



CHEPSTOW TOWN COUNCIL

Minutes of **Annual Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on Wednesday, 8th May 2024 at 7pm

Present:

Chair: Cllr T Griffiths (Town Mayor)

Councillors: S Ashby, V Badderley-Potter, D Barnes, Cllr E Becker, M Griffiths, P Griffiths, Cllr H Livesey-Jones (left 8pm), J MacTaggart, D Power, D Rooke, M Le Peltier, M Perkins, J Rosser, A Thompson-Lancaster, A Watts (8pm)

Apologies: Cllrs N Meyrick,

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
Mrs R Prayoga (Communications Officer)

1. Apologies

See above

2. Declarations of Interest

None

3. Election of Chairman

The outgoing Mayor, Cllr Margaret Griffiths requested nominations for the position of Town Mayor for 2024/2025.

Cllr J Rosser nominated Cllr Tudor Griffiths, seconded by Cllr M Le Peltier. There were no other nominations.

RESOLVED:

To elect Cllr Tudor Griffiths to the position of Town Mayor for 2024/2025.

4. Installation of Town Mayor

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

5. Presentation of Past Mayor's Badge

Cllr T Griffiths presented the Past Mayor's Badge to the outgoing Mayor.

6. Past Mayor's Address

Cllr Margaret Griffiths addressed Town Council on the past Mayoral Year – *See Appendix A below.*

7. Election of Deputy Town Mayor

The Town Mayor requested nominations to the position of Deputy Town Mayor for 2024/2025.

Cllr T Griffiths nominated Cllr Vanessa Badderley-Potter, seconded by Cllr D Rooke. There were no other nominations.

RESOLVED:

To elect Cllr Vanessa Badderley-Potter to the position of Deputy Town Mayor for 2024/2025.

8. Installation of Deputy Town Mayor

Cllr Badderley-Potter 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 2024/2025.

RESOLVED:

To appoint the following Members to external bodies for 2024/2025:

Bulwark Community Centre Management Trust

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 M Le Peltier

Chepstow Fair Trade Forum

Cllr T Griffiths

Chepstow Priory Friends

Cllr T Griffiths

Oldbury and Berkley Power Stations Community Liaison Council

Cllr D Power

One Voice Wales

Cllr J MacTaggart
Cllr D Power

Chepstow/Cormeilles Twinning Association

Cllr T Griffiths - Town Mayor

Give Dog Fouling the Red Card (MCC)

Cllr J Rosser

Keep Chepstow Tidy

Cllr A Thompson-Lancaster

Minor Authority School Governors (for term of Council)

- **Pembroke Primary** – Cllr M Perkins
- **St Mary's RC School** – Cllr T Griffiths
- **The Dell School** – Cllr S Ashby
- **Thornwell School** – Cllr T Griffiths
- **Ysgol yr Ffin** – Cllr M Griffiths

Montague Almshouses

Cllr D Power

Monmouthshire Citizens Advice – Observer

Cllr M Griffiths

Palmer Centre

Cllr J Rosser

Public Service Board

Cllr M Griffiths

Transforming Chepstow Liaison Group

Cllr M Griffiths
Cllr T Griffiths
Cllr M Le Peltier
Cllr J MacTaggart
Cllr M Perkins
Cllr D Power

10. Schedule of Meetings for the Mayoral Year 2024-2025

Members considered the proposed Schedule of Meetings for the Mayoral Year 2024-2025 and substituted 29th May 2024 with 5th June 2024.

RESOLVED:

To adopt the Schedule of Meetings for the Mayoral Year 2024-2025 as amended.

11. Committee and Working Party Membership

- i) Members reviewed the Terms of Reference and Scheme of Delegation.

RESOLVED:

To adopt the Terms of Reference and Scheme of Delegation as amended.

- ii) Members noted appointments to Personnel Committee are for the duration of this Council

- iii) Members reviewed the Committee Membership.

RESOLVED:

To elect the following Members to Committees for 2024/2025:

Personnel Committee (for term of Council)

Cllr S Ashby
Cllr V Badderley-Potter
Cllr D Barnes
Cllr M Griffiths
Cllr T Griffiths
Cllr D Power
Cllr D Rooke
Cllr J Rosser
Cllr A Thompson-Lancaster

Environment & Amenities Committee

Cllr M Griffiths
Cllr T Griffiths
Cllr M Le Peltier
Cllr H Livesey-Jones
Cllr J MacTaggart
Cllr M Perkins
Cllr D Rooke
Cllr A Thompson-Lancaster
Cllr V Badderley-Potter

Drill Hall Committee /Management Ctte

Cllr E Becker
Cllr M Griffiths
Cllr T Griffiths
Cllr J MacTaggart
Cllr M Le Peltier
Cllr M Perkins
Cllr J Rosser

Complaints Committee / Consultative Committee (Chairs of Committees)

Personnel
Financial Policy & Audit
Town Mayor - Cllr T Griffiths
Environment & Amenities
Planning and Administration
Deputy Mayor - Cllr V Badderley-Potter

Planning and Administration Committee

Cllr T Griffiths
 Cllr V Badderley-Potter
 Cllr D Barnes
 Cllr E Becker
 Cllr M Le Peltier
 Cllr J MacTaggart
 Cllr D Power
 Cllr J Rosser
 Vacancy

Finance, Policy and Audit Committee

Cllr E Becker
 Cllr M Griffiths
 Cllr P Griffiths
 Cllr T Griffiths
 Cllr J MacTaggart
 Cllr M Perkins
 Cllr D Rooke
 Cllr J Rosser
 Vacancy

iv) Members reviewed the Working Groups and their Membership.

RESOLVED:

To appoint the following Members to Working Groups:

Diversity Working Group

Cllr S Ashby
 Cllr V Badderley-Potter
 Cllr E Becker
 Cllr M Griffiths
 Cllr A Thompson-Lancaster

Flea Market Working Group

Cllr V Badderley-Potter
 Cllr D Barnes
 Cllr M Perkins
 Cllr J Rosser

v) Members considered Councillors' responsibilities for specific projects for 2024 – 2025.

RESOLVED:

To appoint the following Members for specific projects for 2024 – 2025.

Supporting Friends of the Dell destination play park

Cllr M Griffiths

The Future of St Mary's Priory

Cllr T Griffiths

Active travel routes / Management of electric bikes in Chepstow

Cllr P Griffiths

12. Town Mayor's Civic Protocol

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

13. Community Contributions

Members considered Community Contributions for which a budgetary provision for the amounts detailed were approved under the budget setting process at the Finance Policy and Audit Committee on 6th December 2023 and adopted by Full Council on 10th January 2024:

RESOLVED:

To release the following Community Contributions:

- i **Bulwark Community Centre** - £12,000 (*Local Government (Misc. Provisions) Act 1976, s19*)
- ii **The Palmer Centre** - £12,000 (*Local Government (Misc. Provisions) Act 1976, s19*)

- iii **Drill Hall** - £12,000 (*Local Government (Misc. Provisions) Act 1976, s19*)
- iv **Chepstow Citizens Advice Bureau** - £20,950 (*LGA 1972, s142 (2A)*)
- v **Chepstow Town Band** - £500 towards the Summer Music School, (*LGA 1972, s145*)
- vi **Severn Area Rescue Association (SARA)** - £1,500 (*s234 Public Health Act 1936*).

14. Date and Time of Next Meeting

Confirmed that the next Ordinary Meeting will be held on Wednesday 22nd May 2024 at 7.00pm at The Gatehouse, High Street, Chepstow and via Zoom remote meetings.

CLOSE: This completed the business of the meeting 8.20pm

SIGNED CHAIRPERSON _____ **DATE:** _____

Appendix A

Outgoing Town Mayor's speech to Council

It has been two years since we were elected and we have achieved a lot.

I want to thank the staff and you as councillors for all that you have done and for the support that you have given me in my two years as Mayor. As councillors you have not just made decisions but have been part of the events and activities that we've organised - making lanterns, dressing as potatoes, and learning about bees.

18 months ago, we set a vision for our 5 years as councillors. Although it was quite general and not specific, I believe that we have worked towards our ambitions for Chepstow. When we started we all needed to learn about Chepstow Town Council; what it did and what we could do, and we have had to work out how to translate our ambitions into actions.

So, our vision focused on Chepstow being a green gateway to Wales, a destination for music and the arts and a town of historical significance and our desire to improve the quality of life for residents, businesses and visitors.

When we wrote the vision, we knew that it was important to attract people into the town and that this would encourage businesses to open. A lively high street makes a more interesting experience for residents and visitors.

To this end, we celebrated the green gateway with SpudFest. We have involved children in making lanterns for the lantern procession. We have been working with the community to develop the Drill Hall and its arts programme and have employed a manager for the Drill Hall. We will be celebrating the history of the town with Chepstow 500 in 10 days time.

As we said in the vision we have shown ambition, developing our green credentials through biodiversity; the bee walks, taking responsibility for the orchards and planted pollinating plants in our tubs.

We wanted to develop the town as a tourist destination and through discussion and research, decided to use some of our reserves to employ a communications officer who is now communicating with residents, businesses and visitors through social media, the website, posters and the media. It is this work that is drip feeding positive messages to people about how Chepstow Town Council wants to work in the community and support the community.

We know that it is important to work in partnership with other public services and with local voluntary organisation. We have few responsibilities for those services that are so important to our community but we have been proactive in meeting with those that are, to discuss how services can be improved.

We have worked with Monmouthshire County council on the Transforming Chepstow plans that can be into operation when finance becomes available. Through this partnership working we have received grants for the repair of the Drill Hall roof and for the employment of the Drill Hall Manager for a second year.

We have met with the Aneurin Bevan Health Board and need to keep this relationship alive.

In my role as Mayor, I have met many committed volunteers who make things happen for Chepstow. As a Town Council we have been willing to support the work of many voluntary organisations because we know that we can't do it all. I will be writing to all the voluntary organisations to thank them for their work and for their support of the community of Chepstow.

Finally, I want to specifically thank Tudor for being a very supportive and helpful Deputy Mayor and I wish him well for this forthcoming year in his role as Mayor and thus the First Citizen of Chepstow, and in his role as chair and leader of the council. I am sure that he will have ideas for events and activities for the year to come that fit with our vision.

So, thank you and Tudor. Have Fun. I have.

Cllr Margaret Griffiths
Outgoing Mayor of Chepstow