

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

16<sup>th</sup> February 2023

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 February 2023 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**

**180. Apologies**

To receive apologies for absence.

**181. 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.

**182. To Suspend Standing Orders**

**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.

**183. Mayoral Announcements**

**184. Minutes**

To approve the [minutes of the ordinary meeting of Full Council held on 25<sup>th</sup> January 2023](#).

**185. Matters Arising**

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

**186. Committees**

**a) Planning and Administration Committee**

- i. To receive [minutes of Planning and Administration Committee meeting held on 25th January 2023](#).
- ii. To receive [minutes of Planning and Administration Committee meeting held on 8th February 2023](#).

**b) Finance, Policy and Audit Committee**

To receive [draft minutes of the Finance, Policy and Audit Committee meeting held on 8<sup>th</sup> February 2023](#) and to note that the Financial Regulations have been adopted with no amendments.

**c) Drill Hall Management Committee (DHMC) / Transition Board (TB)**

- i. To receive and consider the [minutes of the DHMC meeting held on 30<sup>th</sup> January 2023](#).
- ii. To receive an update on any other matters relating to the Drill Hall.

**d) Working Party Updates and Projects**

- i. To receive [updates from the projects list](#) (not detailed below) and consider any recommendations/ next steps.
- ii. **Communications Project**  
To receive and consider the [report](#), prepared by Cllr David Barnes, outlining work undertaken with the University of South Wales to improve and enhance communications, public relations, social media, marketing and website.
- iii. **Friends of the Dell – Destination Playpark**  
To receive an [update](#) following the visit to the architect on 8th February 2023.

**187. Finance**

**a) Bank Reconciliation**

To confirm the [reconciliation of the Council's Bank Accounts](#) at 31<sup>st</sup> January 2023.

**b) Accounts**

To receive and adopt the [Receipts](#) and [Payments](#) for the month of January 2023.

**c) Income and Expenditure**

To receive the [Income and Expenditure account](#) for the month of January 2023.

**d) Boundary change payment**

To note that an amount of £98.50 has been received from St Arvans Community Council which is the proportion of its precept which represents the number of electors who now come under the boundary for Chepstow.

**188. Councillor Vacancy – Chepstow Castle Ward**

To note that there is a casual vacancy for Chepstow Castle Ward following the resignation of Jez Becker. If by 23<sup>rd</sup> February a request for an election to fill the vacancy is made in writing to the Returning Officer at MCC by ten electors from the Castle ward an election will be held before 2<sup>nd</sup> May 2023. If no request for an election is received then the vacancy will be filled by co-optation following the Councils adopted policy.

**189. Summer Playscheme**

To receive an [update](#) on the meeting held with Monlife in regard to the play provision in Chepstow and to confirm payment of the amount allocated in the 2023/24 budget of £20,000 (*LGA 1976 (Misc Prov) s19*).

**190. Chepstow Community Hospital**

To receive an [update in regard to ongoing provision at Chepstow Community Hospital](#) following the meeting held with Ann Lloyd, Chair of the Aneurin Bevan Health Board.

**191. Monmouthshire County Council (MCC)**

**a) Transforming Chepstow**

- i. To receive the [notes from the Steering Group meeting held on 24<sup>th</sup> January 2023](#).
- ii. To receive a verbal update on further works to date.

**192. Consultations**

To consider a response to the following consultations:

- a) [Setting priorities for Llais \(formally the Community Health Council\) in 2023 – 2024 – closing date 28<sup>th</sup> February 2023](#)
- b) [Outdoor Education \(Wales\) Bill – closing date 17<sup>th</sup> March 2023](#).

**193. Correspondence**

- a) To consider the correspondence listed in the [correspondence schedule](#).
- b) To consider the following:
  - i. [Letter from HSBC Bank](#) advising of the closure of the Chepstow branch on 6<sup>th</sup> June 2023;
  - ii. [Letter in regard to the High Street](#) – *NB: this has been forwarded to MCC Regeneration Dept*
  - iii. [Monmouthshire County Citizens Advice Bureau quarterly impact report \(Q3\)](#)

**194. Reports of Representatives on Outside Bodies**

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

**195. Matters Relating to the Public and Urgent Information**

**196. Items for Next Meeting**

**197. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 22<sup>nd</sup> March 2023 at 7.00pm.