

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

19th April 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 April 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

- 214. Apologies**
To receive apologies for absence.
- 215. 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.
- 216. 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.
- 217. Mayoral Announcements**
- 218. Minutes**
To approve the [Minutes of Full Council meeting held on the 27th March 2024](#).
- 219. Matters Arising**
To receive the [Clerk's Update](#) on progress of resolutions, for information only.
- 220. Committees**
- 220.1 Planning and Administration Committee**
- a) To receive the [Minutes of the Planning & Administration Committee meeting held on 27th March 2024](#).
- b) To receive the [draft Minutes of the Planning & Administration Committee meeting held on 10th April 2024](#).
- 220.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee**
- a) To receive the [Minutes of the Drill Hall Management Committee](#) meeting held on 18th March 2024.

- b) To receive the [draft Minutes of the Drill Hall Committee meeting held on 17th April 2024](#).
- c) To approve the [amendments to the Terms of Reference for the Drill Hall Committee](#)
- d) To formally approve the [Terms of Reference for the Drill Hall Sub-Committee](#).
- e) To formally approve and sign the lease for the Drill Hall – *to follow*.

220.3 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** – to receive [correspondence](#) and the [Service Level Agreement \(SLA\) from MonLife](#) and, if appropriate, approve the SLA
- d) **Bulwark and Thornwell Working Group** – to [receive clarification of land ownership](#) (note still waiting on confirmation for land opposite Lidl).
- e) **Transforming Chepstow Masterplan Delivery Group**
- f) **Warm Hubs**

221. Finance

221.1 Bank Reconciliation

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

221.2 Accounts

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

221.3 Income and Expenditure

To receive the [draft Income and Expenditure account for the month of March 2024](#) noting that some of the balances will change following the year-end process of any accruals and transfers to/from earmarked reserves.

221.4 Community Grant applications

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

- a) [Monmouthshire Youth Person Scheme](#) and [supporting information requested](#) (b/f FPA 20.3.24) - £3,000 (LGA 1972, s137)
- b) [Fair Trade Forum](#) - £100.00 (LGA 1972, s137)
- c) [Electric Picture Hall](#) - £1,000.00 (LGA 1972, s145)
- d) [Bulwark Community Centre](#) - £350.00 (LGA,1972, s145)

221.5 Health & Safety, HR and Employee Assistance Programme contract renewal

To consider the confidential report, prepared by the Clerk, detailing renewal costs for Health and Safety, HR Services and Employee Assistance Programme. *Confidential document sent separately.*

221.6 Drill Hall insulation

To consider and, if appropriate, [approve the quote associated with the additional insulation](#) required over the Boxing Club and provision for new fascia at a cost of £4,001.57 plus VAT (LGA 1976, (MP), s19). In addition to receive a verbal update from the Clerk on how this could be funded.

221.7 The Dell Fountain Plaque

To consider and, if appropriate, [approve the quote for the costs for engraving the plaque](#) to be fixed to The Dell Fountain at a cost of £529.00 plus VAT (recommended process machine engraving and infill for longevity) (LGA 1972, s145).

- 222. Vacancy – Maple Avenue Ward**
To receive an update on the Councillor vacancy in Maple Avenue Ward.
- 223. Mind Monmouthshire**
To receive update for Chepstow: April 2023 – March 2024 – *confidential report sent separately.*
- 224. Memorial Bench and/or Plaque**
To consider a request from a resident to place a memorial bench at the Riverbank or alternatively a plaque on an existing bench at the Riverbank.
- 225. Shop Local Prize Draw Scheme**
To consider the [report, prepared by Cllr J MacTaggart, regarding a shop local prize draw scheme.](#)
- 226. Consultations / Engagements / Surveys**
- a) **Welsh Government:** [Securing a Sustainable Future: Environmental Principles, Governance and Biodiversity Targets for a Greener Wales](#) closing date 30.4.24
 - b) **Wye Valley National Landscape Partnership:** [Draft Position Statements](#) closing date 14.7.24
 - c) **One Voice Wales:** Save the Date - Innovative Practice Conference to be held during the day on Wednesday 3 July 2024 at Hafod a Hendre, Royal Welsh Showground, Llanelwedd.
- 227. New Councillor email addresses**
To note that Councillors will shortly be emailed with their new email addresses and log in details. Members are asked to acknowledge receipt and confirm when their email accounts have been activated.
- 228. Dog Waste Bin, Brunel Quarter**
To consider the [report, prepared by the Clerk, following further complaints regarding the dog waste bin at Brunel Quarter.](#)
- 229. Financial Regulations**
To adopt the [revised Financial Regulations](#) following the review by the Finance, Policy and Audit committee at its meeting on 20th March 2024.
- 230. Correspondence**
To consider the [correspondence listed in the Correspondence Schedule](#) and the following:
- a) [Invitation to Severn Area Rescue Association \(SARA\) 2024 fundraising abseil](#) 25.05.24 including invitation to member of council, having provided a grant, to try abseil for free.
 - b) Invitation to the unveiling of a blue plaque on Saturday, 4th May 2024 at 11am at the White Lion to commemorate the 100th anniversary of the first Royal British Legion meeting held there 21st January 1921.
 - c) [Complaint from a resident regarding the rubbish in Bulwark.](#)
- 231. 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.
- 232. Matters Relating to the Public and Urgent Information**
- 233. Items for Next Meeting**
- 234. Date of Next Meeting**
To confirm arrangements for the Annual Meeting to be held on Wednesday, 8th May 2024.