

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

21st July 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, 26th July 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

54. Apologies

To receive apologies for absence.

55. 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.

56. 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.

- a) To receive County Councillor Mary Ann Brocklesby, Leader of MCC and Paul Matthews, Chief Executive Officer, MCC.

57. Mayoral Announcements

58. Minutes

To approve the [Minutes of the ordinary Meeting of Full Council held on 28th June 2023](#).

59. Matters Arising

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

60. Committees

60.1 Planning and Administration Committee

- a) To receive [Minutes of Planning & Administration Committee meeting held on 28th June 2023](#).
- b) To note that the meeting of the Planning & Administration Committee meeting on 12th July 2023 was inquorate.

60.2 Personnel Committee

- a) To receive [draft Minutes of Personnel Committee meeting held on 21st June 2023](#).

- b) To receive [draft Minutes of the Personnel Committee meeting held on 12th July 2023](#). Members to consider, and if appropriate, approve the following recommendations:
- i. That the job advert, [job description and person specification](#) are approved for the role of Communications Officer;
 - ii. That this role be included in the job evaluation process, due to commence during recess, to enable it to be formally bench marked against other officer roles at an additional cost of £90 bringing the total cost to £810 (*min ref 246 26.4.23*);
 - iii. That the final decision on Salary Scale Point and grade be deferred to the Chair of the Personnel Committee and Clerk provided it remains within the budget allocated;
 - iv. That, subject to the above, the role be advertised at the beginning of September.

60.3 Finance, Policy and Audit Committee

To receive [draft Minutes of Finance, Policy and Audit Committee meeting held on 21st June 2023](#).

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

- a) To receive the [Minutes of the DHMC meeting held on 27th June 2023](#).
- b) To receive the [Minutes of the Transition Board meeting held on 26th June 2023](#).
- c) To ratify the recommendation to request Monmouthshire County Council (MCC) draws up a draft Heads of Terms of a new lease between Chepstow Town Council (CTC) and MCC to allow underlet to the Drill Hall Charity Incorporated Organisation.

60.5 Working Party and Project Updates

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

a) Play Provision

To receive a verbal update on work carried out to date for the provision of afternoon board games.

b) Diversity Working Group

To receive and consider [correspondence from a resident](#) regarding equality, diversity and inclusion.

c) Supporting Friends of the Dell destination play park

To receive a verbal update following the meeting held on Friday, 30th June 2023.

d) Refurbishment of the Riverbank Public Toilets

To consider the recommendations in the confidential report emailed separately to Members.

e) Chepstow Spud Fest

To receive an update on progress to date and to confirm attendance from Councillors on Saturday, 21st October 2023.

61. Finance

61.1 Bank Reconciliation

To confirm the [reconciliation of the Council's Bank Accounts at 30st June 2023](#).

61.2 Accounts

To receive and adopt the [Receipts](#) and [Payments](#) for the month of June 2023.

61.3 Income and Expenditure

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

61.4 Community Grant applications

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

- a) Monmouthshire County Citizens Advice Bureau - £21,339 (LGA 1972, s142)

b) Chepstow School - £25,000 (LGA 1972, s137) – see [additional report following meeting](#)

c) [Chepstow Women's Institute \(WI\)](#) - £200.00 – (LGA 1972, s144)

61.5 Road Closure training – Signing, Lighting and Guarding (SLG 01)

To consider and, if appropriate, agree to attending a one-day SLG 01 course to enable the formal closure of the High Street for events at a cost of £145 + VAT per person, maximum of 8 per course (LGA 1972, s144).

61.6 Fire Door closers

To consider and, if appropriate, approve the purchase of 2 Hold-Open Fire Door retainers for use in the Gatehouse as recommended by the recent Health and Safety audit. Cost per item is £91.66 plus VAT (LGA 1972, s111).

62. Annual Report 2022 – 2023

a) To consider, and if appropriate, approve the [Annual Report 2022 – 2023](#).

b) To consider printing and delivering a copy of the Annual Report 2022 - 2023 to all households in Chepstow at an approximate cost of £3,500 for printing 4300 copies and Royal Mail Door to Door delivery (LGA 1972, s142).

63. Advertising and Promotion

To consider the [report to purchase a number of Town Council promotional items](#) for use at events, namely the Chepstow Show in August at which the Town Council will be hosting a stall.

64. Chepstow Amalgamated Charities

To consider [correspondence from Chepstow Amalgamated Charities](#) asking for nominations for Councillors as Trustees.

65. Christmas 2023

To consider [arrangements for the Christmas Switch on 2023](#) and whether to replicate the success of 2022 with a lantern parade, musical entertainment from local groups and schools and involvement from the Round Table with the sleigh.

66. Safe Spaces in Chepstow

To consider the [report and recommendations](#) from Cllr M Griffiths, following the meeting with 1st Bulwark Guides.

67. Correspondence

To consider the correspondence listed in the [Correspondence Schedule](#).

68. Reports of Representatives on Outside Bodies

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

69. Matters Relating to the Public and Urgent Information

70. Summer Recess

To delegate authority to the Clerk, in consultation with the Town Mayor/Deputy Town Mayor and Chair/Vice Chair of Finance, to deal with any urgent business arising over the Summer recess. (Decisions made under delegated powers to be reported to the next meeting of Full Council).

71. Items for Next Meeting

72. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 27th September 2023 at 7.00pm.