

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

17<sup>th</sup> May 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, 22nd May 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**

- 15. Apologies**  
To receive apologies for absence.
- 16. 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.
- 17. 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 representation from Gwent Police subject to operational commitments.
  - c) Friends of the Dell** – to receive representation from the Friends of the Dell.
- 18. Mayoral Announcements**
- 19. Minutes**
  - a) To approve the [Minutes of Full Council meeting held on 24th April 2024](#).
  - b) To approve the [Minutes of the Annual meeting of Full Council held on 8th May 2024](#).
- 20. Matters Arising**  
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 21. Committees**
  - 21.1 Planning and Administration Committee**
    - a) To receive the [Minutes of Planning & Administration Committee meeting held on 24th April 2024](#).
    - b) To receive the [draft Minutes of Planning & Administration Committee meeting held on 8th May 2024](#).

## 21.2 Consultative Committee

- a) To approve the minutes of the [Consultative Committee meeting held on 7th September 2022](#).
- b) To approve the minutes of the [Consultative Committee meeting held on 7th December 2022](#).

## 21.3 Drill Hall Management Committee (DHMC) / Drill Hall Committee (DHC)

- a) To receive the [Minutes of Drill Hall Management Committee meeting held on 29th April 2024](#).
- b) To receive the [Minutes of Drill Hall Management Committee meeting held on 16th May 2024](#).
- c) To receive a verbal update on discussions held with the Charitable Incorporated Organisation and consider next steps.
- d) To approve the [amendments to the Terms of Reference for the Drill Hall Sub-Committee](#).
- e) Subject to approval of item 21.3(d), to formally write to the Drill Hall Management Committee advising that this committee is to be dissolved and that current members are to nominate volunteers to be members of the Drill Hall Volunteer Sub-Committee. The Drill Hall Committee will consider the nominations at its next meeting.
- f) To consider funding opportunities for the Drill Hall.

## 21.4 Environment and Amenities Committee

To note that the next Environment and Amenities Committee is on Wednesday, 5<sup>th</sup> June at 7pm and to consider holding this on a remote basis only.

## 21.5 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** - *Cllr S Ashby* meeting held 15.5.24  
Members to consider allocating an appropriate sum to purchase bunting and flags (*LGA 1972, s145*).
- b) **Supporting Friends of the Dell destination play park** – *Cllr M Griffiths*
- c) **The Future of St Mary's Priory** – *Cllr T Griffiths*
- d) **Flea Market Working Group** – *Cllr M Perkins*
- e) **Active travel routes / Management of electric bikes in Chepstow** – *Cllr P Griffiths*

## 22. Finance

### 22.1 Bank Reconciliation

To receive the [bank reconciliation for the month of April 2024](#).

### 22.2 Accounts

To ratify the [Payments and Receipts for the month of April 2024](#).

### 22.3 Income and Expenditure

To receive the [Income and Expenditure account for the month of April 2024](#).

### 22.4 Community Grant applications

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

- a) [Kids Cancer Charity](#) £500 – *LGA 1972, s137*
- b) [MonLife Volunteer Celebration event](#) £200 – *LGA 1972, s137*
- c) [Monmouthshire Veterans' Support Hub Outreach Events](#) £500 – *LGA 1972, s137*
- d) [The Brightwell \(West of England MS Therapy Centre\)](#) £300 – *LGA 1972, s137*
- e) [The Palmer Centre £3,385](#) – *LGA 1972, s145*

## **22.5 Community Contribution**

To confirm the following Community Contribution for which a budgetary provision for the amount detailed was approved under the budget setting process at the Finance Policy and Audit Committee on 6th December 2023 and adopted by Full Council on 10th January 2024:

- Chepstow Community Fridge £5,000 LGA 1972, s137.

## **22.6 Independent Remuneration Panel for Wales (IRPW)**

To consider the [report for payments to Members of Community and Town Councils](#).

## **23. Website**

To note that the new Town Council website will go live on 3<sup>rd</sup> June 2024.

## **24. Vacancy – Chepstow Castle Ward**

To receive an update on the Councillor vacancy in Chepstow Castle Ward.

## **25. Chepstow Community Hospital**

- To agree a suitable date to meet with representatives at Chepstow Community Hospital to continue the conversation regarding services. Available dates: 11th July AM, 25th July AM or 8th August AM.
- To note the [invitation to opening of the new Smart Rooms](#) on 4<sup>th</sup> June 2024.

## **26. D-Day**

To note there will be a memorial service at the War Memorial at 11am on Thursday, 6<sup>th</sup> June 2024 and those attending are invited to the Council Chamber for refreshments, following the service.

## **27. Consultations / Engagements / Surveys**

- Monmouthshire County Council – To receive the [Notice of traffic regulation, speed limits and parking regulations consolidation order 2019](#) (20 mph provisions revocation order) 2024 and Road traffic regulation act 1984 and local authorities' traffic orders (procedure) (England & Wales) regulations 1996.
- Monmouthshire County Council – to note that the [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk) is no longer monitored – any enquiries are now by the My Mon App, telephone, social media channels or letter.

## **28. Correspondence**

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

- Mon County CAB - [Quarter 4 impact report](#).
- Monmouthshire County Council (MCC) – [Information for residents](#) should they want to contact MCC regarding the Welsh Government announcement that they will be revising the guidance on which local roads can be made exempt from 20mph.

## **29. Reports of Representatives on Outside Bodies**

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

- [Air Quality Steering Group](#) – update 9.5 2024
- Transforming Chepstow Masterplan Delivery Group – meeting held 21.5.24

## **30. Matters Relating to the Public and Urgent Information**

## **31. Items for Next Meeting**

## **32. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on Wednesday, 26<sup>th</sup> June 2024.