

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

17th March 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 March 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

198. Apologies

To receive apologies for absence.

199. 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.

200. 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.

a) To receive representation from Rogue Runs in regard to a New Year's Eve race.

201. Mayoral Announcements

202. Minutes

To approve the [Minutes of the Ordinary Meeting of Full Council held on 22nd February 2023](#).

203. Matters Arising

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

204. Committees

a) Planning and Administration Committee

- i. To receive [Minutes of Planning and Administration Committee meeting held on 22nd February 2023](#).
- ii. To receive [Minutes of Planning and Administration Committee meeting held on 8th March 2023](#).

b) Finance, Policy and Audit Committee

To receive [draft Minutes of the Extraordinary Meeting of Finance, Policy and Audit Committee held on 15th March 2023](#)

c) Personnel Committee

To receive [draft Minutes of the Personnel Committee meeting held on 8th March 2023](#).

d) Environment and Amenities Committee

To receive [draft Minutes of the Environment & Amenities Committee meeting held on 15th March 2023](#).

e) Drill Hall Management Committee (DHMC) / Transition Board (TB)

- i. To receive the [notes from the inaugural meeting of the Transition Board](#) held on 6th March 2023.
- ii. To ratify the decision of the Transition Board for the employment of the Drill Hall Manager.
- iii. To review the existing [Terms of Reference](#) and review its scope for making it the operational body of the Drill Hall.
- iv. To consider the request from the consultant to extend the reporting date for the Business Plan.

f) Working Party Updates and Projects

To receive [updates from the projects list](#) (not detailed below) and consider any recommendations/next steps:

- i. [Warm Hubs](#)
- ii [Communications Working Party](#)

205. Finance

a) Bank Reconciliation

To confirm the [reconciliation of the Council's Bank Accounts at 28th February 2023](#).

b) Accounts

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

c) Income and Expenditure

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

d) Community Grants

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

- i. [Chepstow Cricket Club](#) - £2,750 (*LG (MP) 1976, s19*)
- ii. [Gwent Young Farmers](#) - £1,000 (*LG (MP) 1976, s19*)

e) Donation

To note that a donation of £65.00 has been received from Narcotics Anonymous for use of the meeting room at the Gatehouse and, if appropriate, to consider how to spend this donation.

f) Membership of One Voice Wales

To consider renewal of the annual membership of One Voice Wales at a cost of £2,255.00 (*LGA 1972, 143*).

g) War Memorial plaque

To consider the [report detailing the reasons for replacement of a war memorial plaque](#) at a cost of £804.00 plus VAT (*War Memorials (Local Authorities' Powers) Act 1923, s1: as extended by LGA 1948, s133*).

206. Flag Flying Policy

To review the [Town Council's Flag Flying policy](#).

207. Chepstow Show

To consider having a trade stand at Chepstow Show on Saturday, 12th August 2023 at a cost of £45.00 and arrangements for manning the stand (*LGA 1972, s142*).

208. Communications

To note that there has been a press release in regard to the lottery funding for Bulwark Community Centre, members to consider an appropriate statement to publish detailing its support.

209. Play provision in Chepstow

To consider future play provision in Chepstow and, if appropriate, to agree to entering into a Service Level Agreement with Monmouthshire County Council. Members may wish to consider a Working Party consisting of a member from each ward to take this project forward.

210. Monmouthshire County Council (MCC)

a) Transforming Chepstow

To receive the [completed priority grid of potential projects](#) identified through the Place Plan and Transforming Towns project.

b) You Decide grant

To note the invitation from MCC to discuss the [You Decide grant](#).

c) Community Nature Spaces

To note the [update on the Community Nature Spaces project](#) following additional consultation.

211. One Voice Wales

To consider a response to [One Voices Wales' Training Questionnaire](#) which will plan future training arrangements.

212. Consultations

To consider a response to the following consultations:

- a. Welsh Government - [white paper on the Taxi and Private Hire Vehicle \(Wales\) Bill](#).
- b. Welsh Government - [new registration rules for all bird keepers in Great Britain](#)

213. Independent Remuneration Panel for Wales

To receive the [Annual Report of the Independent Remuneration Panel for Wales](#), note page 10 - 12 is relevant to Town and Community Councils.

214. Correspondence

To consider the correspondence listed in the [correspondence schedule](#) and in addition:

- i. Monmouthshire Citizens Advice Bureau - Cost of Living Crisis briefing being held on Fri 21st April from 10am - 12 noon Old Board School Chepstow – [tickets available here](#).
- ii. Chaos Music and Drama – request for use of Thomas Street meeting room for the storage of costumes for a small monthly fee.
- iii. [20's Plenty](#)
- iv. the request for a memorial plaque on a bench near the bridge at the Riverbank.

215. Reports of Representatives on Outside Bodies

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

216. Matters Relating to the Public and Urgent Information

217. Items for Next Meeting

218. Annual Meeting

To note that the Annual Meeting of Council will be held on Wednesday, 10th May 2023 at 7pm.

219. Date of Next Meeting

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

220. Exclusion of Press and Public

To consider exclusion of the press and public for the discussion of Item 221. Old Library Memorial owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

221. Old Library Memorial Hall

To consider correspondence received from the agent in regard to the proposed lease at the Old Library Memorial Hall – confidential document emailed separately.