

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

18<sup>th</sup> 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, 24th 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**

- 150. Apologies**  
To receive apologies for absence.
- 151. 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.
- 152. 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 Inspector Emma Soubrey to discuss policing matters in Chepstow.**
- 153. Minutes**
- 153.1** To note that the extraordinary meeting of Full Council on 3<sup>rd</sup> January 2024 was inquorate however those present held a workshop and a submission was made to the consultation on the Local Transport Plan under delegated powers – see agenda item 160. Monmouthshire County Council (MCC) – Local Transport Plan Consultation Questionnaire below.
- 153.2** To approve the [Minutes of Full Council meeting held on the 10<sup>th</sup> January 2024](#).
- 154. Matters Arising**  
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 155. Committees**
- 155.1 Planning and Administration Committee**
- a) To receive the [Minutes of Planning & Administration Committee meeting held on 22nd November 2023](#).
- b) To receive the [Minutes of Planning & Administration Committee meeting held on 13<sup>th</sup> December 2023](#).
- c) To receive the [draft Minutes of the Planning & Administration Committee meeting held on 10<sup>th</sup> January 2024](#).

## **155.2 Personnel Committee**

To receive the [draft minutes of ordinary meeting of the Personnel Committee meeting held on 6<sup>th</sup> December 2023](#).

## **155.3 Environment and Amenities Committee**

- a) To receive the [draft minutes of the Environment & Amenities Committee meeting held on 13<sup>th</sup> December 2023](#).
- b) To consider, and if appropriate approve, the recommendation under item 36. Carbon Reduction Committee: “That Full Council increase the number of meetings of the Environment and Amenities Committee from 4 to 6 per year, and that these 2 additional meeting are dedicated to Carbon Reduction topics. The Terms of Reference for the Environment and Amenities Committee to be amended to reflect these additional responsibilities.
- c) To confirm that the first meeting dedicated to Carbon Reduction topics will be on Wednesday, 6<sup>th</sup> March 2024 at 6pm.

## **155.4 Drill Hall Management Committee (DHMC) / Drill Hall Committee**

- a) To receive the [Minutes of the DHMC meeting held on 27<sup>th</sup> November 2023](#).
- b) To receive the [Minutes of the DHMC meeting held on 12<sup>th</sup> December 2023](#).
- c) To approve the [Terms of Reference for the new Drill Hall Committee](#).

## **155.5 Committee Vacancies**

To note the vacancies on the following committees and consider nominations:

Personnel Committee x 1

Drill Hall Committee x 2

Finance, Policy & Audit Committee x 1

## **155.6 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) **Diversity Working Group**
- b) **Supporting Friends of the Dell destination play park**
- c) **Future Play provision in Chepstow**
- d) **Bulwark and Thornwell Working Group**
- e) **Transforming Chepstow Masterplan Delivery Group**
- f) **Warm Hubs**

## **156. Finance**

### **156.1 Bank Reconciliation**

- a) To confirm the [reconciliation of the Council’s Bank Accounts at 30<sup>th</sup> November 2023](#).
- b) To confirm the [reconciliation of the Council’s Bank Accounts at 31st December 2023](#).

### **156.2 Accounts**

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

### **156.3 Income and Expenditure**

To receive the [Income and Expenditure account for the month of December2023](#).

### **156.4 Audit Wales – Annual Return year ending 31.3.23.**

To note the conclusion of the [Annual Return](#) for the financial year ending 31st March 2023 from the Auditor General for Wales that:

“On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices.
- that relevant legislation and regulatory requirements have not been met.
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use and that there are no further matters that I wish to draw to the Council's attention".

#### **156.5 Community Grant applications**

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

- a) [Chepstow Twinning Association](#) - £2,000 (*LGA 1972, s137*)
- b) [Inside Out Cymru](#) - £960.00 (*LGA 1976 (MP), s19*)

#### **156.6 Bulwark Community Centre**

To consider [correspondence](#) requesting financial assistance from Bulwark Community Centre.

#### **156.7 Monmouthshire County Council (MCC) and Town Council Grounds Maintenance Partnership Agreement 2024 – 2025**

To note the [annual cost from MCC to supply and manage the Town Crew for 2024/25](#) of £123,225.88 against a budget agreed of £130,000 (*Litter Act 1983, s5,6*).

#### **156.8 Donations**

- a) To note [correspondence from the Chepstow Thursday Fellowship](#) enclosing a cheque for £200.00, for use of the meeting room at the Gatehouse, to be donated to the Mayors Charity.
- b) To note that a donation of £150.00 has been received from Narcotics Anonymous for use of the meeting room at the Gatehouse and, if appropriate, to consider how to spend this donation.

#### **156.9 Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2024-25**

To note [correspondence](#) advising that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2024-25 is £10.81.

#### **157. Chepstow Charter Quincentenary 2024**

To receive an update on arrangements to date and confirm that the event will be held on Saturday, 18<sup>th</sup> May 2024 between 11am and 3pm.

#### **158. D-Day Anniversary 6<sup>th</sup> June 2024**

To receive [updated correspondence from the Pageantmaster](#) regarding the 80<sup>th</sup> anniversary of the D-Day landings on the Beaches in Normandy, France, on 6th June 1944. Members to further consider [local events](#).

#### **159. Welsh Government**

To consider the [response received from the Welsh Government](#) regarding the Town Council's request that the free school meal threshold for secondary schools in Wales be expanded.

#### **160. Monmouthshire County Council (MCC) – Local Transport Plan Consultation Questionnaire**

To receive a copy of the [submission made to MCC on its Local Transport Plan](#) and a verbal update following the workshop.

#### **161. Communications**

To consider the confidential report and recommendations regarding communications, including an update to the existing website – *email forwarded separately*

**162. Dog waste bin – Brunel Quarter**

To note that there are ongoing issues regarding fly tipping in the dog waste bin installed in Brunel Quarter Slipway 4. Members to consider removing, resiting or an additional bin in the vicinity.

**163. Consultations / Engagements / Surveys**

To consider a response to the following:

- a) **Aneurin Bevan University Health Board** - [Strategic Equality Objectives Consultation](#), which focuses on proposed Strategic Equality Objectives for the period 1 April 2024 to 31 March 2028, closing date 16.2.24.
- b) **Welsh Government** - [Future spending purposes for dormant assets funding in Wales](#), One Voice Wales are preparing a response and would appreciate comments by 16.2.24.
- c) **Welsh Government** - [Fiscal Intergovernmental Relations](#), closing date 1.3.24.
- d) **Gwent Public Service Board** – [Working to address economic inequalities in Gwent](#), closing date 6.2.24.
- e) **National Resource Wales** - [Gwent Climate and Nature’ survey](#), closing date 6.2.24.

**164. Correspondence**

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

- a) Resident and A-level student regarding [how littering significantly hinders sustainable development in our town](#).
- b) One Voice Wales – [Cost of Living Crisis team](#).
- c) Resident regarding the [flying of the Ukrainian flag](#).
- d) Update from Monmouthshire County Citizens Advice Bureau regarding its [Financial Inclusion Project in Chepstow](#).
- e) [update](#) from Chepstow Events Team regarding 16<sup>th</sup> June 2024.

**165. Reports of Representatives on Outside Bodies**

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

**166. Matters Relating to the Public and Urgent Information**

Defibrillator at Chepstow Community Hospital: to note that this defibrillator was deployed outside of hospital hours during the Christmas period.

**167. Items for Next Meeting**

**168. Christmas Recess**

To note the [decisions made under delegated powers during the Christmas Recess](#).

**169. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on Wednesday, 28<sup>th</sup> February 2024.

**170. Exclusion of Press and Public**

To consider excluding the press and public for the discussion of Item 171. Job Evaluation and 172. Drill Hall lease owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**171. Job Evaluation**

To ratify the decision of the Personnel Committee that the recommendations from the Job Evaluation are implemented – *confidential report forwarded separately*.

**172. Drill Hall lease**

To receive the draft lease renewal for the Drill Hall and the report from the solicitor.