

30th December 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 on **Wednesday 6th December 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

53. Apologies

To receive apologies for absence

54. Declarations of Interest in Items on the Agenda

55. To Suspend Standing Orders

55.1 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.

56. Minutes

To approve the [minutes of the Finance, Policy and Audit Committee Meeting held on 8th November 2023](#).

57. Matters Arising

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

58. Financial Plan and draft revenue budget 2024/2025

To consider the [Financial Plan and draft revenue budget for 2024/25](#).

59. Old Library Memorial Hall

To consider [correspondence received from the tenant at the Old Library regarding financial support for works to improve the building](#).

60. War Memorial Plaque

To consider the request for the old plaque from the war memorial (replaced earlier this year with correct dates) to go to family of one of the named soldiers.

61. Defibrillator

To note that the defibrillator located in the phone box at Denbigh Drive has been removed, presumed used for an emergency incident. Despite contacting the local co-ordinating team there has been no success in tracking the unit down. Members to consider the purchase of a new defibrillator at a cost of £1,100 (Public Health Act 1936, s234).

62. Community Grants

To consider the [revised Community Grant awarding policy](#).

63. Interim Internal Audit

To note that the interim internal audit was completed on 23rd November 2023, Members to receive and consider the following:

- a. [Cover letter](#)
- b. [Observations](#)
- c. [Summary](#)

64. Items for Next Meeting

65. 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, 20th March 2024.