

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

19th May 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, 24th May 2023 at 7pm** 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

17. Apologies

To receive apologies for absence.

18. 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.

19. 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.

20. Mayoral Announcements

21. Minutes

To approve the [Minutes of the Annual Meeting of Full Council held on 10th May 2023](#).

22. Matters Arising

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

23. Committees

23.1 Planning and Administration Committee

- a) To receive [Minutes of Planning and Administration Committee meeting held on 28th April 2023](#).
- b) To receive [draft Minutes of Planning and Administration Committee meeting held on 17th May 2023](#).

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

- a) To receive the [minutes from the DHMC meeting held on 24th April 2023](#).
- b) To receive the [minutes from the Transition Board meeting held on 25th April 2023](#).

- c) To consider the [draft Memorandum of Understanding between the Town Council and the Charity Incorporated Organisation](#), including the proposed grant of £17,000 for 2-years to be used as match funding for grant applications.

23.3 Bulwark Community Centre Management Trust

To note that since 2013 five Councillors have been nominated to be representatives on the Bulwark Community Centre Management Trust and this should only be four. Members to consider removing one member from those nominated currently: Cllrs Badderley-Potter, Barnes, Livesey-Jones, MacTaggart and Rooke.

24. Working Party and Project Updates

To receive updates from working parties and project groups and, if appropriate, agree any recommendations/next steps:

24.1 Campaigning on Chepstow medical services

To note that a meeting has been arranged for 9.30am on 9th June 2023 at Community Hospital for a get together with Trisha Edwards, Head of Service Monmouthshire Borough, Primary Care & Community Division, Aneurin Bevan University Health Board - [Agenda attached](#).

24.2 Bulwark and Thornwell projects for 2024/25 budget

To formally adopt the working group Bulwark and Thornwell projects for 2024/25 budget.

24.3 Communications including development of existing website and wider social media usage

- a) To receive the [notes of the Communications Working Party held on 3rd May 2023](#).
- b) To receive and consider the [report on the Town Council's website provision](#).
- c) To receive and consider the business case for the employment of a Communications Officer – *to follow*.

24.5 Meeting / Warm Space

To receive and consider the [report on available meeting and warm space across Chepstow](#).

24.6 Play Provision

- a) To receive a [report from Monlife detailing the current provision in Chepstow](#) and consider the next steps.
- b) To consider a [report regarding a pilot scheme for teenage play provision in Chepstow](#).

25. Finance

25.1 Community Grants

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

- a) [Happy Go Lucky Theatre Group](#) £3,150 (LGA 1972, s145) deferred from the meeting on 26.4.23 requesting additional information.
- b) [1st Chepstow Boys and Girls Brigade](#) £800 (LGA 1972, s145)

26. Vision Document

To undertake a review of the [Vision document](#).

27. Town Council Event – Potato Festival

To consider the [report](#) and recommendations in regard to the Town Council holding a Potato Festival.

28. Flag Flying at the Gatehouse

To consider the continuous flying of the Ukraine Flag at the Gatehouse following the decision made at the Full Council meeting on 23rd November 2023, minute ref 148.

29. Chepstow What's On

To consider the request from a resident who has set up a Facebook page "Chepstow What's On" to be allowed to continue using the same name as the Town Council's paper copy.

30. Monmouthshire County Council (MCC)

30.1 Transforming Chepstow

a) To receive the [notes of the meeting held on 26th April 2023](#).

b) To consider adoption of the [final Transforming Towns Masterplan](#).

c) To consider the confidential report on the Business Improvements Grants – *sent separately*.

30.2 Meeting with County Councillor Mary-Ann Brocklesby

To receive a verbal report on the meeting held with the Leader of MCC, County Councillor Mary-Ann Brocklesby held on 12th May 2023.

31. One Voices Wales

31.1 To consider [Motions for the 2023 Annual General Meeting](#), noting the guidelines.

31.2 To consider attendance at the [Innovative Practice Conference](#) on 5th July 2023.

32. Correspondence

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

32.2 To consider [correspondence from 1st Bulwark Guides regarding Safe Places in Chepstow](#).

33. Reports of Representatives on Outside Bodies

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

a) To note written report re: [Oldbury & Berkeley Power Station Community Liaison Council](#).

34. Matters Relating to the Public and Urgent Information

35. Items for Next Meeting

36. Date of Next Meeting

To confirm arrangements for the Annual Meeting to be held on Wednesday 28th June 2023 at 7.00pm.