



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 26th April 2023 at 6.45pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: S Ashby, L Atkinson (6.55pm), V Badderley-Potter, D Barnes, P Griffiths, T Griffiths, M Le Peltier, H Livesey-Jones, J MacTaggart, N Meyrick (6.55pm), M Perkins (remote), D Power, D Rooke (6.55pm), J Rosser (remote), S Tulley

Apologies: Cllrs E Becker

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
Member of Public (1)

222. Apologies

See above.

223. Declarations of Interest in Items on the Agenda

None

Standing Orders were suspended for the following item:

224. To Suspend Standing Orders

Public Open Forum (15 minutes at the discretion of the Mayor)

a) Cllr Rita Edwards, Chair of St Arvans Community Council (SACC) outlined the relationship between SACC and Chepstow Racecourse prior to the boundary change in May 2022 when the racecourse transferred to Chepstow Town Council. Cllr Edwards referred Members to a poorly attended public meeting held on 3rd April 2023 at the Racecourse to discuss arrangements, including pedestrian management and litter for the forthcoming events. Cllr Edwards outlined the events and stated the Racecourse had offered a further meeting with Chepstow Town Council, St Arvans Community Council and Tidenham Parish Council.

The Chair thanked Cllr Edwards for bringing this matter to Town Council.

b) Members received a presentation from Ryan Coleman, Monmouthshire County Council's lead on Tackling Poverty and Inequality, outlining the Participatory Budget for Chepstow. Mr Coleman requested Council's recommendations for eligible streets or local areas in the community, which would be suitable for consideration under the grant scheme, provided by the Health Board, for two separate grants of £5,000 each.

A lengthy discussion ensued and Members were disappointed at the short notice and timescale for uptake of the grants. Members were not prepared to choose two streets for nomination and it was noted that grant applications were required within 2 months. This was considered an unreasonable amount of time to advertise the grant scheme properly and it was agreed to request a further meeting with Ryan Cole via Zoom to clarify which groups could apply for the grants and ascertain if there was anything else MCC could spend the money on. Cllrs H Livesey-Jones, M Le Peltier, V Badderley Potter and J Rosser were nominated to attend the meeting.

Normal proceedings resumed.

225. Mayoral Announcements

- **22nd April 2023:** The quiz night in aid of the Mayor's charities was a success and raised £275 for Chepstow Community Fridge and Chepstow Foodbank.
- **25th April 2023:** The Mayor attended the service at the War Memorial to mark the anniversary of Australian and New Zealand Army Corps, or ANZAC Day. Chepstow Male Voice Choir performed at the service and visitors from New Zealand, who were in the town at that time, were very pleased to witness the service.

226. Minutes

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

227. Matters Arising

Members received the Clerk's Update report on progress of resolutions. There were no issues raised on the update, however the Mayor requested clarification on the flying of the Ukrainian flag.

228. Committees

a) Planning and Administration Committee

Received the Minutes of Planning and Administration Committee meeting held on 12th April 2023.

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

- Received the Minutes from the DHMC meeting held on 13th March 2023.
- Received the Minutes from the Transition Board meeting held on 3rd April 2023.
- Members noted the revised Terms of Reference for the DHMC had not been agreed and would be presented at a future meeting for approval.

c) 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:

- Communications Working Party:** Cllr D Barnes referred to the notes of the meeting held on 8th March 2023 and advised a follow up meeting was being arranged.
- Marketing of Chepstow:** Members considered notes of the meeting about Destination Chepstow on 27th March 2023 outlined by Cllr M Griffiths.

A discussion ensued about how best to promote Chepstow as an active town, as well as the Town Council and what it does. Members referred to a 'Chepstow' website, incorporating 'Chepstow Town Council' and it was considered that there was an opportunity to employ a part-time Communications Officer who could combine promotion of both Chepstow and the Town Council. Reference was made to the money set aside in the 2023-2024 budget for tourism and marketing.

RESOLVED:

For Cllr S Ashby to liaise with Cllr D Barnes and the Clerk to prepare a draft business case to employ a part-time Communications officer for the Council, for consideration by the Personnel Committee at its next meeting.

229. Finance

a) Bank Reconciliation

Members noted that the year-end process is underway and that the bank reconciliation and supporting reports will be available in June.

b) Accounts

Members received and adopted the receipts and payments for March 2023.

- *Appendix A below*

Receipts	Payments
£2,843.09	£37,183.60

c) Income and Expenditure

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

d) Annual Return for the year ended 31st March 2022

Members noted confirmation from the External Auditor that on the basis of their review, in their opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Members also noted that Council was subject to the three-yearly transaction-based approach to the audit, which involved auditors examining the Council's accounts and tracing transactions through to source records, confirming the completeness and accuracy of the accounts.

Members were unanimous in commending the Clerk and staff on their efforts in relation to the external audit report.

e) Community Grants

Members considered the Community Grant report and following applications:

- i. Happy Go Lucky Theatre Group:** Members considered an application from Happy Go Lucky Theatre Group for £3,150 to purchase basic sound and lighting equipment. It was noted that the group held their rehearsals outside of Chepstow.

RESOLVED:

To defer consideration of the grant application from Happy Go Lucky Theatre Group pending clarification of the number of members who live in Chepstow.

- ii. Chepstow Comprehensive School:** Members considered an application from Chepstow Comprehensive School for £15,000 towards the £25,000 purchase of an additional school minibus to enable students to attend sporting fixtures, education visits, wellbeing therapy and work experience within the Chepstow Community.

Whilst Members supported the application in principle, there were a number of queries they would like answered prior to deciding on this matter.

RESOLVED:

To defer this matter pending Cllrs D Barnes, M Griffiths, M Le Peltier and D Power meeting with Chepstow School to further discuss their grant application for an additional school minibus in order to report back to Full Council for a decision.

Cllr S Ashby declared a personal interest in this item as her child attends Chepstow School.

f) Dog Bin Request

Members considered its available budget of £800 and the costs for additional dog bins to be installed, following requests from residents:

- i. Near Restway Walk, opposite The Palmer Centre

RESOLVED:

To install a dog bin near Restway Walk, opposite The Palmer Centre at a cost of £179.00 + VAT and emptying costs of £7.00 per week. (*Litter Act 1983, s5,6*)

- ii. Thornwell Rugby Club, far end of field

RESOLVED:

To defer this item to Full Council in May 2023 pending clarification of the exact location.

g) GWR Customer and Community Improvement Fund 2023/24

Members considered a funding application to the GWR Customer and Community Improvement Fund 2023/24 for a feasibility study to be undertaken on an electric bike scheme in Chepstow.

RESOLVED:

To apply to the GWR Customer and Community Improvement Fund 2023/24 for a feasibility study to be undertaken on an electric bike scheme in Chepstow and whether local residents with bicycles would like to travel by train.

230. Free School Meals (b/f FTC 22.3.23)

Members considered the information provided by Cllr M Perkins, advising of the Welsh Government's commitment to provide free school meals to all primary school pupils by the end of 2024.

RESOLVED:

That Cllrs D Rooke and M Perkins compile a letter to Mark Drakeford, First Minister of Wales and Jeremy Miles MS, Minister for Education, to request the financial threshold for free school meals in Wales is increased and extended to secondary school children.

231. Rogue Runs (b/f FTC 22.3.23)

Members considered the request from Rogue Runs to support a 5K run to start and finish in Chepstow on New Year's Eve 2023.

Cllr M Griffiths clarified Rogue Runs, (a running event enterprise) and outlined the proposed event for the benefit of Members not present at the presentation in March. It was stated that the organisers were very experienced at running events and Members considered this to be an ideal opportunity to promote the town.

RESOLVED:

To support the request from Rogue Runs to hold a 5K run to start and finish in Chepstow on New Year's Eve 2023 and request clarification on the following:

- The road closure and how Rogue Runs will manage this;
- Car parking;
- Will the event be repeated annually, if successful?
- That Council will be informed of updates relating to the event.

232. Town Council Planters

Members considered the report detailing locations and condition of the Town Council planters and considerations for ongoing maintenance.

RESOLVED:

To accept the report and support the suggestions contained therein:

- To promote public use of the planters and public picking of the herbs;
- Create 'themed' herb planters;
- Approach community groups to adopt a planter;
- Work with community groups to create a planter trail;
- Relocate a number of planters to Thornwell shopping area;
- Town Crew to paint, repair and replant barrels.

233. Play provision in Chepstow

Members received a verbal update on discussions held with Paul Sullivan, Mon Life in regard to play provision in Chepstow. It was noted that shortfalls in play provision had been identified and that a Service Level Agreement between Monmouthshire County Council and Town Council would result in the provision of a better service for play provision in Chepstow. Cllr M Griffiths stated discussions were ongoing and meetings would be held on a Friday morning should any Member wish to attend.

234. King's Coronation

Members noted the report detailing Town Council event arrangements and grant uptake to date.

235. Annual Events

Members considered its next steps following the report detailing works to date on Council's vision in working with the community to develop a calendar of seasonal, festive and one-off events for the town. It was noted that an informal meeting was held on 18th January 2023 with local community groups who organise events in the town and a suitable calendar is in the process of being set up and added to Town Council's Website in the first instance.

RESOLVED:

To incorporate working with the community to develop a calendar of seasonal, festive and one-off events for the town in to the business case being prepared for the potential role of Communications Officer.

236. Old Library Lease

Members noted that as requested an annual break-clause will be included in the new lease. Members considered delegating authority to the Planning and Administration Committee to approve any requests from the tenant to install any temporary internal structures to separate work space as the Committee meets every other week.

In response to a query, Cllr M Perkins, lead on the 'The future of the Old Library Memorial Hall' project was requested to refer the tenant to the Clerk to respond to any queries they might have relating to the lease.

RESOLVED:

To delegate authority to the Planning and Administration Committee to approve any requests from the Old Library tenant to install any temporary internal structures to separate work space and any other material works.

237. Monmouthshire County Council (MCC)

a) Transforming Chepstow

Members provided a verbal update following the meeting held on 25th April 2023.

- The Transforming Chepstow document, put together by the group has now been accepted and will be presented to Town Council for approval and subsequent adoption at MCC.
- The Improvement Town Regeneration Grant of £300,000 is being made available to improve buildings in Chepstow.
 - MCC will circulate the information to all business in Chepstow, who will be invited to apply for funding.
 - 3 significant buildings identified by the meeting: Community Fridge building, The Boat Inn - to install a canopy in place of the marquee and The Drill Hall.
 - Discussion on empty High Street buildings in relation to the possibility of low-level grants.
 - A report will go to the Ordinary Meeting in May to agree a list of priorities.
 - The funding is applicable to Town Centre buildings only.

b) Public Spaces Protection Order (PSPO)

Members discussed correspondence received in regard to dogs on leads and dog exclusion areas for Chepstow as part of the wider proposals to implement a Public Spaces Protection Order throughout Monmouthshire.

RESOLVED:

To agree in principle that dogs should not be permitted in children’s play areas or on sports fields and to request maps that identify precise areas where no dogs are permitted.

238. Consultations

Members noted the Penn Review response (Local Authority Ethical Standards Framework and Code of Conduct) - Recommendations of the Independent Review of the Ethical Standards Framework (Richard Penn report) | GOV.WALES

Standing Order 8 was suspended to allow the meeting to continue past 9.30pm

239. Correspondence

Members received the correspondence listed in the correspondence schedule and in addition:

- i. Letter from resident in regard to working with the Town Council as part of a dissertation.

RESOLVED:

To advise the resident that Town Council is unable to accommodate their request to work with it as part of a dissertation and refer them to Transition Chepstow.

- ii. Members noted the UK Emergency Alert System test on Sunday 23rd April 2023 at 3pm - *circulated*
- iii. Members noted the Chepstow Racecourse letter to residents, advertising forthcoming events.
- iv. Members noted Mind Monmouthshire’s update for Chepstow – October 2022 to March 2023, as a condition of Council’s partnership agreement.

RESOLVED:

To thank Mind Monmouthshire for their update.

240. Reports of Representatives on Outside Bodies

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

One Voice Wales (OVW): Cllr D Power had attended the recent Monmouthshire/Newport Area Committee where the emphasis had been on OVW training services.

Pembroke School Governing Body: Cllr M Perkins advised Members that Pembroke School had received an award for the way in which the pupils integrate with the community.

RESOLVED:

To send a letter of congratulations to Pembroke School on their achievement.

241. Matters Relating to the Public and Urgent Information

The Clerk advised Members of the recent passing of Tom Moran, Secretary and Poppy Appeal organiser for Chepstow’s branch of the Royal British Legion.

242. Items for Next Meeting

243. Date of Next Meeting

Confirmed the arrangements for the Annual Meeting to be held on Wednesday 10th May 2023 at 7.00pm

244. Exclusion of Press and Public

RESOLVED: To exclude the press and public for the discussion of Item 245. Annual Insurance renewal and 246. Job Evaluation owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

245. Annual Insurance Renewal

Members considered the confidential report in regard to the Town Council’s annual insurance renewal.

RESOLVED:

To accept Quote 3 from Zurich for renewal of Town Council’s insurance, with effect from 1st June 2023 at a cost of £7,320.00 (*LGA 1972, s111*)

246. Job evaluation

Members considered the confidential report in regard to the Job Evaluation as recommended by the Town Council’s Internal Auditor.

RESOLVED:

To accept Quote 3 from One Voice Wales to undertake Job Evaluations for Town Council staff at a cost of £720.00, to be taken from Council’s general reserves fund (*LGA 1972, s112*).

CLOSE: This completed the business of the meeting at 9.45pm

SIGNED CHAIRPERSON: _____ **DATE:** _____

Chepstow Town Council

Receipts Received between 01/03/2023 and 31/03/2023

Date	Receipts Received from	Receipt No	Receipt Description	Receipt Total
16/03/2023	Ariel Direct	dcr	O2 loyalty bonus	4.00
21/03/2023	NA Room Hire	000386	donation	65.00
20/03/2023	Drill Hall		invoice recharge	274.09
30/03/2023	Monmouthshire Citizens Advice Bureau	Q1 lease payment	2,500.00	

Total Receipts

2,843.09

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2023	Horizon Telecom	DDR	299.77	Iga1972s111	Office comms February
02/03/2023	Seal Medical	DDR3	165.06		Defibrillator replacement pads
02/03/2023	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
02/03/2023	Downs Merrifield Architects	ddr1	3,180.00		Bulwark Comm Centre refurb
02/03/2023	Downs Merrifield Architects	ddr2	1,186.00		Bulwark Comm Centre refurb
02/03/2023	Society of Local Council Clerk	ddr1	236.00		Membership fee: Deputy Clerk
05/03/2023	O2	DDR	26.81	pha1936s87	MHO phones March
06/03/2023	Thomann GmbH	DDR1	209.40		Projector cables, connectors
06/03/2023	Ty Croeso	DDR2	25.00		Welsh translation job description
06/03/2023	Peninsula - HR	Std Ord	149.50		HR contract
07/03/2023	Chepstow Community Fridge	DDR	100.00	LG (Wales)2011	Donation
08/03/2023	Churn Valley Ltd	ddr	395.00		Lease - Thomas Street
09/03/2023	Peninsula	Std Ord	106.66		Drill Hall/Old Library H&S
14/03/2023	Projectorpoint.co.uk	DDR4	6,982.80		Projector
15/03/2023	Boverton Nurseries displays	DDR6	648.00		Wire baskets replace summer floral
15/03/2023	Mr I Giles	DDR7	75.00		Window cleaning 01/03/23
15/03/2023	The Fire People	DDR8	241.10		Annual Service Call - extinguishers
15/03/2023	Society of Local Council Clerk	DDR10	52.30		The Clerk's Manual 2023
15/03/2023	Merlin Waste Control Specialis	DDR11	1,216.80		March 2023 dog waste
15/03/2023	Microshade VSM	DDR12	399.07		IT Hosting service March
15/03/2023	Screw Fix	DDR13	34.99		PPE
15/03/2023	Chepstow Food Bank	DDR	100.00	LG (Wales)2011	Donation
15/03/2023	Crisis	DDR	200.00	LG (Wales)2011	Donation
15/03/2023	Chepstow Photographic Society	DDR	50.00	LG (Wales)2011	Donation
16/03/2023	Lloyds bank CC	DDR	76.88	1972s111	Zoom and ancillary items
17/03/2023	Opus Energy	DDR	65.68	1972s111	Old Library Memorial Hall
17/03/2023	SSE - Electric	DDR	44.10	PHA1936s87	Riverbank
20/03/2023	Peninsula EAP	Std Ord	21.60		Peninsula Emp Assst Programme
22/03/2023	Horizon Telecom Ltd	DDR5	332.26		Telecomms March
24/03/2023	British Gas - Elec	DDR	20.75	1972s111	2.2 - 1.3.23 – Display window
28/03/2023	Payroll March 2023	DCR	13,966.88		Payroll March 2023
28/03/2023	Chepstow Accountancy Services	ddr	44.00		Payroll March
30/03/2023	Amazon	DDR1	16.49		Litter pickers
30/03/2023	Adcock	DDR2	277.10		Supplies
30/03/2023	Adcock	DDR3	293.41		Drill Hall supplies
30/03/2023	Kudos Printers	DDR4	103.57		Uniform jacket
30/03/2023	Castle Energy	DDR5	1,752.00		Old Library insulation
30/03/2023	Welsh Air Ambulance Charitable	DDR	200.00	1972S137	donation
30/03/2023	Chepstow Cricket Club	DDR	1,375.00	FC22.3.23/205di	grant
30/03/2023	British Gas - Elec	DDR	75.66	1972s133	British Gas - gatehouse
30/03/2023	Expenses claim	DDR	46.15	1972s111	Expenses claim
30/03/2023	RBS Software Solutions	ddr1	147.44		Annual software fees
30/03/2023	The Chepstow Rainbow Trust	DDR	2,000.00	120(d)(iv) fc	Community Fridge Rent
31/03/2023	Unity Trust Bank	DDR	44.55		bank charges
31/03/2023	Unity Trust Bank	DDR	1.50		cheque handling fee
31/03/2023	Friends of Chepstow Library	DDR	55.80	1976s19	grant
Total Payments			37,183.60		