

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

22nd September 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, 27th September 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

73. Apologies

To receive apologies for absence.

74. 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.

75. To Suspend Standing Orders

a) 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.

b) Gwent Police – to receive Sergeant Hayward and PC Evans to discuss policing matters in Chepstow.

c) 1st Bulwark Guides – to discuss 'Safe Places'.

76. Mayoral Announcements

77. Minutes

To approve the [Minutes of the ordinary Meeting of Full Council held on 26th July 2023](#).

78. Matters Arising

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

79. Committees

79.1 Planning and Administration Committee

a) To receive [Minutes of Planning & Administration Committee meeting held on 26th July 2023](#).

b) To receive [draft Minutes of the Planning & Administration Committee meeting held on 13th September 2023](#).

79.2 Personnel Committee

a) To receive [draft Minutes of Personnel Committee meeting held on 20th September 2023](#).

79.3 Finance, Policy and Audit Committee

- a) To receive [draft Minutes of Finance, Policy and Audit Committee meeting held on 20th September 2023](#).
- b) To consider the recommendation to approve the grant application in full from Monmouthshire County Citizens Advice furthermore, to consider future support when budget setting.

79.4 Environment and Amenities Committee

- a) To receive [draft minutes of Environment and Amenities Committee meeting held on 13th September 2023](#) and to consider the following referred items:
 - i) Members to consider establishing bee walks in all wards with the aim of encouraging other members of the community to do the same in different areas of Chepstow. *(Cllrs Le Peltier, MacTaggart, Meyrick, Perkins, Rooke and J Rosser have committed).*
 - ii) To consider nomination of a Councillor to the newly formed [Monmouthshire Local Nature Partnership](#)

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

- a) To receive [Minutes of the DHTB meeting held on 19th July 2023](#).
- b) To receive [Minutes of the DHMC meeting held on 8th August 2023](#).
- c) To receive [Minutes of the DHMC meeting held on 12th September 2023](#).
- d) To receive the [report](#) from Cllr M Griffiths and consider the recommendation to hold a workshop for all Members to discuss progress to date in regard to the Drill Hall.

79.6 Working Party and Project Updates

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

a) Transforming Chepstow

To receive and consider the [report](#) from Cllr M Griffiths following the meeting held on 19th September 2023.

b) Diversity Working Group

To receive a verbal update from Cllr S Ashby on discussions held to date with local resident.

c) Supporting Friends of the Dell destination play park

To receive a verbal update following the meeting held on 21st September 2023.

d) Bulwark and Thornwell Working Group

To receive and consider the [notes](#) from Cllr M Griffiths following the meeting held on 8th September 2023.

e) Chepstow Spud Fest

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

f) Place Plan

To receive and consider the [notes from the meetings held on 6th September and 14th December 2022](#) and consider the [report](#) following advice from Monmouthshire County Council's Planning Department.

g) Community Meeting

To receive feedback from the community meeting held on 19th September 2023 and consider any further actions.

80. Finance

80.1 To receive and adopt the [list of delegated expenditure for Summer Recess 2023](#).

80.2 Bank Reconciliation

- a) To confirm the [reconciliation of the Council's Bank Accounts at 31st July 2023](#).
- b) To confirm the [reconciliation of the Council's Bank Accounts at 31st August 2023](#).

80.3 Accounts

- a) To receive and adopt the [Receipts and Payments for the month of July 2023](#).
- b) To receive and adopt the [Receipts and Payments for the month of August 2023](#).

80.4 Income and Expenditure

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

80.5 Community Grant applications

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

- a) [Chepstow School](#) – £3,750 LGA 1972, s137
- b) [Chepstow Priory Friends](#) - £1,000 LGA 1972, s137
- c) [The Palmer Centre](#) - £300 LGA 1972, s145
- d) [St Christopher's Warm Space](#) - £1,000 LGA 1972, s137

80.6 Internal Audit 2023/24

To consider the confidential report regarding Internal Audit services for the current financial year (*confidential report emailed separately to Members*).

80.7 Welsh Street Public Toilets

To consider the request from Monmouthshire County Council to take over ownership of the public toilets at Welsh Street Car Park.

80.8 Joint One Voice Wales (OVW) / Society of Local Council Clerks (SLCC) conference

To consider attendance at the [joint OVW / SLCC conference](#) being held remotely on Wednesday, 8th November 2023 at a cost of £60 + VAT (LGA 1972, s111).

80.9 Annual Street Trading Consent

To consider and, if appropriate, approve the renewal costs of the Street Trading Consent at a cost of £511.00 (LGA 1972, s144).

81. A48 Underpass

To receive and consider the [report](#) on the recent art work in the A48 underpasses.

82. Consultations / Engagements

- a) [Wye Valley AONB \(Area of Outstanding Natural Beauty\) Partnership Consultations](#) – to consider a response to its position statements on Housing Development in the Wye Valley AONB and its Setting; and Landscape-led Development – closing date 29.9.23.
- b) [Audit Wales – consultation on fee scales for 2024/25](#) – closing date 10.10.23
- c) [Public Services Ombudsman for Wales - consultation on "Our Equality Plan 2023-2026"](#) – closing date 2.10.23
- d) [Aneurin Bevan Health Board – Provision of Minor Injury Unit Services](#), seeking views on proposals for adjustments in the operating hours of some of these services in the future.

83. Welsh Government

To receive the [response from the Minister for Education and Welsh Language](#) following the Council's letter requesting that Welsh Government increase the secondary school free school meals threshold for the whole of Wales.

84. Monmouthshire County Council (MCC)

To receive the [Initial scoping of information to inform MCC Cultural Strategy](#) and add any further groups to the [list](#).

85. Mind Monmouthshire

To consider [correspondence](#) received from Mind Monmouthshire regarding a merger.

86. One Voice Wales

To receive the [final motions](#) for the [Annual General Meeting](#) and note that the motion by the Council, in regard to the extension of free school meals, has been selected to be put forward at the meeting on Saturday, 30th September 2023. This motion needs to be proposed by a member of the Town Council and seconded by a member from another council of our choice. Members to consider attendance.

87. Correspondence

To consider the correspondence listed in the [Correspondence Schedule](#) and note the following:

- a) Participatory budget - [Bluebell Drive/Fisherman's Walk – results](#);
- b) Monmouthshire County CAB – [Q1 results](#)

88. Reports of Representatives on Outside Bodies

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

89. Matters Relating to the Public and Urgent Information

90. Items for Next Meeting

91. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 25th October 2023 at 7.00pm.

92. Exclusion of Press and Public

To consider excluding the press and public for the discussion of **Item 93 Job Evaluation** and **Item 94 Operational Matters** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

93. Job Evaluation

To consider the report and recommendations from the consultant following the job evaluation process – *to follow*.

94. Operational Matters

To consider the confidential report - *to follow*