



## CHEPSTOW TOWN COUNCIL

Minutes of the **Annual Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 10<sup>th</sup> May 2023 at 7.00pm

**Present:**

**Chair:** Cllr Margaret Griffiths (Town Mayor)

**Councillors:** V Badderley-Potter, D Barnes, H Livesey-Jones, N Meyrick, M Le Peltier, M Perkins (remote), MacTaggart, G Rosser, J Rosser, P Griffiths, T Griffiths, D Power (remote), Cllr D Rooke, S Tulley,

**Apologies:** S Ashby

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
Mrs R Dilley (Admin Officer)

**1. Apologies**

See above

**2. Declarations of Interest**

Cllr M Le Peltier declared an interest in The Palmer Centre, as a Trustee.

**3. Election of Chairman**

The outgoing Mayor, Cllr Margaret Griffiths requested nominations for the position of Town Mayor for 2023/2024.

Cllr J MacTaggart nominated Cllr Margaret Griffiths for re-election, seconded by Cllr H Livesey-Jones. There were no other nominations.

**RESOLVED:**

To re-elect Cllr Margaret Griffiths to the position of Town Mayor for 2023/2024.

**4. Installation of Town Mayor**

Cllr M Griffiths signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

**5. Presentation of Past Mayor's Badge**

Due to the re-election of Cllr M Griffiths, there was no presentation of a Past Mayor's Badge.

**6. Past Mayor's Address**

Cllr Margaret Griffiths outlined the Council's efforts and achievements over the past year as a new Council and stated she looked forward to continuing the good work of the Council and to deliver on the Council's 'Vision' of identified projects and priorities for the residents of Chepstow.

Cllr Griffiths thanked Members for their vote of confidence in her and also thanked the staff for their support in accepting the changes within the Council.

**7. Election of Deputy Town Mayor**

The Mayor requested nominations for the position of Deputy Town Mayor for 2023/2024.

Cllr J Rosser nominated Cllr Tudor Griffiths, seconded by Cllr V Badderley-Potter. There were no other nominations.

**RESOLVED:**

To re-elect Cllr Tudor Griffiths to the position of Deputy Town Mayor for 2023/2024.

**8. Installation of Deputy Town Mayor**

Cllr T Griffiths signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

**9. To Appoint Representatives to Outside Bodies**

Members reviewed representation on external bodies for 2023/2024

**RESOLVED:**

To appoint the following Members to external bodies for 2023/2024:

**Air Quality Steering Group**

Open forum – all Councillors to be involved

**Aneurin Bevan Community Health Council**

Cllr M Perkins

**Bulwark Community Centre Management Trust**

Cllr V Badderley-Potter

Cllr D Barnes

Cllr H Livesey-Jones

Cllr J MacTaggart

Cllr D Rooke

**Bulwark Senior Citizens Committee**

Cllr D Rooke

**CCTV User Group**

Cllr M Le Peltier

Cllr J MacTaggart

**Chamber of Commerce and Tourism**

Cllr S Ashby

**Chepstow/Cormeilles Twinning Association**

Cllr M Griffiths - Town Mayor

**Chepstow Fair Trade Forum**

Cllr T Griffiths

**Chepstow Priory Friends**

Cllr T Griffiths

**Drill Hall Management Committee**

Cllr S Ashby

Cllr L Atkinson

Cllr E Becker

Cllr M Griffiths

Cllr J MacTaggart

Cllr M Perkins

Cllr J Rosser

**Drill Hall Transition Board**

Cllr M Griffiths

Cllr J MacTaggart

Cllr M Perkins

Cllr J Rosser

**Keep Chepstow Tidy**

Cllr S Tulley

**Minor Authority School Governors (for term of Council)**

- **Pembroke Primary** – Cllr M Perkins
- **St Mary's RC School** – *defer to OM 24/05/23*
- **The Dell School** – Cllr S Ashby
- **Thornwell School** – Cllr T Griffiths

**Monmouthshire Citizens Advice Bureau - Observer**

Cllr H Livesey-Jones

**Montague Almshouses**

Cllr D Power

**Oldbury and Berkley Power Stations  
Community Liaison Council**

Cllr D Power

**One Voice Wales**

Cllr J MacTaggart

Cllr D Power

**Palmer Centre**

Cllr J Rosser

**Public Service Board**

Cllr M Griffiths

**Primary Healthcare Exploratory Group**

All Councillors to be involved

**10. Schedule of Meetings for the Mayoral Year 2023-2024**

Members agreed the Schedule of Meetings for the Mayoral Year 2023-2024.

**11. Committee and Working Group Membership**

i) Members reviewed the Terms of Reference and Scheme of Delegation and made no amendments.

ii) Members reviewed the Committee Membership.

**RESOLVED:**

To elect the following Members to Committees for 2023/2024:

**Personnel Committee**

Cllr M Griffiths – *ex officio*

Cllr T Griffiths – *ex officio*

Cllr S Ashby

Cllr L Atkinson

Cllr V Badderley-Potter

Cllr D Barnes

Cllr D Power

Cllr D Rooke

Cllr J Rosser

**Planning and Administration Committee**

Cllr M Griffiths – Bulwark Ward – *ex officio*

Cllr T Griffiths – Thornwell Ward – *ex officio*

Cllr V Badderley-Potter – Mount Pleasant Ward

Cllr D Barnes – Mount Pleasant Ward

Cllr E Becker – Mount Pleasant Ward

Cllr M Le Peltier – St Kingsmark Ward

Cllr J MacTaggart – Bulwark Ward

Cllr D Power – Larkfield Ward

Cllr G Rosser – Castle Ward

**Environment & Amenities Committee**

Cllr M Griffiths – *ex officio*

Cllr T Griffiths – *ex officio*

Cllr M Le Peltier

Cllr J MacTaggart

Cllr N Meyrick

Cllr M Perkins

Cllr D Rooke

Cllr G Rosser

Cllr J Rosser

Cllr S Tulley

**Complaints Committee  
(Chairs of Committees)**

Personnel

Financial Policy & Audit

Planning and Administration

Environment & Town Amenities

Town Mayor - Cllr M Griffiths

Deputy Mayor - Cllr T Griffiths

**Finance, Policy and Audit Committee**

Cllr M Griffiths – *ex officio*

Cllr T Griffiths – *ex officio*

Cllr L Atkinson

Cllr E Becker

Cllr P Griffiths

Cllr J MacTaggart

Cllr N Meyrick

Cllr M Perkins

Cllr D Rooke

Cllr J Rosser

Cllr S Tulley

iii) Members reviewed the Working Groups and their Membership.

**RESOLVED:**

To elect the following Members to Working Groups:

**Diversity Working Group**

Cllr S Ashby  
Cllr L Atkinson  
Cllr M Griffiths

**Play Provision Working Group**

Cllrs E Becker  
Cllr M Griffiths  
Cllr S Tulley

**Place Plan Working Party**

Cllr M Griffiths  
Cllr P Griffiths  
Cllr T Griffiths  
Cllr M Le Peltier  
Cllr J MacTaggart  
Cllr M Perkins  
Cllr D Power  
Cllr D Rooke  
Cllr S Tulley

**Carbon Reduction / Energy Efficiency Working Group**

Cllr S Ashby  
Cllr M Griffiths  
Cllr T Griffiths  
Cllr M Le Peltier  
Cllr M Perkins  
Cllr D Rooke

**Annual Events Working Group**

Cllr S Ashby  
Cllr D Barnes  
Cllr M Griffiths  
Cllr V Badderley-Potter  
Cllr J Rosser  
Cllr J MacTaggart

**Play Provision Working Group**

Cllr E Becker  
Cllr M Griffiths  
Cllr S Tulley

iv) To appoint Councillors' responsibilities for specific projects for 2023 – 2024.

**RESOLVED:**

To appoint the following Members for specific projects for 2023 - 2024:

**Supporting Friends of the Dell destination play park**

Cllr D Rooke  
Cllr J Rosser  
Cllr P Griffiths

**Marketing of Chepstow as a historic place to visit**

Cllr T Griffiths

**The future of St Mary's Priory**

Cllr T Griffiths

**The Community Orchards and Community Growing Spaces**

Environment & Amenities Committee

**The future of the Old Library Memorial Hall**

Cllr M Perkins

## **Communications**

Cllr V Badderley-Potter

Cllr D Barnes

Cllr M Le Peltier

Cllr J MacTaggart

Cllr S Tulley

## **Survey of available community space and better usage / Warm Hubs and support for vulnerable families**

Cllr J MacTaggart

## **Reuse and Recycling: support of Community Fridge and a space for a Repair Café**

Cllr D Rooke

## **Active travel routes / Management of electric bikes in Chepstow**

Cllr P Griffiths

## **Signposting and connectivity across the whole of the town**

All Councillors

## **Shopmobility**

Hold in abeyance

## **Needs of people with disability**

Hold in abeyance

## **Campaigning on Chepstow medical services**

Full Council

## **Campaigning on Chepstow transport hub, parking at railway station, better public transport**

Hold in abeyance

## **Updating of public toilets at Riverbank and investigate provision for Bulwark**

Clerk

## **Provide benches along walking routes around town**

Environment & Amenities Committee

## **Create a Youth Forum**

Awaiting further correspondence from the Youth Service

## **Bulwark & Thornwell potential projects for 2024-2025 budget**

Cllr A Watts

### **12. Town Mayor's Civic Protocol**

Confirmed the Town Mayor's Civic Protocol including a review of the Civic guest list.

### **13. Minutes**

The Minutes of the Ordinary Meeting of Council held on 26th April 2023 were approved as a true record and duly signed by the Mayor.

### **14. Community Contributions**

Members considered Community Contributions for which a budgetary provision for the amounts detailed were recommended under the budget setting process at the Finance Policy and Audit Committee on 9th November 2022 and adopted by Full Council on 23<sup>rd</sup> November 2022:

**RESOLVED:**

To release the following Community Contributions:

- (i) **Bulwark Community Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (ii) **The Palmer Centre** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (iii) **Drill Hall Management Committee** - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976
- (iv) **Chepstow Citizens Advice Bureau** - £20,950 under the provisions of s142 (2A) Local Government Act 1972
- (v) **Chepstow Town Band** - £500 towards the Summer Music School, under the provisions of s145 Local Government Act 1972
- (vi) **Severn Area Rescue Association (SARA)** - £700, under the provisions of s234 Public Health Act 1936.

**15. Independent Remuneration for Wales**

Members considered the written report for payments to Members of Community and Town Councils and noted that reimbursement for Consumables at £52, and Determinations 43, 44 and 52 are mandatory.

**Ref: Determination 45**

**RESOLVED:**

- i) To approve payments of £500 for members undertaking the following senior roles:
  - Chair of Environment & Amenities Committee
  - Chair of Finance, Policy & Audit Committee
  - Chair of Personnel Committee
  - Chair of Planning & Administration Committee

**Ref: Determinations 46, 47, 48**

**RESOLVED:** To adopt travel expenses (46), reimbursement of subsistence expenses (47) and financial loss compensation (48).

**Ref: Determination 49**

**RESOLVED:**

Not to introduce an attendance allowance for Members.

**Ref: Determination 50**

*Cllr M Griffiths declared an interest in Determination 50 and left the room. In the absence of Cllr M Griffiths, Cllr T Griffiths, Deputy Mayor took the chair.*

**RESOLVED:**

To provide a payment to the Mayor of £1,500.

*Cllr M Griffiths resumed the chair*

**Ref: Determination 51**

*Cllr T Griffiths declared an interest in Determination 51 and left the room for discussion of this item.*

**RESOLVED:**

To provide a payment to the Deputy Mayor of £500.

It was agreed to make all payment arrangements as previous.

**16. Date and Time of Next Meeting**

Confirmed that the next Ordinary Meeting will be held on Wednesday 24<sup>th</sup> May 2023 at 7.00pm at The Gatehouse, High Street, Chepstow and via Zoom remote meetings.

CLOSE: This completed the business of the meeting 8.10pm

**SIGNED CHAIRPERSON** \_\_\_\_\_ **DATE:** \_\_\_\_\_