



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 24th May 2023 at 7pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: S Ashby, D Barnes, P Griffiths, T Griffiths, H Livesey-Jones, J MacTaggart, N Meyrick, D Power, D Rooke, A Watts

Apologies: Cllrs V Badderley-Potter, E Becker, M Le Peltier, G Rosser, J Rosser, S Tulley

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

17. Apologies
See above.

18. Declarations of Interest in Items on the Agenda
None

19. To Suspend Standing Orders
Public Open Forum (15 minutes at the discretion of the Mayor)
There were no members of the public in attendance.

20. Mayoral Announcements
18th May 2023: The Mayor attended the 1st Rifles Battalion leaving parade in the High Street, including a performance by the Band of Bugles, where she was introduced to HRH Duke of Kent. Cllr Meyrick advised Members he had presented an oil painting of the previous parade, produced by a local artist, to the Rifles who were delighted with it.

21. Minutes
The Minutes of the Annual Meeting of Full Council held on 10th May 2023 were approved as a true record and signed by the Mayor.

22. Matters Arising
Members received the Clerk's Update on progress of resolutions and raised the following:

Gloucester Hole – flag repainting: Noted completion

Min 229 (f) – Dog Bin Request: It was noted that clarification of the location at Thornwell Rugby Club had not been forthcoming.

23. Committees

23.1 Planning and Administration Committee

Received the draft Minutes of Planning and Administration Cttee meeting held on 17th May 2023.

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

a) Received the Minutes from the DHMC meeting held on 24th April 2023.

b) Received the Minutes from the Transition Board meeting held on 25th April 2023.

c) Members considered in depth the draft Memorandum of Understanding between the Town Council and the Charity Incorporated Organisation, including the proposed grant of £17,000 for 2-years to be used as match funding for grant applications, prior to presentation to the Transition Board. Members referred to the Council's financial support in relation to the Drill Hall and the earmarked reserves for grant funding.

RESOLVED:

To approve the Memorandum of Understanding between the Town Council and the Charity Incorporated Organisation for presentation to the Transition Board subject to the following amendments:

- i) Remove the bullet point *'Make an additional grant to the Drill Hall CIO, for a period of two years, of up to £17,000 to be used by the CIO as match funding for grant applications'*
- ii) Delete *'and with £2,000 from Chepstow Town Council'* from the 2nd bullet point under Responsibilities of the Drill Hall CIO

Members also referred to the role of the recently appointed Drill Hall Manager to take the Drill Hall forward to become sustainable.

RESOLVED:

To refer consideration of formalised objectives for the Drill Hall Manager, to the June Transition Board meeting.

23.3 Bulwark Community Centre Management Trust (BCCMT)

Members noted that since 2013 five Councillors have been nominated as representatives on the Bulwark Community Centre Management Trust. Following a query from a Town Council Member on the BCCMT, it has subsequently come to light that this should only be four.

RESOLVED:

To remove Cllr V Badderley Potter as a Town Council representative on Bulwark Community Centre Management Trust.

24. Working Party and Project Updates

There were no updates from working parties and project groups.

24.1 Campaigning on Chepstow medical services

Members noted the agenda for the meeting arranged at Chepstow Community Hospital on 9th June 2023 with Trisha Edwards, Head of Service Monmouthshire Borough, Primary Care & Community Division, Aneurin Bevan University Health Board (ABUHB).

Members considered questions and concerns they would like to present to Trisha Edwards as evidence for reinstatement of a Minor Injuries Unit, prior to the meeting.

RESOLVED:

To forward Members' concerns to ABUHB prior to the meeting at Chepstow Hospital on 9th June:

- That following the meeting with Ann Lloyd she agreed to provide the Council with:
 - Information about the roll out of services to the frail and the number of people treated:
 - The updated Minor Injury Unit figures which show the numbers being treated – the Council were told that this is currently at 8 but the figure was going to be confirmed:
 - The number of patients handed over from GP's to minor injuries service
- That there was going to be a questionnaire to GP's – has this been completed?
- An update is requested on the Memory Clinic provision which has been moved to St Woolos Hospital.
- Are there plans to bring the whole building back into use for the benefit of the community and patients?

24.2 Bulwark and Thornwell projects for 2024/25 budget

Members considered formally adopting the working group Bulwark and Thornwell projects for 2024/25 budget to be led by Cllr A Watts.

RESOLVED:

To adopt the working Group Bulwark and Thornwell Projects for 2024/25 Budget, to be led by Cllr A Watts.

24.3 Communications including development of existing website and wider social media usage

a) Members accepted the notes of the Communications Working Party held on 3rd May 2023 and noted item 7 will be further discussed under item (c) below.

b) Members considered the written report from Cllr J MacTaggart on Town Council's current website provision. A discussion ensued and Members offered their opinions on what they considered the website should offer and how best to take this issue forward. It was agreed to defer the issue of the website until a Communications Officer has been recruited.

RESOLVED:

To accept the recommendation to move Chepstow Town Council's website to HTTPS at the earliest convenience, at a cost of £125 for the first year, and £50 for subsequent years (*LGA 1972 s.142*).

c) Members considered the business case for the employment of a Communications Officer, outlined by Cllr S Ashby. During discussion of this item, Members acknowledged Monmouthshire County Council's 'Visit Monmouthshire' website and considered this lacked content for Chepstow, thus identifying a gap for promoting Chepstow as well as the Town Council. Members noted its budget of £40,000 set aside for Tourism/Marketing.

RESOLVED:

To agree in principle the position of Communications Officer and to delegate to the Personnel Committee on 23rd June 2023 the full scoping of a job description, based on the recommendations contained in the business case, for a report back to Full Council meeting on 28th June 2023 with a specific plan to move this role forward (*LGA 1972, s112*).

24.5 Meeting / Warm Space

Members considered the written report from Cllr J MacTaggart on available meeting and warm spaces across Chepstow.

RESOLVED:

To create a basic list for spaces available for hire showing venue, contact details, capacity and map location and another list for community spaces available to drop-in.

24.6 Play Provision

- a) Members noted the report from Monlife detailing the current play provision in Chepstow.
- b) Members considered the written report from Cllr M Griffiths regarding a potential pilot scheme for teenage play provision in Chepstow, through the provision of board games.

RESOLVED:

To support the proposal for a pilot scheme for teenage play provision in Chepstow and allocate a budget of £3,000 for the scheme, from the General Reserves fund. (*LGA 1976 (Misc Prov), s19*)

25. Finance

25.1 Community Grants

Members considered the Community Grant report and following applications:

a) Happy Go Lucky Theatre Group (b/f OM 26/04/23)

Members further considered the application from Happy Go Lucky Theatre Group for £3,150 to purchase basic sound and lighting equipment, following receipt of clarification of the number of members living in Chepstow.

RESOLVED:

To agree in principle to the purchase of basic sound and lighting equipment subject to further clarification of whether this equipment is extra to what is available at the Drill Hall; and on the proviso that it is stored at the Drill Hall and made available, free of charge to all local community groups. (*LGA 1972, s.145*).

b) 1st Chepstow Boys and Girls Brigade:

Members considered an application for £800 towards the cost of a three-day adventure camp for 18 youths plus volunteers at the end of June 2023, due to increased venue and food costs.

RESOLVED:

To donate £800 to 1st Chepstow Boys and Girls Brigade (*LGA 1972, s145*)

26. Vision Document

Members considered a review of the Council's Vision document, against progress to date.

RESOLVED:

To accept the document with no amendments and to request the issue of free parking is placed on the next Transforming Chepstow agenda for discussion.

27. Town Council Event – Potato Festival

Members considered the written report from Cllr M Griffiths outlining proposals for Town Council to hold a Potato Festival in recognition of Monmouthshire County Council's sculpture at the Riverbank placed to mark 10 years of the Wales Coastal Path and which the public have nicknamed the 'baked potato'.

RESOLVED:

To set up a working group to organize a Potato Festival in Chepstow in September/October 2023 and to nominate Cllrs S Ashby, D Barnes, M Griffiths, T Griffiths and D Power to the working group. Budget of £1,000 to be taken from the Chepstow Tourism Events budget (*LGA 1972, s145*).

28. Flag Flying at the Gatehouse

Members reviewed the continuous flying of the Ukraine Flag at the Gatehouse following the decision made at the Full Council meeting on 23rd November 2023, minute ref 148.

RESOLVED:

To fly the Welsh flag and Ukraine Flag on the same pole at the Gatehouse.

29. Chepstow What's On

Members considered a request from a resident, for permission to continue using the same name as the Town Council's "Chepstow What's On" paper copy for her Facebook page.

RESOLVED:

To advise the resident that Chepstow Town Council has no objections to the name of her "Chepstow what's On" Facebook page and to request if she would consider linking her page to the Town Council's Facebook page.

30. Monmouthshire County Council (MCC)

30.1 Transforming Chepstow

a) Received the notes of the meeting held on 26th April 2023.

b) Members considered adoption of the final Transforming Towns Masterplan.

RESOLVED:

To adopt the final Transforming Towns Masterplan.

c) To consider the confidential report on the Business Improvements Grants.

Due to the confidential nature of this item and a member of the public present via Zoom, the Mayor moved the confidential report on the Business Improvements Grants further down the agenda.

30.2 Meeting with County Councillor Mary-Ann Brocklesby

Members received a verbal report on the meeting held with the Leader of MCC, County Councillor Mary-Ann Brocklesby held on 12th May 2023 at the Gatehouse.

RESOLVED:

To accept the request from the Leader of MCC and CEO to attend the next Full Council meeting.

31. One Voices Wales

31.1 Members considered the submission of a Motion for debate at the 2023 Annual General Meeting.

RESOLVED:

To submit the following Motion to One Voice Wales for consideration:

Chepstow Town Council calls for Welsh Government to consider increasing and extending the financial threshold for free school meals in Wales to secondary school children in line with other devolved governments in the United Kingdom.

31.2 Members noted the first in person Innovative Practice Conference since before lockdown is being held on 5th July 2023.

32. Correspondence

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

32.2 Members considered correspondence from 1st Bulwark Guides expressing the guides' concerns about the lack of safe places in Chepstow and sharing their ideas for Town Council to consider.

RESOLVED:

That the Mayor and Deputy Mayor arrange to meet with 1st Bulwark Guides in this matter.

33. Reports of Representatives on Outside Bodies

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

Oldbury & Berkeley Power Station Community Liaison Council: Members noted the written report of meeting held on 11th May 2023, outlined by Cllr D Power.

Chepstow Society: Cllr T Griffiths stated he attended the 75-year celebrations and exhibition held at the Drill Hall, which was very well attended.

RESOLVED:

To send a letter of congratulations to Chepstow Society, thanking them for putting on the exhibition at the Drill Hall and requesting if they would consider displaying their exhibition in the library.

*Members **RESOLVED** to exclude the Press and Public for the discussion of Item 30.1 (c) owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

30.1 Transforming Chepstow

c) Members considered the confidential report on the Business Improvements Grants.

RESOLVED:

To request that MCC prioritise the following buildings for building improvement grants:

- Rainbow Café building
- Moor Street shops
- High Street shops
- Drill Hall

34. Matters Relating to the Public and Urgent Information

Members requested Police attendance at meetings.

35. Items for Next Meeting

Invite the Drill Hall manager.

36. Date of Next Meeting

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday 28th June 2023 at 7.00pm.

CLOSE: This completed the business of the meeting at 9.38pm

SIGNED CHAIRPERSON: _____ **DATE:** _____