

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

20th January 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, 25th January 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

162. Apologies

To receive apologies for absence.

163. 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.

164. To Suspend Standing Orders

a) 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.

b) Bulwark Community Centre – to discuss the [funding request for a Projects Manager](#).

c) Chepstow Festival of Arts – to discuss its Community Grant application.

d) Chepstow Youth Provision – to discuss its Community Grant application.

165. Mayoral Announcements

166. Minutes

a. To approve the [minutes of the ordinary meeting of Full Council held on 23rd November 2022](#).

b. To approve the [minutes of the extraordinary meeting of Full Council held on 17th January 2023](#).

167. Matters Arising

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

168. Committees

a) Planning and Administration Committee

i. To receive the [minutes of the Planning and Administration Committee meeting held on 23rd November 2022](#).

ii. To note that the meeting on 14th December 2022 was inquorate.

iii. To receive the [minutes of the Planning and Administration Committee meeting held on 21st December 2022](#).

iv. To receive the [draft minutes of the Planning and Administration Committee meeting held on 11th January 2023](#).

- v. To consider and, if appropriate, approve [the response to Monmouthshire County Council's Replacement Local Development Plan](#).
- vi. To note that there is a vacancy on the committee following the resignation of Cllr Dale Rooke and to consider Councillor nomination.

b) Consultative Committee

To receive the [draft minutes of the Consultative Committee meeting held on 7th December 2022](#).

c) Environment & Amenities Committee

To receive the [draft minutes of the Environment and Amenities Committee meeting held on 11th January 2023](#).

d) Drill Hall Management Committee (DHMC) / Community Asset Transfer Working Group

- i) To receive and consider the [minutes of the DHMC meeting held on 14th November 2022](#).
- ii) To receive and consider the [minutes of the DHMC meeting held on 4th January 2023](#).
- iii) To receive the [notes from the meeting held on 12.12.22](#) in regard future governance.
- iv) To consider, and if appropriate approve:
 1. the [proposal for future governance arrangements and Terms of Reference](#) for the Transition Board at the Drill Hall.
 2. nomination of 4 Councillors to the Transition Board and agree a date of the first meeting.
 3. the [job description for the role of Drill Hall Manager](#), to agree the advertising strategy and interview panel made up of 2 Councillors and 2 Drill Hall members from the Transition Board.

e) Working Party Updates

- i. To receive [updates from the specific projects list](#) and consider any recommendations/next steps.
- ii. To receive verbal update and consider any recommendations/next steps from the Annual Events meeting with stakeholders held on 18th January 2023.

169. Finance

a) Bank Reconciliation

- i. To confirm the [reconciliation of the Council's Bank Accounts at 30th November 2022](#).
- ii. To confirm the [reconciliation of the Council's Bank Accounts at 31st December 2022](#).

b) Accounts

- i. To receive and adopt the [Receipts and Payments for the month of November 2022](#).
- ii. To receive and adopt the [Receipts and Payments for the month of December 2022](#).

c) Income and Expenditure

To receive the [Income and Expenditure account for the month of December 2022](#).

d) Council Tax Precept 2023/2024

To note that the precept request of £657,533 has been submitted to Monmouthshire County Council and that the tax base for 2023/24 is £5,762.54 resulting in a Band D charge of £114.10.

e) Community Grant Application Form

To consider [community grant report](#) and applications from:

- i) [Chepstow Festival of Arts](#) - £6,260 (*LGA 1972, s144*).
- ii) [Chepstow Youth Provision](#) - £13,500 (*LGA 1976 (misc prov) s19*).

f) Bulwark Community Centre

To consider the [report for additional funding required by Bulwark Community Centre](#) to support the costs of a project manager to oversee the DDA refurbishment.

g) Monmouthshire County Council (MCC) and Town Council Grounds Maintenance Partnership Agreement 2023 – 2024

To note the [annual cost from MCC to supply and manage the Town Crew for 2023/24](#) of £115,705.05 against a budget agreed of £130,000 (*Litter Act 1983, s5,6*).

h) Dog Bin request

To consider a request received to install an additional dog bin near to the slip ways at Brunel Quarter at a cost of £208.00 plus VAT, delivery costs of £18.95 and emptying costs of £6.50 per week *Litter Act 1983, s5,6*). Funding would be from general reserves as the budget for 2022/23 is fully allocated.

i) Donation from the Thursday Fellowship

To note correspondence from the Chepstow Thursday Fellowship enclosing a donation of £200.00 for use of the meeting room at the Gatehouse and, if appropriate, to consider how to spend this donation.

j) Chepstow Agricultural Society

To note [correspondence from Chepstow Agricultural Society](#) and consider renewal of the Town Council's membership for 2023/24.

170. Summer Playscheme

To receive the [update from MonLife on the enhanced direction for play](#), the [full play report from the Summer 2022 provision](#) and [individual report for Chepstow](#). Members to consider the reports and invitation to meet with officers to discuss the scheme for 2023.

171. Community Orchards

To consider the confidential report which details the ongoing costs for officer time to provide administration support from the Town Council (*deferred from FC 23.11.22 min ref 147*).

172. Healthcare

To note that Ann Lloyd, Chair of the Aneurin Bevan Health Board, has agreed to meet with the Council at the Community Hospital to discuss current provision, date to be agreed and discussion around additional ways forward.

173. Monmouthshire County Council (MCC)

a) Transforming Chepstow

To receive a verbal update on the Transforming Towns project following the meeting on 24th January 2023.

b) Cenotaph

To consider the response from MCC in regard to additional handrails at the Cenotaph *"If this is a one-off incident and unless highlighted as a particular risk then we would avoid putting up un-necessary barriers within the town. However, MCC highways would be happy to receive further information and also suggestions from the Town Council in order that further consideration can be given to this matter in the New Year"*.

174. Welsh Government Consultations

To consider a response to the following consultations:

a) [Public commemoration in Wales: guidance for public bodies](#)

175. Correspondence

a) To consider the correspondence listed in the [correspondence schedule](#).

b) To consider [correspondence in regard to Halls Together in Monmouthshire](#).

176. Reports of Representatives on Outside Bodies

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

177. Matters Relating to the Public and Urgent Information

178. Items for Next Meeting

179. Date of Next Meeting

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