



## CHEPSTOW TOWN COUNCIL

Minutes of the Ordinary Meeting of the **Finance, Policy and Audit Committee** of Chepstow Town Council held in the Council Chamber and via Zoom remote meetings on Wednesday 8th November 2023 at 7.00pm

### **Present:**

**Chair:** Cllr J Rosser

**Councillors:** M Griffiths, P Griffiths, T Griffiths (remote), J MacTaggart, N Meyrick, M Perkins, D Rooke, S Tulley

**Apologies:** None

**Absent:** E Becker

**In Attendance:** Mrs L Allen (Town Clerk/Responsible Financial Officer)  
Mrs A Sandiford (Deputy Town Clerk)

### **34. Apologies**

See above

### **35. Declarations of Interest in Items on the Agenda**

Cllrs J MacTaggart and D Rooke declared a personal interest in Bulwark Community Centre as Town Council representatives on the Management Committee.

Cllrs M Griffiths, M Perkins, D Rooke and J Rosser declared a personal interest in The Drill Hall as Town Council representatives on the Management Committee.

### **36. To Suspend Standing Orders**

#### **36.1 Public Open Forum (15 minutes at the discretion of the Chair)**

There were no members of the public in attendance.

### **37. Minutes**

**37.1** The Minutes of the Finance, Policy and Audit Committee Meeting held on 21st June 2023 were approved as a true record and will be signed by the chair following the meeting.

**37.2** The Minutes of the extraordinary meeting of the Finance, Policy and Audit Committee Meeting held on 20th September 2023 were approved as a true record and will be signed by the chair following the meeting.

### **38. Matters Arising**

The committee noted the Clerk's report on matters arising from the minutes. No issues were raised.

### **39. Schedule of Charges**

The committee undertook a review of the Schedule of Charges for 2024-2025.

### **RESOLVED:**

To retain the existing Schedule of Charges for 2024-2025.

**40. Flag Flying Policy**

The committee undertook a review of the Flag Flying Policy.

**RESOLVED:**

To add the flying of two flags on the same flagpole, when necessary, to the Flag Flying Policy.

**41. Publication Scheme**

The committee undertook a review of the Town Council's publication scheme. Clarification was sought about the typeface in regard to accessibility compliance. The Clerk advised the font used was Calibri 12 and it was suggested that, if this font was not compliant it should be replaced with Arial 12 font on future documents.

**RESOLVED:**

To approve the Town Council's Publications Scheme with no amendments.

**42. Community Grants**

**42.1** The committee undertook a review of the Small Grants Application Form and considered a maximum amount that can be applied for under this scheme.

**RESOLVED:**

To approve the Small Grants Application Form and scheme for a maximum amount of £500, and to delegate the conditions of grant to Cllr J Rosser and the Town Clerk.

**42.2** The committee received the community grant report and application from:

**a) Community Fridge**

The committee considered a grant application for £5,000 for the annual rent and utility bills in 2024/25.

**RESOLVED:**

To approve the grant from the Community Fridge of £5,000 for the financial year 2024/25 and to add this as a standalone item when preparing the budget (*LGA 1972, s137*).

*Cllr D Rooke declared an interest in this item as a member of the Community Fridge committee and took no part in the vote.*

**43. Christmas Switch On**

The committee considered quotations received for the provision of a stage for the Christmas switch-on event on 1<sup>st</sup> December 2023.

**RESOLVED:**

To accept quotation from Protech to a maximum of £2,000, and to delegate arrangements for the staging to The Clerk (*LGA 1972, s145*)

**44. Half year budget monitoring to end September 2023**

a) The committee noted the financial position on the half year budget monitoring in respect of the current financial year 2023/24. No issues were raised.

b) The committee considered in depth the Clerk's report detailing community contribution requests for the financial year 2024/25.

**RESOLVED:**

To recommend to Full Council an increase in budget for 2024-2025 of £12,000 each for Bulwark Community Centre, the Palmer Centre and the Drill Hall; £20,950 for Chepstow Citizens Advice Bureau and £1,500 for Severn Area Rescue Authority (SARA) for consideration in the budget process.

*Cllrs J MacTaggart and D Rooke declared a personal interest in Bulwark Community Centre as Town Council representatives on the Management Committee.*

*Cllrs M Griffiths, M Perkins, D Rooke and J Rosser declared a personal interest in The Drill Hall as Town Council representatives on the Management Committee.*

- c) The committee considered additional budget requirements, including potential projects, prior to a full review at the meeting in December.

The following ideas were discussed:

- A Sunday flea market between April and September

**RESOLVED:**

That Cllr M Perkins provides a report for consideration by the Finance, Policy and Audit Committee.

- An event to mark the 500<sup>th</sup> anniversary of the granting of a charter to Chepstow.

**RESOLVED:**

To recommend £1,500 is included in the 2024-2025 budget.

- Improvements for parking at Bulwark Shops.

**RESOLVED:**

That the Bulwark & Thornwell Working Group provide a report for consideration by the Finance, Policy and Audit Committee.

- Land adjacent to Thornwell Primary School for a community garden project.

**RESOLVED:**

To recommend £5,000 is included in the 2024-2025 budget.

- Information board at the Severn Bridge tunnel to provide publicity of Chepstow for participants of Park Run.

**RESOLVED:**

To recommend a double-sided information board is considered for the 2024-2025 budget.

- New Year's Eve running event.

**RESOLVED:**

To recommend £1,000 is included in the 2024-2025 budget.

- Service Level Agreement (SLA) for Play Provision in Chepstow

**RESOLVED:**

That the Play Provision Working Group provide a report for consideration by Finance, Policy and Audit Committee.

**45. Summer playscheme**

The committee approved the payment to Monmouthshire County Council on receipt of invoice for £20,000 for the summer playscheme 2023 (*LG (MP), 1976, s19*).

**46. Old Library**

The committee considered correspondence from the tenant at the Old Library requesting permission for works to be carried out on site.

**RESOLVED:**

That Cllr Perkins obtain clarification of the request from the tenant and report back with a breakdown of costs that are the responsibility of Town Council.

**47. Hybrid enhancement**

The committee received a verbal update from the Clerk in regard to hybrid facilities in the Chamber and noted research was ongoing.

**48. Rent Lease Review**

The committee considered the Clerk's report detailing Town Council's Lease arrangements.

**RESOLVED:**

To accept the report and carry out a rent review for the Old Library for June 2024.

**49. Adoption of phone box and defibrillator installation**

The committee considered the purchase of a defibrillator for installation in the redundant phone box on Thornwell Road, subject to adoption from BT.

**RESOLVED:**

To approve the approximate cost of £1,100 for the installation of a defibrillator in the redundant phone box on Thornwell Road, subject to adoption from BT, to be taken from General Reserves (*Public Health Act 1936, s234*).

**50. Shop Windows**

The committee considered decorating the empty shop windows to improve the look of the town. A discussion ensued and reference was made to a volunteer who was interested in keeping the town looking tidy and who wished to get involved with the Council and retailers in this regard.

**RESOLVED:**

To allocate £1,000 for the installation of general themed vinyl window dressings for empty shop windows in the town and to involve the interested resident in the project. (*LGA 1972, s.144*)

**51. Items for Next Meeting**

- Town Council's budget for 2024-2025
- General Grants guidelines

**52. Date of Next Meeting**

**RESOLVED:**

That due to the number of papers to be discussed, the next ordinary meeting of the Finance, Policy and Audit Committee will take place in-person only at the Council Chamber on Wednesday, 6<sup>th</sup> December 2023 at 7pm.

**CLOSE:** This completed the business of the meeting at 9pm

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