

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

21<sup>st</sup> June 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, 26th June 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**

**33. Apologies**

To receive apologies for absence.

**34. 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.

**35. 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.

**36. Mayoral Announcements**

**37. Minutes**

To approve the [Minutes of Full Council meeting held on 22<sup>nd</sup> May 2024](#).

**38. Matters Arising**

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

**39. Committees**

**39.1 Planning and Administration Committee**

a) To receive the [Minutes of Planning & Administration Committee meeting held on 22<sup>nd</sup> May 2024](#).

b) To receive the [draft Minutes of Planning & Administration Committee meeting held on 12<sup>th</sup> June 2024](#).

**39.2 Finance, Policy and Audit Committee**

To receive the [draft Minutes of the Finance, Policy and Audit Committee meeting held on 12<sup>th</sup> June 2024](#).

### **39.3 Personnel Committee**

To receive the [draft Minutes of the Personnel Committee meeting held on 5<sup>th</sup> June 2024](#).

### **39.4 Environment and Amenities Committee**

To receive the [draft minutes of the Environment and Amenities Committee meeting held on 5<sup>th</sup> June 2024](#).

### **39.3 Drill Hall Management Committee (DHMC) / Drill Hall Committee (DHC)**

a) To receive the [draft Minutes of the Drill Hall Committee meeting held on 5<sup>th</sup> June 2024](#).

b) To consider a suitable date for the next meeting of the Drill Hall Committee – suggestion is Wednesday, 3<sup>rd</sup> July at 6.00pm at the Drill Hall.

c) To receive and consider the [letter from the Drill Hall Charity Incorporated Organisation](#).

### **39.4 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** – Cllr S Ashby

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

## **40. Finance**

### **40.1 Bank Reconciliation**

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

### **40.2 Accounts**

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

### **40.3 Income and Expenditure**

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

### **40.4 Annual Governance Statement and Statement of Accounts for Year End 2024**

a) To consider the recommendation of Finance, Policy and Audit Committee 12.6.24 (min ref 9) to [approve the Annual Governance Statement / Checklist for the Financial Year End](#).

b) To receive [Statement of Accounts](#).

c) To receive the [Internal Audit report and note the Clerk's comments against recommendations](#).

d) To note the dates for the [Notice of appointment of the date for the exercise of electors' rights](#) from 1<sup>st</sup> July to 26<sup>th</sup> July 2024.

### **40.5 Year End Accounts and Annual Return**

To receive [Year End Accounts \(page 1\) and sign the Annual Return \(page 3\) for the year ending 31st March 2024](#).

### **40.6 Past Mayors Badges – referred from Finance, Policy and Audit Committee 12.6.24 – minute ref 24**

To consider the purchase of 4 Past Mayors Badge's at a cost of £234.69 + VAT each (LGA 1972, s137). No budget provision therefore funding from General Reserves.

#### **40.7 Fireworks**

To consider the [attached report regarding discussions held with Chepstow Racecourse for a Community Fireworks event](#).

#### **41. Consultations / Engagements / Surveys**

a) Monmouthshire County Council (MCC) [Consultation on Statement of Licensing Policy - Gambling Act 2005](#). The Gambling Act 2005 requires the Licensing Authority to publish a Statement of Licensing Policy setting out how it will administer its licensing functions under the Act. This Policy must be reviewed every three years and MCC is now in the process of conducting this review. *Closing date 31<sup>st</sup> August 2024*

#### **42. Chepstow Community Hospital**

To note that a meeting has been arranged for Thursday, 11<sup>th</sup> July 2024 at 9.30am to meet with representatives at Chepstow Community Hospital to continue the conversation regarding services – [agenda attached](#).

#### **43. Councillor email addresses**

Members to note that their old email addresses will be shut down from 30.7.24.

#### **44. Correspondence**

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

- a) One Voice Wales – [Holocaust Memorial Day 2025](#).
- b) Monmouthshire County CAB – [6-month update for the Financial Inclusion Project](#) funded by the Town Council.
- c) Resident regarding “[My anxious dog](#)” campaign.

#### **45. Work Experience**

To note that a student from Wyedean School will be undertaking work experience with the Town Council w/c 1<sup>st</sup> July 2024 for 4 days. The student is interested in the role of local government, especially in the positive impacts it can have, working with the community and the steps towards bettering the wellbeing of future generations. Members to agree a date to meet with the student to discuss their roles within the community.

#### **46. 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.

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

#### **48. Items for Next Meeting**

#### **49. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on 24<sup>th</sup> July 2024.