

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

23rd June 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, 28th June 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

37. Apologies

To receive apologies for absence.

38. 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.

39. 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.

40. Mayoral Announcements

41. Minutes

To approve the [Minutes of the ordinary Meeting of Full Council held on 24th May 2023](#).

42. Matters Arising

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

43. Committees

43.1 Planning and Administration Committee

a) To receive the [Minutes of Planning & Administration Committee meeting held on 24th May 2023](#).

b) To receive the [draft Minutes of Planning & Administration Committee meeting held on 14th June 2023](#).

43.2 Environment and Amenities Committee

a) To receive [draft Minutes of Environment and Amenities Committee meeting held on 14th June 2023](#).

b) Members to consider the following items deferred from the meeting:

- i. Give Dog Fouling the Red Card - To consider nomination for a representative to the Give Dog Fouling the Red Card initiative (min ref 8.2).
- ii. Wassail/Mari Lywd – To note that a working party has been set up to research the possibility of holding a Wassail/Mari Lywd in 2024/5 and the request for additional Members to be a part of this group (min ref 9).
- iii. Transition Chepstow – To consider the request from Transition Chepstow Transport Group for a nominated Councillor to be a representative to the group in order to share knowledge and develop projects of common interest (e.g. e-bikes and walking routes for Chepstow). The group meets via Zoom, usually the first Tuesday of each month (min ref 10).

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

- a) To receive the [Minutes of the Transition Board meeting held on 26th May 2023](#).
- b) To consider the [revised draft Memorandum of Understanding](#) between the Town Council and the Charity Incorporated Organisation.
- c) To welcome Mike Turner, the Drill Hall Manager, to the meeting and consider his report on operation and challenges – *confidential report emailed separately*.
- d) To receive a verbal update on the status of the renewal of the lease following a meeting with Monmouthshire County Council (MCC) Estates Department and its Solicitor.

43.4 Working Party and Project Updates

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

- a) Campaigning on Chepstow Medical Services
To receive a verbal update on the meeting held at Chepstow Hospital on 9th June 2023.
- b) Play Provision
To receive a verbal update on work carried out to date for the provision of afternoon board games

44. Finance

44.1 Bank Reconciliation

To confirm the reconciliation of the Council's Bank Accounts at:

- a) [30th April 2023](#)
- b) [31st May 2023](#).

44.2 Accounts

To receive and adopt:

- a) [Receipts](#) and [Payments](#) for the month of April 2023.
- b) [Receipts](#) and [Payments](#) for the month of May 2023.

44.3 Income and Expenditure

To receive the [Income and Expenditure account for the month of June 2023](#).

44.4 Annual Governance Statement and Statement of Accounts for Year End 2023

- a) To consider the recommendation of Finance, Policy and Audit Committee 21.6.23 (min ref 10) to approve the Annual Governance Statement / Checklist for the Financial Year End (page 2 of the Annual Return)
- b) To receive [Statement of Accounts](#).

44.5 Year End Accounts and Annual Return

To receive [Year End Accounts \(page 1\) and sign the Annual Return \(page 3\)](#) for the year ending 31st March 2022.

44.6 Plaque to commemorate the Granting of the Freedom of the Town to the Rifles in 2011 and the work of former Mayor Henry Hodges in Chepstow

To consider [correspondence](#) and, if appropriate, approve the costs of £250.00 to commission the plaque (*LGA 1972, s137*).

44.7 Member Remuneration

To consider when and how the payments are made and whether they are paid monthly, yearly or otherwise. In addition to consider and state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

45. Annual Well-Being Report to the Public Service Board

To receive and consider the [Annual Well Being Report for 2022 - 2023](#) to be submitted to the Public Service Board (*Well-being of Future Generations (Wales) 2015*).

46. Expanding the Annual Events Calendar

To consider the [report and recommendations](#), which detail ways of expanding the annual events calendar to cover the diverse community in which we live.

47. Thornwell School caretakers building

To consider writing to County Councillor Rachel Garrick, Cabinet Member for Resources, requesting the transfer of ownership of the Caretaker's building and associated services.

48. One Voices Wales

To receive the [agenda for the Innovative Practice Conference on 5th July](#) and consider attendance at a cost of £60 per delegate (*LGA 1972, 111*)

49. Correspondence

- a) To consider the correspondence listed in the [correspondence schedule](#), and in addition:
- b) Monmouthshire County CAB – [number of clients helped from Chepstow area in the last financial year](#), along with the key issues and income gain.
- c) Ramblers – to consider [correspondence](#) regarding the opportunity to develop the tools and training needed to identify and design new local walking routes and enhance and upgrade existing ones.
- d) Welsh Government – [invitation to a 'Get ready for 20mph' virtual summit on Monday 3rd July](#).
- e) Fairtrade – to consider [correspondence requesting Town Council support of Fair Trade](#) in its application to continue to be recognised as a Fairtrade Town/Community.

50. Reports of Representatives on Outside Bodies

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

51. Matters Relating to the Public and Urgent Information

52. Items for Next Meeting

- Attendance from County Councillor Mary Ann Brocklesby, Leader of MCC and Paul Matthews, Chief Executive Officer, MCC

53. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 26th July 2023 at 7.00pm.