

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

4<sup>th</sup> May 2023

Dear Councillor

You are hereby summoned to attend the **Annual 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, 10th May 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**

- 1. Apologies**  
To receive apologies for absence.
- 2. Declarations of Interest**  
To receive Declarations of Interest [\*\(form attached\)\*](#) for completion and return to the office.
- 3. Election of Chairman**  
To elect a Town Mayor for the year 2023/2024.
- 4. Installation of Town Mayor**  
To receive the Town Mayor's Declaration of Acceptance of Office.
- 5. Presentation of Past Mayor's Badge**  
Mayor to present the Past Mayor's Badge to the outgoing Mayor.
- 6. Past Mayor's Address**  
Cllr Margaret Griffiths to address Town Council on the past Mayoral Year.
- 7. Election of Deputy Town Mayor**  
To elect a Deputy Town Mayor for the year 2023/2024.
- 8. Installation of Deputy Town Mayor**  
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.

## 9. To Appoint Representatives to Outside Bodies

To review representation on external bodies and nominate representatives:  
([Membership for 2022 – 2023 attached for information](#))

Air Quality Steering Group: Open forum – all Councillors to be involved	
Aneurin Bevan Community Health Council	(1)
Bulwark Community Centre Management Trust	(5)
Bulwark Senior Citizens Committee	(1)
CCTV User Group	(2)
Chepstow Chamber of Commerce and Tourism	(1)
Chepstow/Cormeilles Twinning Association - <i>Town Mayor</i>	(1)
Chepstow Fair Trade Forum	(1)
Chepstow Priory Friends	(1)
Drill Hall Management Committee	(7)
Keep Chepstow Tidy	(1)
Minor Authority School Governors: ( <i>For information only as appointed for term of Council</i> )	
• Pembroke Primary	(1) Cllr Martin Perkins
• St Mary's RC School	(1) Cllr H Livsey-Jones
• The Dell School	(1) Cllr S Ashby
• Thornwell School	(1) Cllr T Griffiths
Monmouthshire Citizens Advice Bureau – Observer	(1)
Montague Almshouses ( <i>no reports 2022/23</i> )	(1)
Oldbury and Berkley Power Stations Community Liaison Council	(1)
One Voice Wales	(1)
Public Service Board	(1)
Palmer Centre	(1)
Primary Healthcare Exploratory Group	(3)

## 10. Schedule of Meetings for the Mayoral Year 2022-2023

To agree the proposed [Schedule of Meetings for the Mayoral Year 2023-2024](#).

## 11. Committee and Working Party Membership

- i) To review and if appropriate adopt the [Terms of Reference and Scheme of Delegation](#)
- ii) To appoint Members to each of the following Committees:  
([Committee Membership for 2022–2023 attached, for information](#))
  - a) Personnel Committee (for the duration of this Council) (7)
  - b) Planning and Administration Committee (7)
  - c) Environment & Amenities Committee (7)
  - e) Complaints Committee (7)
  - f) Finance, Policy and Audit Committee (7)
- iii) To appoint Members to each of the following Working Groups:  
([Working Group Membership attached for 2022–2023, for information](#))
- iv) To appoint Councillors' responsibilities for specific projects for 2023 - 2024  
([Current list is attached, for information](#))

**12. Town Mayor's Civic Protocol**

To confirm the [Town Mayor's Civic Protocol including a review of the Civic guest list](#).

**13. Minutes**

To approve the [minutes of the Ordinary Meeting of Council held on 26th April 2023](#) - Mayor to sign the Minutes.

**14. Community Contributions**

To confirm the following Community Contributions for which a budgetary provision for the amounts detailed were approved under the budget setting process at the Finance Policy and Audit Committee on 9th November 2022 and adopted by Full Council on 23<sup>rd</sup> November 2022:

- (i) Bulwark Community Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) The Palmer Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (iii) Drill Hall Management Committee** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (iv) Chepstow Citizens Advice Bureau** - £20,950 under the provisions of s142 (2A) Local Government Act 1972
- (v) Chepstow Town Band** - £500 towards the Summer Music School, under the provisions of s145 Local Government Act 1972
- (vi) Severn Area Rescue Association (SARA)** - £700, under the provisions of s234 Public Health Act 1936.

**15. Independent Remuneration for Wales**

To consider the [report for payments to Members of Community and Town Councils](#).

**16. Date and Time of Next Meeting**

To confirm that the next Ordinary Meeting will be held on Wednesday 24<sup>th</sup> May 2023 at 7.00pm at The Gatehouse, High Street, Chepstow and via Zoom remote meetings.