

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

17th November 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, 22nd November 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

119. Apologies

To receive apologies for absence.

120. 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.

121. 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) Dementia Friendly Chepstow

To receive a presentation seeking Council support in making Chepstow a Dementia Friendly area.

c) Eddie Parris mural

To receive a presentation seeking Council support for the painting of a mural dedicated to Eddie Parris, resident of Chepstow, who became Wales' first ever Black football international in 1931.

d) Gwent Police

To receive representation discuss policing matters in Chepstow subject to operational pressures.

122. Mayoral Announcements

123. Minutes

To approve the [Minutes of Ordinary Meeting of Full Council held on 25th October 2023](#).

124. Matters Arising

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

125. Committees

125.1 Planning and Administration Committee

- a) To note Planning & Administration Committee meeting cancelled on 25th October 2023 due to no planning applications received.
- b) To receive the [draft Minutes of Planning & Administration Committee meeting held on 8th November 2023](#).

125.2 Finance, Policy and Audit Committee

To receive the [draft minutes of ordinary meeting of the Finance, Policy and Audit Committee held on 8th November 2023](#).

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

- a) To receive the [Minutes of the DHMC meeting held on 23rd October 2023](#).
- b) To receive the [Minutes of the TB meeting held on 14th November 2023](#) and to consider the following recommendations:
 - i. To dissolve the Transition Board as it has completed its work;
 - ii. That the Town Council members of this board be the nominated representatives to discuss a partnership or service level agreement with the Drill Hall Charity Incorporated Organisation.
- c) To receive the [report detailing work carried out to date by the Transition Board](#) and to consider, and if appropriate agree the proposed way forward.

125.4 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) Diversity Working Group

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

b) Supporting Friends of the Dell destination play park

To receive a verbal update from the Clerk on the status of the planning application.

c) Future Play provision in Chepstow

To receive a verbal update from Cllr M Griffiths on progress made to date on the Service Level Agreement with Monmouthshire County Council for play provision in Chepstow.

d) Bulwark and Thornwell Working Group

To receive a [report](#) from the Working Group regarding the parking area outside of the retail outlets.

e) Transforming Chepstow Masterplan Delivery Group

At the meeting on the 19th September 2023 it was agreed to set up a separate masterplan forum to include the additional membership of local stakeholders. Members to consider who to invite.

126. Finance

126.1 Bank Reconciliation

To confirm the [reconciliation of the Council's Bank Accounts at 31st October 2023](#).

126.2 Accounts

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

126.3 Income and Expenditure

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

126.4 Community Grant applications

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

- a) [Chepstow Bulwark Scouts](#) - £472.79 LG 1976, (MP) s19

b) [The Palmer Centre](#) - £900 LG 1976, (MP) s19.

126.5 Drill Hall Insurance

To consider the [report](#) regarding payment of the insurance for this financial year.

126.6 Drill Hall roof

To consider the [report](#) detailing up front costs in relation to the replacement roof.

126.7 Christmas – empty shop widows

To consider the [report](#) by Cllr Sally Ashby regarding a project to brighten up the empty shop windows in the High Street for the festive period.

127. Vacancy St Kingsmark Ward

To note that there will be an election on Thursday, 7th December 2023.

128. D-Day Anniversary 6th June 2024

To consider [correspondence](#) received regarding the 80th anniversary commemorating/celebrating the D-Day landings on the Beaches in Normandy, France, on 6th June 1944. Members to consider asking St Mary's Priory Church to hold a service and for a concert to be held in the Drill Hall.

129. Chepstow Charter Quincentenary 2024

To consider the [report](#) from Cllr Tudor Griffiths detailing suggestions for the celebration following a meeting a held with The Chepstow Society.

130. Mural of Eddie Parris

To consider [correspondence](#) received requesting Town Council support in finding a suitable location for the painting of a mural of Eddie Parris, resident of Chepstow, who became Wales' first ever Black football international in 1931. Members to consider nomination of a Councillor to work on this project to find an appropriate location.

131. Consultations / Engagements / Surveys

a) **Welsh Government** - The Welsh Government [public consultation on a new Road Safety Strategy](#) is now open until the end of 31st January 2024.

b) **Monmouthshire County Council** – press release received: [Consultation on the Monmouthshire Local Transport Plan](#).

132. Correspondence

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

133. Reports of Representatives on Outside Bodies

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

134. Matters Relating to the Public and Urgent Information

135. Items for Next Meeting

136. Christmas Recess and Office Closure

a) To consider delegation of authority to the Town Clerk, in consultation with the Town Mayor/ Deputy Town Mayor and Chair of Finance, to deal with any urgent business arising over the Christmas recess.

b) To consider a Christmas closure of the office from 27th December to 29th December 2023.

137. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on Wednesday, 10th January 2024 at 7.00pm to approve the budget for 2024–25 and the monthly meeting on Wednesday, 24th January 2024.

138. Exclusion of Press and Public

To consider excluding the press and public for the discussion of **Items 139. Recruitment of Communications Officer and 140. Annual Pay Award** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

139. Recruitment of Communications Officer

To receive an update from Chair of Personnel Committee on the recruitment process and to ratify the decision of the interview panel.

140. Annual Pay Award

To consider the confidential report – *emailed separately*