

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

19th July 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 July 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

50. Apologies

To receive apologies for absence.

51. 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.

52. 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) Monmouthshire County Council (MCC): to receive representation from MCC Parking Enforcement Officer *(to be confirmed)*

c) Gwent Police: to receive representation from Gwent Police, subject to operational commitments.

53. Mayoral Announcements

54. Minutes

To approve the [Minutes of Full Council meeting held on 24th June 2024](#).

55. Matters Arising

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

56. Committees

56.1 Planning and Administration Committee

a) To receive the [Minutes of Planning & Administration Committee meeting held on 26th June 2024](#).

b) To receive the [draft Minutes of Planning & Administration Committee meeting held on 10th July 2024](#).

56.2 Environment & Amenities Committee

a) To receive the [draft Minutes of the Environment & Amenities Committee meeting held on 10th July 2024](#).

b) To consider recommendation 32(b) that Friends of the River Wye is requested to work with Town Council to hold a public event in Chepstow.

56.3 Drill Hall Management Committee (DHMC) / Drill Hall Committee (DHC)

- a) To receive the [draft Minutes of the Drill Hall Management Committee meeting held on 25th June 2024](#).
- b) To receive the [draft Minutes of the Drill Hall Committee meeting held on 3rd July 2024](#).
- c) To note that an active volunteer recruitment drive will be undertaken; Members to consider if they are able to sign up as volunteers.

56.4 Committee Vacancies / Membership

- a) To appoint to the following vacancies:
 - Planning Committee – 1 vacancy
 - Finance, Audit and Policy Committee – 1 Vacancy
- b) To consider increasing membership to the following committees and, if appropriate to nominate:
 - Environment & Amenities Committee (9).
 - Drill Hall Committee (7).

56.5 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*
- 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*
- f) **Thornwell Community Garden** - *Cllr T Griffiths*
 - i) To receive the [Thornwell Community Garden Feasibility Study Project Plan v1](#)
 - ii) To consider and, if appropriate, nominate Members to a Thornwell Community Garden Working Group.
- g) **Chepstow Hospital meeting update** – *Cllr M Griffiths*
- h) **Christmas Lighting Working Group** – *Cllr M Griffiths*

57. Finance

57.1 Bank Reconciliation

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

57.2 Accounts

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

57.3 Income and Expenditure

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

57.4 Community Grants

To consider the [community grant report](#) and application from:

- [The Rainbow Trust](#) - £3,500 (*LGA 1972, s137*)

58. Annual Report

- a) To consider and approve the [Annual Report 2023 - 2024](#), subject to further minor amendments.
- b) To consider printing and delivering a copy of the Annual Report 2023 - 2024 to all households in Chepstow at an approximate cost of £3,500 for printing 4300 copies and Royal Mail Door to Door delivery (*LGA 1972, s142*).

59. Annual Well-being of Future Generations

To consider and approve the [Annual Well-being of Future Generations Report for 2023 – 2024](#) to be submitted to the Public Service Board (*Well-being of Future Generations (Wales) 2015*).

60. Fireworks

To receive a verbal update following further discussions held with Chepstow Racecourse for a Community Fireworks event.

61. Chepstow Show

To note that a stand has been booked for Chepstow Show on Saturday, 10th August, Members to consider a rota for attendance.

62. Parking enforcement in Chepstow

To consider parking enforcement in Chepstow – verbal report by Cllr Martin Perkins.

63. Chepstow Library of Things

To consider the [report](#) from the Community Projects Officer and, if appropriate, agree any next steps.

64. Monmouthshire County Citizens Advice (MCCA)

a) To note [Key Statistics for Chepstow](#) on the number of people the CAB was able to help as a result of the additional funding provided by Town Council.

b) To consider an offer from the MCCA Operations Manager to address Town Council.

65. 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 31st August 2024 – Cllr A Thompson-Lancaster

b) Welsh Government: [Consultation on draft priorities for Culture 2024-2030](#). One Voice Wales will be preparing a response to this consultation and would appreciate a response by 16 August so that a response can be submitted by the closing date of 4 September 2024

c) Media Release: Monmouthshire County Council consults on their Home to School Transport Policy
To take part in the survey and to find out more about the three options, visit:
<https://bit.ly/HometoSchoolConsultation>

66. Correspondence

To consider the correspondence listed in the [Correspondence Schedule](#).

67. 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.

a) **Warm Spaces** – Cllr V Badderley-Potter

b) **Chepstow Chamber of Commerce** – Cllr M Le Peltier

68. Matters Relating to the Public and Urgent Information

69. Items for Next Meeting

70. Summer Recess

To delegate authority to the Clerk, in consultation with the Town Mayor/Deputy Town Mayor and Chair/Vice Chair of Finance, to deal with any urgent business arising over the Summer recess. (Decisions made under delegated powers to be reported to the next meeting of Full Council).

71. Date of Next Meeting

To confirm arrangements for the Ordinary Meeting to be held on 25th September 2024.