

3<sup>rd</sup> November 2023

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Finance, Policy and Audit Committee** of Chepstow Town Council to be held in the Council Chamber and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 8th November 2023 at 7.00pm** for the purpose of transacting the following business:

*Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct*

*Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.*

Yours faithfully



TOWN CLERK

**34. Apologies**

To receive apologies for absence

**35. Declarations of Interest in Items on the Agenda**

**36. To Suspend Standing Orders**

**36.1 Public Open Forum (15 minutes at the discretion of the Chair)**

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.

**37. Minutes**

**37.1** To receive the [minutes of the Finance, Policy and Audit Committee Meeting held on 21st June 2023](#).

**37.2** To receive the [minutes of the extraordinary meeting of the Finance, Policy and Audit Committee Meeting held on 20th September 2023](#).

**38. Matters Arising**

To report [matters arising from the minutes](#), not on the Agenda, *for information only*

**39. Schedule of Charges**

To consider the [Schedule of Charges](#) and make any amendments.

**40. Flag Flying Policy**

To review the [flag flying policy](#).

**41. Publication Scheme**

To review the [Town Council's publication scheme](#).

**42. Community Grants**

**42.1** To undertake a review of the [Small Grants Application Form](#) and, if appropriate, agree a maximum amount that can be applied for under this scheme.

- 42.2 To consider the [community grant report](#) and application from:  
a) [Community Fridge](#) £5,000 LGA 1972, s137
43. **Christmas Switch On**  
To consider the quote received for the provision of a stage for the Christmas Switch On event on 1<sup>st</sup> December 2023 (LGA 1972, s145) – *confidential quote sent separately*
44. **Half year budget monitoring to end September 2023**  
a) To note the financial position on the half year budget monitoring in respect of the current financial year 2023/24 – *to follow*  
b) To consider the [Clerk's report](#) detailing community contribution requests for the financial year 2024/25.  
c) To consider other budget requirements, including potential projects, prior to a full review at the meeting in December.
45. **Summer playscheme**  
To approve the payment to Monmouthshire County Council on receipt of invoice for £20,000 for the summer playscheme 2023 (LG (MP), 1976, s19).
46. **Old Library**  
To consider [correspondence](#) received from the tenant at the Old Library.
47. **Hybrid enhancement**  
To receive a verbal update from the Clerk in regard to hybrid facilities in the Chamber.
48. **Rent Lease Review**  
To consider the [Clerk's report](#) detailing Town Council's Lease arrangements.
49. **Adoption of phone box and defibrillator installation**  
To consider the purchase of a defibrillator for installation in the phone box on Thornwell Road, approximate costs £1,100 (*There is no budget therefore funding will be from General Reserves - Public Health Act 1936, s234*)
50. **Shop Windows**  
To consider decoration of the empty shop windows and to allocate funding to this project.
51. **Items for Next Meeting**
52. **Date of Next Meeting**  
The next ordinary meeting of the Finance, Policy and Audit Committee will take place in the Council Chamber and via Zoom at 7.00pm on Wednesday, 6<sup>th</sup> December 2023.