


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

2<sup>nd</sup> May 2024

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, 8th 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 2024/2025.
- 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 2024/2025.
- 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:

[\(Membership for 2023-2024 attached, for information\)](#)

Bulwark Community Centre Management Trust	(4)
Bulwark Senior Citizens Committee	(1)
CCTV User Group (MCC)	(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)
Give Dog Fouling the Red Card (MCC)	(1)
Keep Chepstow Tidy	(1)
Minor Authority School Governors: <i>(For information only as appointed for term of Council)</i>	
• Pembroke Primary School	(1) Cllr Martin Perkins
• St Mary's RC Primary School	(1) Cllr T Griffiths
• The Dell Primary School	(1) Cllr S Ashby
• Thornwell Primary School	(1) Cllr T Griffiths
• Ysgol y Ffin	(1) Cllr M Griffiths
Monmouthshire Citizens Advice Bureau – Observer	(1)
Montague Almshouses <i>(no reports 2023/24)</i>	(1)
Oldbury and Berkley Power Stations Community Liaison Council	(1)
One Voice Wales	(2)
Palmer Centre	(1)
Primary Healthcare Exploratory Group	ALL

## 10. Schedule of Meetings for the Mayoral Year 2024-2025

To agree the proposed [Schedule of Meetings for the Mayoral Year 2024-2025](#).

## 11. Committee and Working Party Membership

- i) To review and if appropriate adopt the [Terms of Reference and Scheme of Delegation](#).
- ii) To note appointments to Personnel Committee are *for the duration of this Council*
- iii) To appoint Members to each of the following Committees: [\(Committee Membership for 2023-2024 attached, for information\)](#)
  - a) Planning and Administration Committee (7)
  - b) Environment & Amenities Committee (9)
  - c) Finance, Policy and Audit Committee (9)
  - d) Complaints Committee (7)
  - e) Drill Hall Committee (7)

- iv) To appoint Members to each of the following Working Groups:  
([Working Group Membership 2023-2024 attached](#), for information)
- v) To appoint Councillors' responsibilities for specific projects for 2024 - 2025  
([2023-2024 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. 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 6<sup>th</sup> December 2023 and adopted by Full Council on 10<sup>th</sup> January 2024:

- (i) **Bulwark Community Centre** - £12,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) **The Palmer Centre** - £12,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (iii) **Drill Hall** - £12,000 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)** - £1500, under the provisions of s234 Public Health Act 1936.

## 14. Date and Time of Next Meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 22<sup>nd</sup> May 2024 at 7.00pm at The Gatehouse, High Street, Chepstow and via Zoom remote meetings.