



CHEPSTOW TOWN COUNCIL

Minutes of the **Ordinary Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 22nd March 2023 at 7pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: S Ashby, V Badderley-Potter, E Becker, P Griffiths, T Griffiths, H Livesey-Jones (remote), J MacTaggart, N Meyrick, M Perkins, D Rooke, J Rosser (remote), S Tulley, A Watts

Apologies: Cllrs D Barnes, M Le Peltier, D Power

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
County Councillor Christopher Edwards

198. Apologies

As above.

199. Declarations of Interest in Items on the Agenda

None.

200. To Suspend Standing Orders

Standing Orders were suspended for the following item:

a) To receive representation from Rogue Runs in regard to a New Year's Eve race.

Town Council received a presentation by Andy Creber, Co-Director of Rogue Runs, who outlined proposals for a 5K run to start and finish in Chepstow on New Year's Eve 2023. Mr Creber requested Town Council's support for the event and assistance in the road closure.

Cllrs E Becker and P Griffiths agreed to liaise with Members to compile a list of questions for consideration at the Ordinary Meeting in April.

201. Mayoral Announcements

The Mayor is arranging a Quiz Night on 22nd April 2023 and an Afternoon Tea on 28th April 2023 at the Palmer Centre, to raise money for her chosen charities.

202. Minutes

The Minutes of the Ordinary Meeting of Full Council held on 22nd February 2023 were approved as a true record and signed by the Mayor.

203. Matters Arising

Members received the Clerk's Update on progress of resolutions. The following items were raised:

- **Min 108 (b) Commemorative Plaque:** It was noted that the wording had now been agreed by Chepstow Boxing Club and that a suitable plaque is being sought.
- **Min 144(e) Earmarked Reserves:** It was noted that Cllr Watts has arranged a meeting on Thursday 30th March 2023 between Town and County Councillors for Bulwark and Thornwell Wards, to consider specific projects for 2024/2025 budget.

204. Committees

a) Planning and Administration Committee

- Received the Minutes of Planning and Administration Committee held on 22nd February 2023.
- Received Minutes of Planning and Administration Committee held on 8th March 2023.

b) Finance, Policy and Audit Committee

Received the draft Minutes of the Extraordinary Meeting of Finance, Policy and Audit Committee held on 15th March 2023

c) Personnel Committee

Received the draft Minutes of the Personnel Committee meeting held on 8th March 2023.

d) Environment and Amenities Committee

Received the draft Minutes of Environment & Amenities Committee held on 15th March 2023.

The Clerk clarified to the meeting that lighting the footpath along St Mary's Priory had previously been considered by the Committee but had been dismissed due to the cost.

e) Drill Hall Management Committee (DHMC) / Transition Board (TB)

- Received the Minutes of inaugural meeting of the Transition Board held on 6th March 2023.
- Cllrs M Griffiths and J Rosser outlined the recruitment process for the Drill Hall Manager's role. It was noted that 6 out of the 8 applicants were interviewed and that the interview panel were unanimous in their decision on who to appoint.

RESOLVED:

To ratify the decision of the Transition Board for the employment of the Drill Hall Manager, Michael Turner.

- Members considered the existing Terms of Reference and scope for making The Drill Hall Management Committee the operational body of the Drill Hall.

RESOLVED:

That the Transition Board recommend changes to the Terms of Reference to reflect the current situation, for consideration by Full Council.

- Members considered the request from the consultant to extend the reporting date for the Business Plan.

RESOLVED:

To extend the reporting date for the Business Plan to the end of April latest.

f) Working Party Updates and Projects

Members received further updates to those contained in the written report from Councillors with responsibilities for specific projects 2022/2023:

- **Updating of public toilets at the Riverbank:** It was noted that the contract for the Riverbank toilets had been placed on the Sell2Wales – Public Sector Procurement Website and 8 of expressions of interest had been received.
- **Diversity Working Group:** Meeting to be arranged.

i. Warm Hubs

Members considered the written report on the warm spaces provided in the town for people to meet during the winter months to assist householders in saving energy. A discussion ensued about an apparent lack of communication from Monmouthshire County Council in this matter, including any potential available funding. It was stated that MCC was dealing directly with its community partners, however it was recognised that Town Council could assist in advertising the scheme.

RESOLVED:

To liaise with Monmouthshire County Council and local venues offering warm spaces to ascertain details of the scheme in 2022 including lessons learned, for consideration by Full Council in preparation for Winter 2023.

ii Communications Working Party

In the absence of Cllr D Barnes, this item was deferred.

205. Finance

a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 28th February 2023.

b) Accounts

Receive and adopted the Receipts and Payments for the month of February 2023.

- *Appendix A below*

Receipts	Payments
£1,471.06	£119,361.30

c) Income and Expenditure

Received the Income and Expenditure account for the month of February 2023.

d) Community Grants

Members considered the community grant report and applications from:

i. Chepstow Cricket Club

Members considered an application from Chepstow Cricket Club for £2,750 to purchase a bowling machine to improve the quality of practice provided to the junior cricketers.

RESOLVED:

To grant fund £1,375 to Chepstow Cricket Club towards the purchase of a bowling machine.
(LG (MP) 1976, s19)

ii. Gwent Young Farmers

Members considered an application from Gwent Young Farmers for £1,000 towards putting on their county rally. Members also considered the group's finances and noted there were no specific figures relative to Chepstow residents.

RESOLVED:

Not to grant fund Gwent Young Farmers.

e) Donation

Members noted the donation of £65.00 from Narcotics Anonymous for use of the meeting room at the Gatehouse and considered how to spend the donation.

RESOLVED:

To donate the £65.00 received for use of the meeting room at the Gatehouse to the Mayor's charities.

f) Membership of One Voice Wales

Members considered renewal of the annual membership of One Voice Wales at a cost of £2,255.00 (*LGA 1972, 143*).

RESOLVED:

To renew annual membership of One Voice Wales at a cost of £2,255.00 (*LGA 1972, 143*).

g) War Memorial plaque

Members considered the report detailing the reasons and costs for a replacement war memorial plaque due to the incorrect date.

RESOLVED:

To accept the reasons for a replacement memorial plaque at a cost of £804.00 + VAT.
(*War Memorials (Local Authorities' Powers) Act 1923, s1: as extended by LGA 1948, s133*).

206. Flag Flying Policy

Members considered the Town Council's Flag Flying Policy noting the reference to the late HM Queen Elizabeth II

RESOLVED:

To approve the Flag Flying Policy subject to relevant updates relating to HM King Charles III and the inclusion of the Ukrainian flag.

207. Chepstow Show

Members considered having a trade stand at Chepstow Show on Saturday, 12th August 2023. Cllrs M Griffiths, P Griffiths, V Badderley-Potter, M Perkins, T Griffiths, S Ashby and D Rooke agreed to assist on the day.

RESOLVED:

To hold a trade stand at Chepstow Show on 12th August 2023 at a cost of £45.00 (*LGA 1972, s142*).

208. Communications

Members were advised that there had not been a press release in regard to the lottery funding for Bulwark Community Centre (BCC), rather a photographer was present at a meeting of the working group that observes the construction works. Cllr MacTaggart, as a Town Council representative on the BCC, updated Members on progress stating that refurbishment works to the toilets were proceeding and the hall was being kept open for use during the works, which are anticipated to finish mid to late May 2023. An official opening ceremony will take place once the works are completed to which representatives of the Town Council will be invited and Town Council's on-going financial support to BCC including this project, will be acknowledged.

209. Play provision in Chepstow

Members considered future play provision in Chepstow and whether to enter into a Service Level Agreement (SLA) with MCC. The Mayor outlined the current play provision in Chepstow and referred to play sessions held at the Drill Hall via the Museum Service. An SLA would give Town Council more control over the play it provides and where it provides it, whilst receiving recognition for its funding.

RESOLVED:

To set up a working party to consider entering in to a Service Level Agreement with Monmouthshire County Council for play provision in Chepstow and to nominate Cllrs E Becker, M Griffiths and S Tulley to the working party.

210. Monmouthshire County Council (MCC)

a) Transforming Chepstow

Members received and noted the completed priority grid of potential projects identified through the Place Plan and Transforming Towns project.

b) You Decide grant

Members considered the invitation from MCC to discuss the You Decide grant.

RESOLVED:

To request MCC meet on both dates suggested in order to accommodate Members' availability.

c) Community Nature Spaces

Members noted the update on the Community Nature Spaces project following additional consultation.

211. One Voice Wales (OVW)

Members considered correspondence from OVW requesting a response to its training questionnaire which will plan future training arrangements.

RESOLVED:

That Cllr J MacTaggart liaise with the Clerk to complete the One Voice Wales training questionnaire.

212. Consultations

Members noted the following consultations:

- a. Welsh Government - [white paper on the Taxi and Private Hire Vehicle \(Wales\) Bill](#).
- b. Welsh Government - [new registration rules for all bird keepers in Great Britain](#)

213. Independent Remuneration Panel for Wales

Members received the Annual Report of the Independent Remuneration Panel for Wales which will be fully considered at the Annual Meeting in May 2023.

214. Correspondence

Members considered the correspondence listed in the correspondence schedule. No issues were raised.

- i. Members noted Monmouthshire Citizens Advice Bureau - Cost of Living Crisis briefing being held on Fri 21st April from 10am - 12 noon Old Board School Chepstow.
- ii. Members considered a request from Chaos Music and Drama to use the Thomas Street meeting room for the storage of costumes for a small monthly fee.

RESOLVED:

To permit Chaos Music and Drama to use the Thomas Street meeting room for storage of costumes and to delegate authority to the Clerk to negotiate the monthly fee.

- iii. Members noted correspondence highlighting the default 20mph speed limit for cities, towns and villages in Wales from 17th September 2023 from '20's Plenty for Us' campaign group
- iv. Members considered the request from a resident for a memorial plaque on a bench near the bridge at the Riverbank

RESOLVED:

To approve the request from a resident for a memorial plaque on a bench at the Riverbank at no cost to Town Council.

215. Reports of Representatives on Outside Bodies

Members received verbal reports from Members who have attended meetings as a nominated representative of the Town Council:

Chepstow Community Fridge: Cllr D Rooke advised that a 'Food Pantry' was being set up in Chepstow and it is hoped that it will form a partnership with the Community Fridge.

Chepstow Fairtrade Forum: Cllr T Griffiths advised that a Fairtrade trail had taken place during Fairtrade Fortnight and prizes are being awarded to the winners on Saturday 25th March 2023.

Pembroke School Governors: Cllr M Perkins referred to difficulties in getting families to take up free school meals.

The Dell School Governors: Cllr S Ashby referred to proposals to extend the distance required for free school transport which will affect children living in St Arvans and Mathern. MCC will be going out to consultation in this matter.

216. Matters Relating to the Public and Urgent Information

- Members noted that an election for the Castle Ward will be held on Thursday 20th April 2022.

217. Items for Next Meeting

- Rogue Runs – New Year's Eve 5K
- Uptake of free school meals in primary schools – Cllr M Perkins

218. Annual Meeting

Members noted the Annual Meeting of Council will be held on Wednesday, 10th May 2023 at 7pm.

219. Date of Next Meeting

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday 26th April 2023 at 7.00pm.

220. Exclusion of Press and Public

RESOLVED:

To exclude the press and public for the discussion of Item 221. Old Library Memorial owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Standing Order 8 was suspended during consideration of the following item to allow the meeting to continue past 9.30pm

221. Old Library Memorial Hall

Members considered confidential document from the agent in regard to the proposed lease at the Old Library Memorial Hall.

RESOLVED:

To agree a 5-year lease at the Old Library Memorial Hall provided a break-clause is included annually for the term of the lease.

CLOSE: This completed the business of the meeting at 9.40pm

SIGNED CHAIRPERSON: _____ **DATE:** _____

APPENDIX A
Chepstow Town Council

Current/Deposit Account

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2023	O2	DDR	26.81	PHA1936s87	Mobile staff phones
02/02/2023	Peninsula HR	SO	143.52		Peninsula H&S Contract
04/02/2023	SSE - Electric	DDR	780.31	1972s111	Gatehouse electric
06/02/2023	Peninsula - HR	SO	149.50		H&S contract
07/02/2023	Monmouthshire County Council	DDR1	10,518.64		Town Crew Jan
07/02/2023	Monmouthshire County Council	DDR2	3,430.00		CCTV Q4
07/02/2023	MW Signs & Engraving	DDR3	41.58		Male/Female braille WC signs
07/02/2023	Sheet Plastics	DDR4	32.27		Noticeboard cover
07/02/2023	Mr I Giles	DDR5	75.00		Window cleaning Jan
07/02/2023	CALDICOT GLASS & GLAZING	DDR6	86.98		Replace broken glass CAB
07/02/2023	Pat South Wales Ltd	DDR7	208.56		Annual PAT testing
07/02/2023	RBS Software Solutions	DDR8	147.44		A/C software inc VAT
07/02/2023	Storm Investigations Ltd	DDR9	336.00		Emergency repairs Riverbank
07/02/2023	Mr Flag	DDR10	48.24		Ukrainian flag
07/02/2023	Richer Sounds	DDR11	328.90		Blue-ray/Drill Hall
07/02/2023	Welsh Water Dwr Cymru	DDR	1,500.00	pha1936s87	Welsh St PC
08/02/2023	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/02/2023	Ricoh	DDR12	234.00		Security erase photocopier
09/02/2023	Sheet Plastics	DDR13	42.41		Notice board sheeting
09/02/2023	Microshade VSM	DDR14	399.07		Hosting service Feb
09/02/2023	Amberon Traffic Management	DDR15	1,296.00		Xmas light derig road closure
09/02/2023	Viking	DDR17	123.41		Office stationery
09/02/2023	Ricoh	DDR19	109.39		click charge copier 01/11-31/01/23
09/02/2023	The UK Firework company	DDR20	1,506.60		Firework Display 2023
09/02/2023	Cynnal Cymru. Sustain Wales	DDR21	360.00		Cynnal Cymru membership 23/24
09/02/2023	British Gas	DDR22	76.26		29/12/22-28/01/23 Elec
09/02/2023	Mr S Field B Eng AMIMechE	DDR23	8,180.00		watering Town Floral Displays 2022
09/02/2023	Peninsula	SO	106.66		H&S Drill Hall/Old Library
09/02/2023	Festival of Arts	DDR	6,260.00	lga1972s144	Grant
09/02/2023	Furniture & Fabric	DDR	7,042.00	min ref 79f	Gatehouse carpet
16/02/2023	Lloyds bank CC	DDR	55.06	1972s111	Zoom
17/02/2023	Opus Energy	DDR	74.93	1972s111	Elec Old Library
20/02/2023	Peninsula EAP	SO	21.60		Peninsula Employee Assistance Prog
20/02/2023	SSE - Electric	DDR	78.96	pha1936s87	Riverbank
23/02/2023	British Gas - Elec	DDR	23.12	1972s111	Gatehouse
23/02/2023	British Gas - Elec	DDR	156.15	1972s111	Gatehouse
27/02/2023	Payroll February	DDR	14,078.72		Payroll February 2023
27/02/2023	Chepstow Accountancy Services	DDR9	44.00		February 2023 payroll 8x
27/02/2023	Welsh Water Dwr Cymru	DDR	517.55	PHA1936s87	Riverbank
28/02/2023	Merlin Waste Control Specialist	DDR16	1,209.00		Dog waste Feb 2023
28/02/2023	Chepstow Senior Citizens Welf	DDR1	600.00		civic event 04.02.23
28/02/2023	Mr I Giles	DDR2	75.00		window cleaning 01/02/23
28/02/2023	Monmouthshire County Council	DDR3	10,518.64		Town Crew February
28/02/2023	Monmouthshire County Council	DDR4	20,000.00		Playscheme funding for 2022/23
28/02/2023	Adcock	DDR5	271.50		Supplies
28/02/2023	Jackson Lift Group	DDR6	867.60		Maintenance. agreement 02/23-02/24
28/02/2023	Thomas Fattorini Ltd	DDR7	3,411.30		Chain engraving & cleaning
28/02/2023	Kane Mailing Systems Ltd	DDR8	441.60		De-commission franking machine
28/02/2023	Siemens Financial Services Ltd	DDR10	2,196.06		Settlement franking machine
28/02/2023	Bulwark Community Centre	DDR	13,275.00	1976(19)25/1/23.	Grant
28/02/2023	Agricultural Society	DDR	60.00	1972s144.25/01	Membership
28/02/2023	Mind Monmouthshire	DDR	7,500.00	FC 23/02/22	Half year partnership payment
28/02/2023	Friends of Chepstow Library	DDR	48.40	LG(MP)1976s19.	Grant
	Total Payments		119,361.30		

Chepstow Town Council

Current/Deposit Account

Cash Received between 01/02/2023 and 28/02/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/02/2023	Ariel Direct	dcr	O2 loyalty	4.00
01/02/2023	Drill Hall - recharge		Sales Receipts Page 1285	587.06
14/02/2023	Drill Hall - recharge		Sales Receipts Page 1286	880.00
			Total Receipts	1,471.06