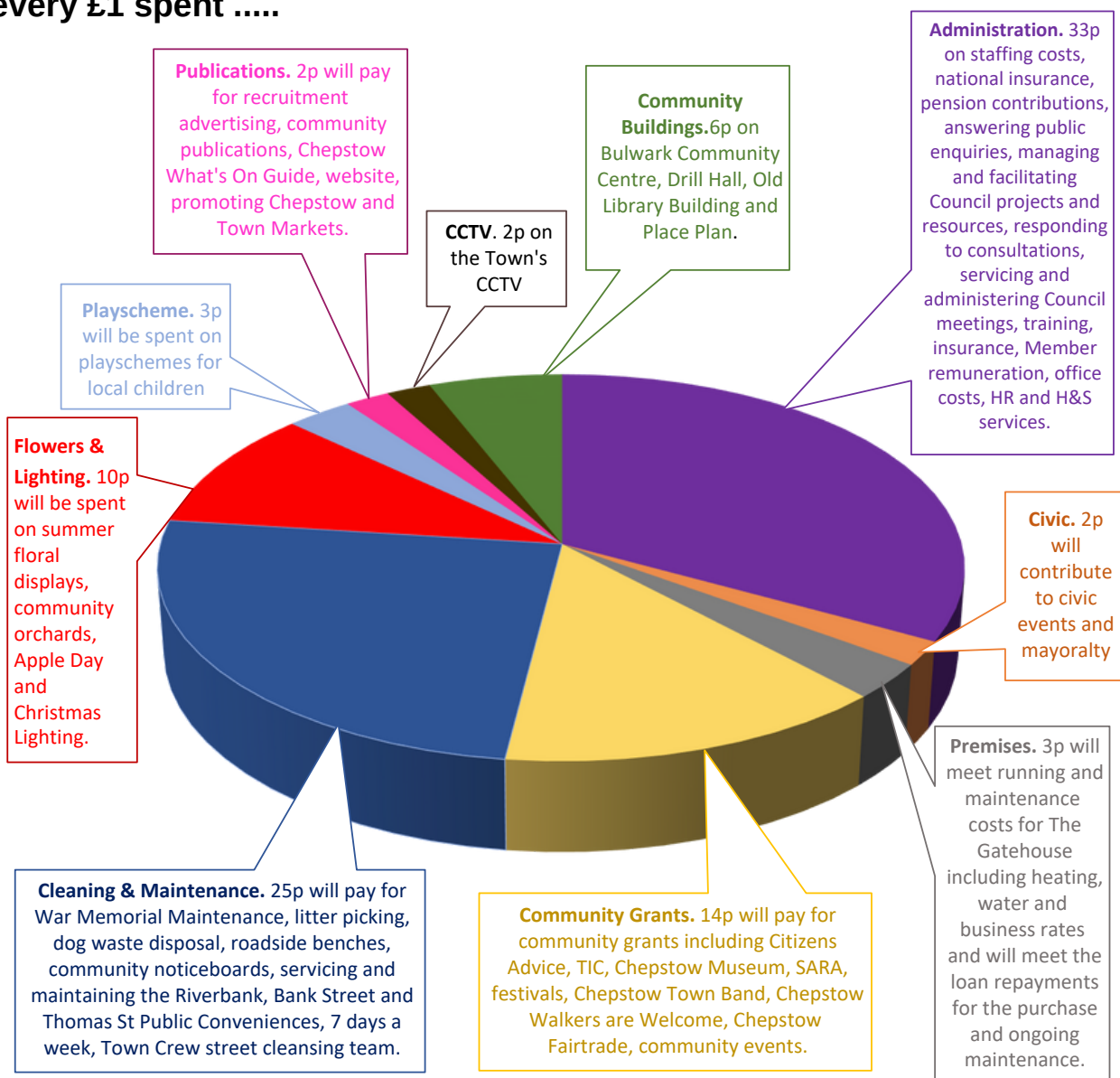
 Chepstow Town Council

Finance

As a corporate body the Council sets an annual budget and the strategic direction of the Council. The Council obtains almost all of its funds from its precept - an additional amount which is added to council tax bills based upon the Council's estimated expenditure. For the financial year 2022-23 the Council precepted £657,533.00 which equated to £114.10 per Band D property. A small amount of income is collected from room rental and bank interest. Council can also apply for grant funding which is occasionally awarded for projects.

Despite its net budget of £680,237 for 2023-24 the Council recognised the extraordinary financial pressures being placed on residents in its town and agreed not to increase its proportion of the Council's tax demand for 2023-24. The balance will be taken from the Council's own general reserves, leaving the Council tax for a Band D property in Chepstow to remain at approximately £114.10.

For every £1 spent



To view Town Council's full accounts and audit opinion, please visit www.chepstow.co.uk

Earmarked Reserves

During the budget setting process, funds are earmarked for specific purposes, such as to mitigate specific risks or to build up funds for known or anticipated future expenditure.

Chepstow Town Council's Earmarked Reserves 2022-2023

	Balance at 01/04/22	Net Transfers	Balance at 31/03/23
	£	£	£
Gatehouse and Town Arch	153,666.62	-113,516.28	40,150.34
Old Library	16,276.00		16,276.00
Bulwark Community Centre	75,220.00	-7,263.00	67,957.00
Elections	8,932.00		8,932.00
Staff	23,774.00		23,774.00
Match Funding	16,871.00		16,871.00
Bus Station Toilet	9,054.00		9,054.00
Drill Hall	46,806.19	12,700.00	59,506.19
Hardwick Sports Facility	10,000.00	-5,000.00	5,000.00
Noticeboards	4,156.00		4,156.00
Destination Play Park	9,771.18	97,512.50	107,283.68
Devolved Services	196,662.50	-85,600.00	111,062.50
Cost of Living Emergency	27,721.89	9,175.00	36,896.89
Outstanding Projects 20/21/22	35,498.50	-17,480.00	18,018.50
War Memorials	8,480.00	2,500.00	10,980.00
Tourism Events Post Covid	30,254.23	-17,435.00	12,819.23
Climate Change Projects	39,819.00	18,922.77	58,741.77
Public Toilets Feasibility Study	5,000.00		5,000.00
Place Plan Projects	30,000.00	-200.00	29,800.00
Shopmobility	3,000.00		3,000.00
Tourism & Marketing	0.00	40,000.00	40,000.00
Community Grants	0.00	15,000.00	15,000.00
Total	750,963.11	-50,684.01	700,279.10

In 2022-23 Town Council continued to support local businesses in the town with free hanging baskets and Christmas trees.

Community Grants 2022-2023

The Town Council supported local voluntary and community groups with £93,999.34 worth of grants in 2022-2023:

Citizens Advice Bureau	Revenue Grant	20,950.00
Bulwark Community Centre	Community Contribution	8,000.00
The Palmer Centre	Community Contribution	8,000.00
Drill Hall Management Committee	Community Contribution	8,000.00
Severn Area Rescue Authority	Donation	700.00
Chepstow Town Band	Donation	500.00
Wye Gym & Galaxy Cheerleading	Love to Move programme	4,617.20
Happy Go Lucky Theatre Group	Portable PA and wireless microphones	600.00
Class Act Theatre Company	Scholarship programme	900.00
Chepstow Male Voice Choir	Contribution towards publicity / recruitment	1,500.00
Kre8tive Theatre	Contribution towards training & venue hire	1,000.00
Chepstow Events Team	Nashville Day	2,186.00
Bulwark Community Centre	Annual Insurance due to increases	1,500.00
Drill Hall Management Committee	Annual Insurance due to increases	3,315.00
Voices for the Wye	Theatrical performance	585.50
Friends of Chepstow Library	Newspapers at the Library	500.00
1st Bulwark Scouts	Contribution towards new equipment	1,285.74
Chepstow Round Table	Contribution towards Santa's sleigh repairs	800.00
Chepstow Cricket Club	Match funding for bowling machine	1,375.00
Community Fridge	Annual rent	6,000.00
Friends of The Dell	Planning and design work	8,475.00
Chepstow Festival of Arts	Administration & marketing	6,260.00
Chepstow Youth Provision	Hire of Thornwell Pavillion	6,750.00
Wales Air Ambulance	Donation to Rapid Response Vehicles	200.00

Town Council is looking to extend its events calendar and welcomes applications for grants towards celebrations to be held in the town, particularly by under-represented groups. Grant applications are available from Town Council office or at www.chepstow.co.uk



Chepstow Male Voice Choir supporting The Dell Primary Eisteddfod



Friends of the Library provided daily newspapers for local residents



Friends of the
Dell Park Chepstow



Chepstow Cricket Club



Sir Fynwy
Monmouthshire County

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: CHEPSTOW TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	1,121,453	1,046,294	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	657,551	657,632	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	13,979	23,637	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	129,109	157,678	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	14,606	14,143	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	602,975	539,426	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,046,294	1,016,315	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	33,643	45,192	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	1,027,855	993,368	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	15,205	22,244	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	1,046,294	1,016,315	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,293,615	1,299,582	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	26,667	13,407	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

To view the complete Annual Return
visit www.chepstow.co.uk

Town Maintenance & Amenities

Chepstow Town Council is responsible for maintaining a number of amenities around the town, however these do not include the highways, car parks or bus shelters.

Street Cleansing - We work in partnership with Monmouthshire County Council Monday – Friday and provide operatives for weekend street cleansing in the main shopping areas of Bulwark and the town.

Benches - We currently own and maintain many of the seats and benches situated around the town, some of which have plaques donated in memory of people, for whom Chepstow was a special place.

Dog Bins - We provide 41 dog bins throughout the town which are emptied weekly and we are represented on Monmouthshire County Council's initiative "Give Dog Fouling the Red Card".

Defibrillators - We manage 6 Automated External Defibrillator (AED) units located throughout the Town, all of which are registered on the national defibrillator network 'The Circuit'

Litter Bins - We work in partnership with Monmouthshire County Council to provide litter bins throughout the town

Public Toilets - We manage the public toilets at Thomas Street, Welsh Street Car Park, Tourist Information Centre and the Riverbank. Opening times are 9am—4pm (winter) and 9am—6pm (summer).

CCTV – We work in partnership with Monmouthshire County Council to provide CCTV in the town centre.

Notice Boards - There are 14 notice boards around the town, which are frequently updated to keep residents informed of community events.

War Memorials - We undertake to maintain the War Memorial and War Memorial Gun at Beaufort Square.

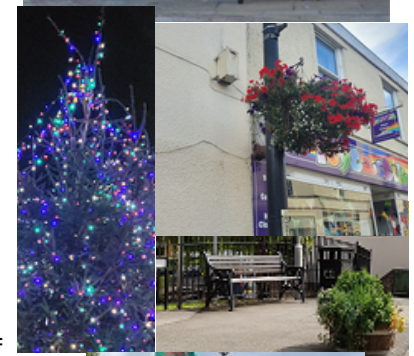
Planters - We are responsible for a number of flower tubs and planters located around the town. These are all planted with permanent bee friendly plants to support the Council's commitment to biodiversity and sustainability

Hanging Baskets - We provide and water some 225 hanging baskets across the town and Bulwark for 16 weeks of the summer.

Christmas Lights - The Christmas tree and lights are switched on for a period of about six weeks from late November into the New Year.

Pop-up shelters - We have 12 pop-up shelters which are hired out, free of charge to local community groups to support them in their events.

Bandstand - Town Council manages the bookings diary for the bandstand.



For further details on any of the above amenities or to enquire about hire of pop-up shelters or the bandstand please email admin@chepstow.co.uk

Monmouthshire County Council (MCC)

Local government structures can often be confusing. Chepstow Town Council is the first level of local government and delivers the most local form of services. Monmouthshire County Council (MCC) is the principal authority and the tier above Chepstow Town Council. It was created following local government re-organisation in 1996 when the former county and district councils were abolished and a single tier of 22 unitary authorities was created to provide all of the main local government services in Wales.

Chepstow Town Council has no jurisdiction over the following services, which are the responsibility of MCC. Any queries should be referred directly to MCC on 01633 644644 or via email to contact@monmouthshire.gov.uk:

Births, Deaths
& Marriages

Building Control

Bus Passes

Car Parks

Community Hubs
& Libraries

Council Tax
& Benefits

Education

Fly Tipping

Footpaths

Furniture &
Large Household
Collections

Housing

Highways

Licensing

Planning &
Enforcement

Playgrounds

Recycling & Waste

Social Services

Transport & Travel

Street Lighting

Trading Standards

Street Cleaning
(Outside of Town Centre)

For more information on the services provided by
Monmouthshire County Council please visit
monmouthshire.gov.uk/services

Our Vision for Chepstow 2022-2027

The new Council's first piece of work was to set out its Vision to make Chepstow a place to live, work and visit. The full document contains ideas and aspirations and is available to view on our website www.chepstow.co.uk. The key highlights from the document are summarised below:

WHAT IS CHEPSTOW?

The green gateway to Wales

A destination for the arts

A town of proud historic significance

OUR VALUES

AMBITION

We will make decisions, lead initiatives and drive funding for projects which are ambitious and put the heart of Chepstow and its people, businesses, and visitors.

INCLUSIVITY

We will work for all residents, of all ages, ethnicities, religion, sexual orientation and members of other diverse and minority groups.

RESPECT

When we promote and develop projects we will consider all views. We will take pride in the projects we create and the change that we lead, for and on behalf of the people, businesses and visitors of Chepstow.

GREEN

We will make decisions and drive changes that create a greener and more sustainable future for Chepstow and its residents, aiming for a Net Zero Chepstow.

WORKING IN CHEPSTOW

We want to work with local businesses to improve the local economy

As an historic market town, local businesses are the foundation of the economic life in Chepstow. We will work to strengthen and sustain the economy by listening to all local businesses.

LIVING IN CHEPSTOW

We want to improve the quality of life for the residents of Chepstow

We want all residents to feel that they live in a vibrant and attractive community, that meets their needs.

VISITING CHEPSTOW

CHEPSTOW IS VISITED BY THOUSANDS OF PEOPLE EVERY YEAR

Chepstow Castle and St Mary's Priory are visitor attractions of major historic significance. The Wye Valley and our riverside are areas of natural significance. By supporting the growth of leisure and hospitality, the arts and music in our town, we can become a cultural and walking destination.

OUR KEY FOCUS AREAS

Transport

Leisure, Learning & Education

Housing

Greening

Infrastructure

Children & Young People

Health & Wellbeing

Retail, Hospitality & Tourism

Arts

Our projects are informed by the Vision and also the following legislation:

The Well-being of Future Generations (Wales) 2015 Act

The Well-being of Future Generations (Wales) 2015 Act provides a duty to act in a manner which *'seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs'*. Chepstow Town Council's Annual Well Being Report for 2022-23 is available at www.chepstow.co.uk

Environment (Wales) Act 2016

Section 6 – Biodiversity and resilience of ecosystems duty. This duty states Councils must *'seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions and in so doing promote the resilience of ecosystems'*.

Section 29 – Emissions, targets and carbon budgets. This places a responsibility on public authorities throughout Wales to work towards the Welsh Government target of reducing carbon emissions by 100% by the year 2050.

HOUSING



What is a Place Plan?

Place Plans were introduced by the Welsh Government as a way of encouraging greater community engagement in local planning decision making. They allow more local knowledge and detail to be added to the Local Development Plan by local communities.

Place Plans can become Supplementary Planning Guidance (SPG) providing further detail on certain policies and proposals in the Local Development Plan (LDP).

Monmouthshire County Council is preparing a Replacement Local Development Plan (RLDP) for the period 2018 to 2033. The RLDP will allocate land for development, designate areas for protection and contain policies to provide the basis for decisions on planning applications.

The Chepstow Place Plan will be prepared alongside the RLDP offering a mechanism for local participation, information and evidence gathering to shape and inform policy development for Chepstow.

Transforming Chepstow

In addition, this year we have worked with Monmouthshire County Council on developing a Transforming Chepstow masterplan which involved community engagement and consultants. The masterplan was adopted by both Monmouthshire County Council and Chepstow Town Council, and the projects within the document can be used to support grant funding applications from Welsh Government and other sources. The transforming Chepstow Masterplan is available at www.chepstow.co.uk

TRANSPORT

We want to see improvements to:

- Access and disabled access to the train station and westbound platform
- Footpaths and cycleways to encourage active travel
- Connectivity between the riverside, Bulwark, the town centre and the top of Chepstow
- Footpaths and Cycleways



We have:

- petitioned Network Rail and Transport for Wales to make Chepstow Railway Station fully wheelchair accessible
- successfully petitioned Gloucestershire District Council to ensure bus services in to and out of Chepstow from surrounding areas were maintained
- walked routes around Chepstow with Monmouthshire County Council officers to identify
 - where improvements could be made to help encourage more walking and cycling
 - where dropped kerbs would aid connectivity across the town for all
- provided Transition Chepstow with an electric bike for residents and visitors to hire and are working with the group to promote this
- worked with Monmouthshire County Council to site two benches along the Wales Coastal Path above Garden City and liaised with Barratt Homes Ltd regarding maintenance of the boundary fence

ARTS

We want to:

- support and promote the annual Arts Festival
- develop an ambitious calendar of seasonal, festive and one-off events, and work with Chepstow Events Team
- support and promote community-led music events at the Bandstand
- continue to assess the need for an asset transfer of the Drill Hall to Chepstow Town Council
- continue to fund the annual Firework Display in November
- continue to fund Bands at the Bandstand during July and August
- assess the need to retain the Old Library, which was temporarily leased out as a storage facility for donated goods to be transported to Ukraine



GREENING



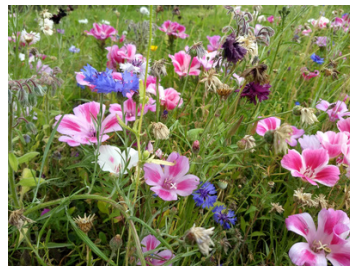
We want to work with land owners to:

- Improve green spaces
- Expand on the number of trees planted
- Create greater biodiversity
- Work with Transition Chepstow to sustain and promote the town's orchards
- Campaign on pollution in the town and rivers



We have worked with community groups to develop new and maintain existing community green spaces at:

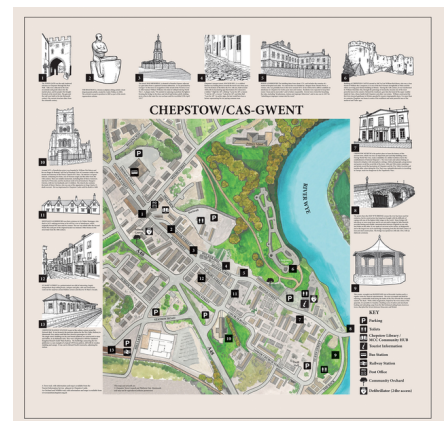
- Welsh Street - new community vegetable raised bed cared for by 1st Chepstow Rainbows and Chepstow Boys and Girls Brigade.
- Community orchards - cared for by Transition Chepstow Orchards Group.
- Thomas Street bus station.
- Bulwark Community space (photo below)



INFRASTRUCTURE

Based on feedback from the public, we will strive to:

- upgrade the toilets in Chepstow Town
- provide benches along the walking routes around Chepstow
- review and improve the aesthetic appearance of public buildings
- improve signage to tourist sites and other facilities



We have:

- undertaken an audit of signage throughout the town with the view to replacing and relocating some of the signs.
- gone out to tender for refurbishment of the Riverbank public toilets, with works due to start in September 2023.

Notable Dates 2022-2023

Remembrance Services

On Friday 11th November 2022 at 11am Chepstow fell silent for the Act of Remembrance at the War Memorial.

On Sunday 13th November 2022 Chepstow Town Band led the annual Remembrance Day parade from Welsh Street car park to the War Memorial, where wreaths were laid, the Act of Remembrance and two minutes' silence took place before the parade continued to St Mary's Priory Church. Both services were conducted by Reverend Philip Averay.



Anzac Day

A short service took place at the War Memorial on Monday 25th April 2022 to mark the anniversary of Australian and New Zealand Army Corps, or ANZAC Day.

Falklands 40

On Tuesday 14th June 2022 a short service of remembrance was held at the War Memorial to commemorate 40 years since the end of the Falklands conflict.

Queen's Platinum Jubilee

Grants were provided to support a full day of entertainment at the Bandstand provided by Chepstow Events Team and residents were encouraged to apply for a maximum £100 contribution towards street parties. Bands on the Bandstand provided entertainment from Thursday 2nd June to Sunday 5th June 2022.



BANDS ON THE BANDSTAND
Jubilee Weekend, 2.30pm - 5pm
Chepstow Riverside Gardens

- THURSDAY 2 JUNE**
GETHIN LIDDINGTON'S GOODKATZ
(Dixieland and Swing)
- FRIDAY 3 JUNE**
SWINGCOPATION
(Chepstow Community Big Band)
- SATURDAY 4 JUNE**
EBBW VALLEY BRASS
(First Section Brass Band)
- SUNDAY 5 JUNE**
LEMON CELLO
(Classic covers)

Free concerts presented by Chepstow Town Council in association with EEsopke Music Services
(Any changes will appear on the Facebook page, 'Chepstow, a great place to...')
Please feel free to bring chairs and picnics!

Bands on the Bandstand

Bands on the Bandstand took place on Sundays during July and August allowing families to meet and enjoy the outdoor entertainment with a picnic.



Proclamation Service



Sadly HM Queen Elizabeth II passed away on 8th September 2022 making her the longest reigning monarch in British history. The Reading of the Proclamation of the accession of King Charles III took place at the War Memorial at 3pm on Sunday 11th September 2022.

A video of this momentous occasion is available to view on Chepstow Town Council's Facebook page - [Chepstow Town Council](#)

Christmas Lights Switch-On

The Christmas Lights Switch-On took place on Friday 25th November 2022. Louise Shenstone, artist was commissioned by the Town Council to hold lantern workshops at the four Chepstow primary schools and Yr 7 at Chepstow School. The finished lanterns were paraded on the night from Welsh Street car park to Beaufort Square via the Town Arch. The weather was kind to us and performances were provided by a very talented young pianist from Ukraine, Chepstow Musical Youth Theatre, Kre8tive Theatre, Class Act Studios, Wydean Gospel Choir, Pembroke Primary School and Chepstow Town Band. The event was supported by Chepstow Round Table, St John Ambulance Cymru - Chepstow/Caldicot and HM Coastguard Chepstow.



Ongoing Projects

The following projects are continuing into 2023-2024:

- Restoration of The Dell drinking water fountain to help reduce single plastic use and provide a wheelchair accessible bottle refill water facility for users of The Dell play park, visitors to the town and residents passing through.
- Supporting Friends of the Dell destination play park.
- Continuing to work with Monmouthshire County Council to improve active travel routes across Chepstow, including installing benches on the Wales Coast Path. Working with community groups who would like to create nature spaces in their own areas.
- Creation of Communications Officer role to promote Chepstow and the Town Council.
- Work with the Drill Hall Management Committee to take the Drill Hall forward as a sustainable business.
- Working in partnership with Monmouthshire County Council to improve play provision for youths in the town during school holidays.
- Refurbishment of Riverbank public toilets and investigate provision for Bulwark.
- New drinking water refill station to be installed at the Riverside.
- Continuing to campaign for improved health services at Chepstow Hospital.
- Councillors for Bulwark and Thornwell are continuing to discuss potential improvements for the area.



The Chepstow 'What's On' guide was reinstated in 2022. If you would like to advertise your event, please email admin@chepstow.co.uk.

Chepstow What's On



March - April 2023

Chepstow Walking Festival 11-16 April



'Castle Creatures' at Chepstow Castle 22 April



'Discovering Hidden Histories' at Chepstow Museum from 18 March



See www.chepstow.co.uk for a digital version or for more details of events

If you would like to advertise an event in the What's On Guide, please send details to admin@chepstow.co.uk or telephone 01291 626370.

Dates for your Diary



21st October 2023: Chepstow Town Council is holding a Potato Festival community event at the Dell, Riverbank and Drill Hall.

1st December 2023: Christmas lights switch-on event and lantern parade in the town.

Meeting Dates 2023-2024

Schedule of Meetings for the Mayoral Year 2023–2024

24th May 2023	6.15pm	PLANNING	7.00pm	COUNCIL
14th June 2023	6.15pm	PLANNING	7.00pm	ENVIRONMENT & AMENITIES
21st June 2023	6.15pm	PERSONNEL	7.00pm	FINANCE
28th June 2023	6.15pm	PLANNING	7.00pm	COUNCIL
12th July 2023	6.15pm	PLANNING	7.00pm	
26th July 2023	6.15pm	PLANNING	7.00pm	COUNCIL
AUGUST – NO MEETINGS				
13th Sept 2023	6.15pm	PLANNING	7.00pm	ENVIRONMENT & AMENITIES
20th Sept 2023	6.15pm	PERSONNEL	7.00pm	
27th Sept 2023	6.15pm	PLANNING	7.00pm	COUNCIL
11th Oct 2023	6.15pm	PLANNING	7.00pm	
25th Oct 2023	6.15pm	PLANNING	7.00pm	COUNCIL
8th Nov 2023	6.15pm	PLANNING	7.00pm	FINANCE
22nd Nov 2023	6.15pm	PLANNING	7.00pm	COUNCIL
6th Dec 2023	6.15pm	PERSONNEL	7.00pm	FINANCE
13th Dec 2023	6.15pm	PLANNING	7.00pm	ENVIRONMENT & AMENITIES
CHRISTMAS - RECESS				
10th Jan 2024	6.15pm	PLANNING	7.00pm	COUNCIL (Budget setting)
24th Jan 2024	6.15pm	PLANNING	7.00pm	COUNCIL
14th Feb 2024	6.15pm	PLANNING	7.00pm	
28th Feb 2024	6.15pm	PLANNING	7.00pm	COUNCIL
13th Mar 2024	6.15pm	PLANNING	7.00pm	ENVIRONMENT & AMENITIES
20th Mar 2024	6.15pm	PERSONNEL	7.00pm	FINANCE
27th Mar 2024	6.15pm	PLANNING	7.00pm	COUNCIL
10th Apr 2024	6.15pm	PLANNING	7.00pm	
24th Apr 2024	6.15pm	PLANNING	7.00pm	COUNCIL
8th May 2024			7.00pm	ANNUAL MEETING

All meetings of the Town Council are open to the public unless excluded by a resolution of the meeting for a particular item which is of a confidential nature or prejudicial to public interest e.g. Contracts of Employment, terms of tenders etc.

Members of the public may address Members prior to the commencement of a meeting on the understanding that the Town Council will not enter into discussion or debate the matter raised, but may, if appropriate agenda the item for discussion at a future meeting.

AGENDAS AND MINUTES OF ALL MEETINGS ARE AVAILABLE ON THE TOWN COUNCIL WEBSITE OR FROM TOWN COUNCIL OFFICE tel 01291 626370 / email: admin@chepstow.co.uk

**Chepstow Town Council welcomes engagement
from all members of the community.**

Everyone



is welcome here

We will work for all residents, of all ages, ethnicities, religion, sexual orientation and members of other diverse and minority groups.

We are committed to promoting good communication and continue to build and maintain open communication lines with the public and the residents of the town.

If you would like this Annual Report in another format, please contact Chepstow Town Council office on 01291 626370 or email admin@chepstow.co.uk



CHEPSTOW TOWN COUNCIL

WWW.CHEPSTOW.CO.UK