

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

4th January 2024

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 10th January 2024 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

- 141. Apologies**
To receive apologies for absence.
- 142. 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.
- 143. 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.
- 144. Minutes**
To approve the [minutes of Full Council meeting held on the 22nd November 2023](#).
- 145. Matters Arising**
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 146. Financial Plan and draft budget 2024/25**
- 146.1 To receive the [Financial Plan](#) and [draft budget 2024/2025](#).**
- 146.2 To consider the recommendations of Finance, Policy and Audit Committee meeting held on 6th December 2023 as follows:**
- a) That the level of building contingency funds for the Drill Hall, Bulwark Community Centre and the Old Memorial Building is £12,000 per property (allocated within the draft budget).
- b) To increase the revenue funding from £8,000 - £12,000 for the Drill Hall, Bulwark Community Centre and Palmer Centre and detail these separately in the accounts .
- c) To continue the practice of not charging traders for summer floral hanging baskets and Christmas trees.
- d) A Sunday flea market between April and September, to be allocated from general reserves.
- e) An event to mark the 500th anniversary of the granting of a charter to Chepstow – *budget code 1573 to be increased to £2,000.*

- f) To refer improvements for parking at Bulwark Shops to the Environment & Amenities Committee.
- g) A feasibility study for a community garden project on land adjacent to Thornwell Primary School – *budget code 2255 Thornwell Community Garden.*
- h) An information board at the Severn Bridge tunnel to provide publicity of Chepstow for walkers / runners in the area – *to be taken from earmarked reserves where there is £4,156.00 available under Noticeboards.*
- i) A New Year's Eve running event - *£1,000 proposed costs to be taken from earmarked reserves where there is £11,819 available under Tourism events.*
- j) A Service Level Agreement for play provision in Chepstow – *budget code 2240 to be increased to £43,500 to support existing and proposed provisions.*
- k) Maintenance of the Dell Water fountain - £1,000 - *new budget head*
- l) To amend the following:
 - 1440 - Amend budget heading to read Public Toilets
 - 1446 - Amend budget heading to read AutumnFest
 - 1490 - Amend budget heading to read MCC Partnership – Town Crew
 - 1557 - Increase budget to £3,885
 - 1573 - Amend budget heading to read Chepstow 500
 - 2255 - Amend budget heading to read Thornwell School Community Garden

146.3 Any amendments not already considered.

146.4 Adoption of the Financial Plan and draft budget for 2024/25.

146.5 To fix the precept for submission to Monmouthshire County Council.

That the precept, for submission to Monmouthshire County Council remains unchanged at £657,533 (six hundred and fifty-seven thousand, five hundred and thirty-three pounds for 2024/2025 against a budget of £746,275 (seven hundred and forty-six thousand, two hundred and seventy-five pounds) with the balance of £88,742 (eighty-eight thousand, seven hundred and forty-two pounds) being made up from general reserves.

To note the council tax base for Chepstow for 2024/2025 has been calculated as £5,897.04, approved by Individual Cabinet Member Decision at Monmouthshire County Council on 20 December 2023, resulting in a Band D precept charge of £111.50 (one hundred and eleven points and fifty pence).

147. Exclusion of Press and Public

To consider excluding the press and public for the discussion of Item 147. Drill Hall owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

148. Drill Hall

To consider the confidential reports, circulated to Members prior to the meeting.

149. Date of Next Meeting

To consider arrangements for the next Ordinary Meeting to be held on Wednesday, 24th January 2024.