

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

21st April 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, 26th April 2023 at 6.45pm** 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

222. Apologies

To receive apologies for absence.

223. 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.

224. 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 Ryan Coleman, Monmouthshire County Council's lead on Tackling Poverty and Inequality, to discuss the Participatory budget for Chepstow.

225. Mayoral Announcements

226. Minutes

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

227. Matters Arising

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

228. Committees

a) Planning and Administration Committee

To receive [Minutes of Planning and Administration Committee meeting held on 12th April 2023](#).

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

- i. To receive the [minutes from the DHMC meeting held on 13th March 2023](#).
- ii. To receive the [minutes from the meeting of the Transition Board held on 3rd April 2023](#).
- iii. To approve the revised Terms of Reference for the DHMC – *to follow*.

c) Working Party Updates and Projects

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

- i. [Communications Working Party](#)
- ii. [Marketing of Chepstow](#)

229. Finance

a) Bank Reconciliation

To note that the year-end process is underway and that the bank reconciliation and supporting reports will be available in June.

b) Accounts

- i. To receive and adopt the [receipts for March 2023](#).
- ii. To receive and adopt the [payments for March 2023](#).

c) Income and Expenditure

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

d) Annual Return for the year ended 31st March 2022

To note that the External Auditor has confirmed that on the basis of their review, in their opinion, the information contained in the [Annual Return](#) is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Note - The Town Council was subject to the three-yearly transaction-based approach to the audit which involved auditors examining the council's accounts and tracing transactions through to source records, confirming the completeness and accuracy of the accounts.

d) Community Grants

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

- i. [Happy Go Lucky Theatre Group](#) £3,150 (LGA 1972, s145)
- ii. [Chepstow Comprehensive School](#) £25,000 (LGA 1972, s137)

e) Dog Bin Request

To consider the following requests for a dog bin to be installed:

- i. Near Restway Walk, opposite The Palmer Centre
- ii. Thornwell Rugby Club, far end of field

Purchase price per bin is £179.00 plus VAT and emptying costs of £7.00 per week. Budget available of £800 (*Litter Act 1983, s5,6*).

f) GWR Customer and Community Improvement Fund 2023/24

To consider a funding application to the [GWR Customer and Community Improvement Fund 2023/24](#) for a feasibility study to be undertaken on an electric bike scheme in Chepstow.

230. Free School Meals

To receive and consider the [information provided](#) by Cllr Perkins in regard to the provision of free school meals in Wales.

231. Rogue Runs

To consider the request to support Rogue Runs on 31.12.23.

232. Town Council Planters

To consider the [report detailing locations and condition of the Town Council planters](#) and considerations for ongoing maintenance.

- 233. Play provision in Chepstow**
To receive a verbal update on discussions held in regards to play provision in Chepstow.
- 234. King's Coronation**
To receive a [report detailing Town Council event arrangements](#) and grant uptake.
- 235. Annual Events**
To receive and consider the [report detailing works to date.](#)
- 236. Old Library Lease**
To note that as requested an annual break-clause will be included in the new lease. Members to consider delegating authority to the Planning and Administration Committee to approve any requests from the tenant to install any temporary internal structures to separate work space.
- 237. Monmouthshire County Council (MCC)**
- a) Transforming Chepstow**
To receive a verbal update following the meeting held on 25th April 2023.
- b) Public Spaces Protection Order**
To consider [correspondence received in regard to dogs on leads and dog exclusion areas](#) for Chepstow.
Note – Chepstow Town Council does not own any land therefore this is for information and to gauge support for the scheme.
- 238. Consultations**
To consider a response to the following consultations:
a. Penn Review response (Local Authority Ethical Standards Framework and Code of Conduct) - [Recommendations of the Independent Review of the Ethical Standards Framework \(Richard Penn report\) | GOV.WALES](#)
- 239. Correspondence**
To consider the correspondence listed in the [correspondence schedule](#) and in addition:
i. [letter from resident in regard to working with the Town Council as part of a dissertation.](#)
ii. [UK Emergency Alert System test Sunday 23rd April 2023 at 3pm - circulated](#)
iii. [Racecourse event letter](#)
iv. [Mind Monmouthshire update for Chepstow](#) – October 2022 to March 2023
- 240. Reports of Representatives on Outside Bodies**
To receive verbal reports from Members who have attended meetings as a nominated representative of the Town Council.
- 241. Matters Relating to the Public and Urgent Information**
- 242. Items for Next Meeting**
- 243. Date of Next Meeting**
To confirm arrangements for the Annual Meeting to be held on Wednesday 10th May 2023 at 7.00pm.
- 244. Exclusion of Press and Public**
To consider exclusion of the press and public for the discussion of Item 245. Annual Insurance renewal and 246. Job Evaluation owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 245. Annual Insurance Renewal**
To consider the confidential report in regard to the Town Councils annual insurance renewal.
- 246. Job evaluation**
To consider the confidential report in regard to the Job Evaluation as recommended by the Town Council's Internal Auditor.