



CHEPSTOW TOWN COUNCIL

Minutes of **Ordinary Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 28th June 2023 at 7pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: V Badderley-Potter (remote), D Barnes, E Becker, P Griffiths, T Griffiths, J MacTaggart, N Meyrick, D Power, D Rooke, G Rosser (remote), J Rosser (remote), A Watts

Apologies: Cllrs S Ashby, H Livesey-Jones, M Le Peltier, S Tulley

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)

37. Apologies

See above

38. Declarations of Interest in Items on the Agenda

None

39. To Suspend Standing Orders

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

There were no members of the public in attendance.

40. Mayoral Announcements

- **16th June 2023:** Attended the re-opening of Bulwark Community Centre.
- Met Hayley Miles, the owner of Pig & Pip to congratulate her for winning the 2023 Torfaen and Monmouthshire Business Awards for Retail Business of the year.
- **27th June 2023:** Attended the Monmouthshire Youth Service Transition Day held at Caldicot Castle for Yr 6 pupils of Caldicot and Chepstow Schools.

41. Minutes

The Minutes of the ordinary Meeting of Full Council held on 24th May 2023 were approved as a true record and signed by the Mayor.

42. Matters Arising

Members received the Clerk's Update on progress of resolutions. No issues were raised.

43. Committees

43.1 Planning and Administration Committee

- a) Received the Minutes of Planning & Administration Committee meeting held on 24th May 2023.
- b) Received the draft Minutes of Planning & Administration Committee meeting held on 14th June 2023.

43.2 Environment and Amenities Committee

- a) Received the draft Minutes of Environment & Amenities Committee meeting held on 14th June 2023.
- b) Members considered the following items referred from the meeting:
 - i. To consider nomination for a representative to the MCC 'Give Dog Fouling the Red Card' initiative (min ref 8.2).

RESOLVED:

To nominate Cllr J Rosser to the MCC Give Dog Fouling the Red Card initiative.

- ii. To note that a working party has been set up to research the possibility of holding a Wassail/Mari Lwyd in 2024/5 and the request for additional Members to be a part of this group (min ref 9).

RESOLVED:

To nominate Cllr E Becker to the Wassail/Mari Lwyd working group.

- iii. To consider the request from Transition Chepstow Transport Group for a nominated Councillor to be a representative to the group in order to share knowledge and develop projects of common interest (e.g. e-bikes and walking routes for Chepstow) (min ref 10).

RESOLVED:

To nominate Cllr T Griffiths as Council's representative on Transition Chepstow Transport Group.

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

- a) Received the Minutes of the Transition Board meeting held on 26th May 2023.
- b) Members considered the revised draft Memorandum of Understanding between the Town Council and the Charity Incorporated Organisation (CIO).

RESOLVED:

To approve the draft Memorandum of Understanding between the Town Council and the Charity Incorporated Organisation.

- c) The Mayor welcomed Mike Turner, the newly employed Drill Hall Manager to the meeting and introductions were carried out. Mr Turner outlined the confidential report on operation and challenges and responded to Members' questions.

A draft business case is being created and Members offered Mr Turner their full support in his efforts to take forward the Drill Hall as a viable business.

- d) Members received a verbal update on the status of the renewal of the lease following a meeting with Monmouthshire County Council (MCC) Estates Department and its Solicitor. It was noted that MCC appeared willing to move on with a Landlord/Tenant lease for 25–30 years and that Council needs to ensure that the lease can be underlet to the Drill Hall CIO.

43.4 Working Party and Project Updates

Members received the following verbal update:

a) Campaigning on Chepstow Medical Services

- Meeting held at Chepstow Hospital on 9th June 2023
- Presentation received on the roll out of future plans.
- Population covered by the hospital reached 25,000.
- GP services are supported by Nursing Practitioners (NP).
- An increase in GPs from 5 to 8 (not all full time).

- Certain clinics being held at the hospital, e.g. hearing, menopause, frailty services.
- 'Klinik' system provides online triage
- Awaiting information from Gloucester Health Board regarding Lydney Hospital closing and how this could impact figures for Chepstow.
- Presentation on Emergency Medical Services for The Grange hospital.

b) Play Provision

Members received a verbal update on work carried out to date for the provision of afternoon board games during the summer holidays:

- Intended sessions to be held at the Drill Hall from 2pm – 6pm, 2 days a week for 6 weeks.
- An advert for interested persons to run the scheme is imminent.
- DBS checks required.
- A request for interested volunteers aged 16-18 to help run the sessions, will be sent to Chepstow School.
- A potential supplier for modern board games has been sought.
- Discussions ongoing with Monmouthshire Youth Service.

Cllr E Becker declared a personal interest in the Play Provision as a relative of a potential volunteer.

44. Finance

44.1 Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at:

	Receipts	Payments
a) 30 th April 2023	£254,880.76	£69,393.48
b) 31 st May 2023.	£ 305.00	£47,079.00

44.2 Accounts

Received and adopted:

- Receipts and Payments for the month of April 2023.
- Receipts and Payments for the month of May 2023.

44.3 Income and Expenditure

Received and adopted the Income and Expenditure account for the month of June 2023.

44.4 Annual Governance Statement and Statement of Accounts for Year End 2023

- Members considered the recommendation of Finance, Policy and Audit Committee held on 21st June 2023 (min ref 10) to approve the Annual Governance Statement / Checklist for the Financial Year End (page 2 of the Annual Return)

RESOLVED:

To complete the 'Yes' column in the Annual Governance Statement questions 1-8 and 'N/A' to question 9.

- Received and adopted Council's Statement of Accounts for the year ending 31st March 2023.

44.5 Year End Accounts and Annual Return

Members considered the Year End Accounts and Annual Return for the year ending 31st March 2023.

RESOLVED:

To approve the Year End Accounts and Annual Return for the year ending 31st March 2023 for submission to External Audit.

44.6 Plaque to commemorate the Granting of the Freedom of the Town to the Rifles in 2011 and the work of former Mayor Henry Hodges in Chepstow

Members considered the above request and a contribution of £250 for the plaque.

RESOLVED:

To contribute £250 for a plaque to commemorate the Granting of the Freedom of the Town to the Rifles in 2011 and the work of former Mayor Henry Hodges in Chepstow (*LGA 1972, s137*).

44.7 Member Remuneration

Members considered when and how the payments for Members' remuneration is made and how to recover any payments made to a Member who leaves or changes their role during the financial year.

RESOLVED:

To pay Members' remuneration retrospectively in February 2024, thus invalidating the issue of recovering payments made to a Member who leaves or changes their role during the financial year.

45. Annual Well-Being Report to the Public Service Board

Members considered the Annual Well Being Report for 2022 - 2023 to be submitted to the Public Service Board (*Well-being of Future Generations (Wales) 2015*).

Members commended the Town Clerk on an excellent report.

RESOLVED:

To approve the Annual Well-Being Report, as presented, for submission to the Public Service Board.

Cllrs A Watts and D Rooke declared a personal interest in this item as County Councillors.

46. Expanding the Annual Events Calendar

Members considered the written report and recommendations from Cllr M Griffiths, detailing ways of expanding the annual events calendar to cover the diverse community in which we live. Cllr Griffiths also referred to correspondence received from a resident in relation to Pride celebrations.

RESOLVED:

1. To post an invitation on the Council's website and Facebook page for minority groups to contact Town Council for support in promoting celebratory events within the town, and also to liaise with Chepstow School in this regard.
2. Proactively arrange/promote activities to celebrate Black History month, Pride month, International Women's Day, and any other brought to Town Council's attention as follows:
 - Request if Chepstow bookshop would put a display in their window of relevant books.
 - Work with The Drill Hall to show relevant films during the period of celebration.
 - Work with Chepstow Museum and request a relevant display either in the Museum or in the Town Council's Gatehouse.
 - Arrange for a speaker from an appropriate group to talk about a particular issue that affects group members.
 - Raise the appropriate flag on the Gatehouse flag pole, to be provided by the group.
3. To fly the Pride flag on the Gatehouse from 29th June 2023 to 3rd July 2023. In future years the flag to be flown at the same time as Chepstow Comprehensive School's celebration.

47. Thornwell School caretakers building

Members considered writing to County Councillor Rachel Garrick, Cabinet Member for Resources, requesting the transfer of ownership of the Caretaker's building and associated services.

A discussion ensued and Cllrs A Watts and D Rooke, as longstanding Members for the area, outlined the history of the building. Cllr T Griffiths, Minor Authority Governor on Thornwell School, advised that the school was interested in developing the land but the building would be too expensive to refurbish. It was also stated that MCC, as the land owner had ideas of its own to build affordable homes on the land.

RESOLVED:

1. To obtain information on previous planning applications on the land
2. To invite Sarah Burch, MCC Cabinet Member for Inclusive and Active Communities to meet with the working group.
3. To write to MCC Estates Department to request a report on the state of the building and if it is available to purchase.

48. One Voices Wales

Members noted the agenda for the Innovative Practice Conference on 5th July.

49. Correspondence

- a) Members considered the correspondence listed in the correspondence schedule. No issues were raised:
- b) Monmouthshire County CAB – Members received the number of clients helped in the last financial year, along with the key issues and income gain. The Clerk advised she has since requested more specific figures for the Chepstow NP16 5 postcode area.
- c) Ramblers Cymru – Members noted correspondence regarding the opportunity to develop the tools and training needed to identify and design new local walking routes and enhance and upgrade existing ones with a deadline for submission of 30th June 2023.

RESOLVED:

To thank Ramblers Cymru for the invitation.

- d) Welsh Government – Members noted the invitation to a 'Get ready for 20mph' virtual summit on Monday 3rd July.
- e) Fairtrade – Members considered a request for Town Council's support to continue being recognised as a Fairtrade Town/Community.

RESOLVED:

To support Chepstow being recognised as a Fairtrade Town/Community.

50. Reports of Representatives on Outside Bodies

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

Thornwell Pavilion: Cllr T Griffiths stated a planned meeting for July had been cancelled due to information from the current committee not being forthcoming.

Chepstow Community Fridge: Cllr Rooke advised he was due to meet MCC representatives responsible for overseeing Food Clubs as the Chepstow Food Club was due to move in to the Community Fridge building and open early July.

CCTV User Group: Cllr J MacTaggart had attended a recent meeting of the CCTV User Group and updated Members in relation to the multi-agency involvement in issues at Cormeilles Square. A Members requested if the mobile CCTV unit was still available at MCC.

RESOLVED:

To request how many crimes have been referenced from CCTV footage and how many arrests and convictions have been made as a result of CCTV?

51. Matters Relating to the Public and Urgent Information

Members referred to local Police issues and referred to the lack of Police presence at meetings.

RESOLVED:

To invite the local Inspector to the Ordinary Meeting in September.

52. Items for Next Meeting

- Attendance from County Councillor Mary Ann Brocklesby, Leader of MCC and Paul Matthews, Chief Executive Officer, MCC.

53. Date of Next Meeting

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday 26th July 2023 at 7.00pm.

CLOSE: This completed the business of the meeting at 9.05pm

SIGNED CHAIRPERSON: _____ **DATE:** _____

Appendix A

Chepstow Town Council Cash Received between 01/04/2023 and 30/04/2023

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
18/04/2023	Ariel direct	dcr	O2 mobile loyalty	4.00
24/04/2023	HMR&X	000389	Q3 vat refund	19,504.09
25/04/2023	Mayors Charity	000390	Mayors charity donations	276.00
28/04/2023	MCC	dcr	Precept	219,178.00
18/04/2023	Sales Receipts Page 1291		Drill hall purchase recharge	6,238.01
17/04/2023	Sales Receipts Page 1292		Recharge for plaque purchase	76.88
24/04/2023	Sales Receipts Page 1293		Drill Hall purchase recharge	4,561.31
25/04/2023	Sales Receipts Page 1294		Error to be reversed	5,042.47
Total Receipts				254,880.76

Chepstow Town Council List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/04/2023	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
06/04/2023	Peninsula - HR	Std Ord	149.50		HR contract
08/04/2023	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/04/2023	Peninsula	Std Ord	106.66		H&S Drill Hall/Old Library
11/04/2023	British Gas - Elec	DD	121.95	lga1972s111	Gatehouse 2.2 - 1.3.23
13/04/2023	Mind Monmouthshire	DDR	7,500.00	FC 170bi.2022	Mind Mon partnership agreement
13/04/2023	Lloyds bank CC	DDR	28.98	1972s111	expenses
13/04/2023	O2	DDR	31.44	PHA1936s87	MHO mobile phones
13/04/2023	Horizon Telecom	DDR	340.34	1972s111	Monthly phones
13/04/2023	SSE - Gas	DDR	145.30	1972s111	Gatehouse Gas
13/04/2023	Opus Energy	DDR	55.02	1976(MP)s19	Old Library
13/04/2023	British Gas - Elec	DDR	21.69	1972s111	display window - Elec
13/04/2023	Monmouthshire County Council	DDR17	220.00		Quarterly rent Drill Hall April-June 23
13/04/2023	Monmouthshire County Council	DDR1	10,518.64		Town Crew March
13/04/2023	Churches Fire Security Ltd	DDR1	100.40		fire alarm service
13/04/2023	Churches Fire Security Ltd	DDR2	60.13		intruder alarm service
13/04/2023	Churches Fire Security Ltd	DDR3	216.00		CCTV annual service
13/04/2023	Ebay	DDR	143.55	1972s144	bunting
15/04/2023	MCC	DD	979.75	lga1972s111	Gatehouse rates
15/04/2023	MCC	DD	172.50	pha1936s87	Old Library rates
17/04/2023	British Gas - Elec	DCR	10.65	pha1936s87	Thomas Street April
20/04/2023	Peninsula EAP	Std Ord	21.60		Peninsula Employee Assist Programme
25/04/2023	British Gas	DDR18	75.22		Gatehouse Elec 29.03.23-31.03.23
25/04/2023	One Stop Promotions	DDR19	675.00		fabric bunting
25/04/2023	Vision ICT Ltd	DDR2	302.40		Hosted email accounts
25/04/2023	One Voice Wales	DDR3	2,255.00		Membership
25/04/2023	Chepstow Accountancy Services	DDR4	59.50		April 2023 payroll
25/04/2023	Downs Merrifield Architects	DDR2	1,186.00		Bulwark refurbishment
25/04/2023	British Gas - Elec	DD	135.52	lga1972s111	Gatehouse 2.3 - 1.4.23
26/04/2023	Screw Fix	DDR9	94.99		Oil free radiator
26/04/2023	Monmouthshire County Council	DDR10	11,570.51		Chepstow Town Crew April
26/04/2023	Monmouthshire County Council	DDR11	3,603.00		CCTV charges 01.04.23-30.06.23
26/04/2023	Adcock	DDR12	235.81		Public toilet Consumables
26/04/2023	RBS Software Solutions	DDR13	820.20		Annual support for software programme
26/04/2023	Plumb Right Heating & Plumbing	DDR14	564.00		Water heater works & replacement
26/04/2023	Wallgate Limited	DDR15	917.71		Wallgate Care service plan Y2
26/04/2023	Chepstow Accountancy Services	DDR16	255.00		End of yr processing 22/23
26/04/2023	Amazon	DDR1	34.99		Defib pads
26/04/2023	Thomann GmbH	DDR6	306.80		Micro / tech purchases recharge DH
26/04/2023	Merlin Waste Control Specialist	DDR7	1,344.00		Dog waste collection April2023
26/04/2023	Screw Fix	DDR8	39.98		Carbon monoxide detectors
26/04/2023	Mr I Giles	DDR1	75.00		Window cleaning April
27/04/2023	Payroll April 2023	DDR	17,514.65		Payroll April 2023
27/04/2023	payroll	DD	142.80		payroll
30/04/2023	Monmouthshire County Council	DDR1	5,042.47		materials/consumables
30/04/2023	Chepstow acc - duplicate	DD	255.00		Chepstow acc - duplicate
30/04/2023	Microshade VSM	DDR	405.31		April hosting service

Total Payments: 69,393.48

Appendix B
Chepstow Town Council
Cash Received between 01/05/2023 and 31/05/2023

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
04/05/2023	Chepstow Accountancy	dcr	to clr duplicate payment	255.00
02/05/2023	Chaos Music & Drama		Hire of Thomas Street	50.00
Total Receipts				305.00

Chepstow Town Council
List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	BESPOKE MUSIC SERVICES	DDR11	100.00		Bandstand May Coronation
02/05/2023	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
03/05/2023	MCC	DDR	51.50	lga1972s111	Business rates - display window
06/05/2023	Peninsula - HR	Std Ord	149.50		HR contract
08/05/2023	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/05/2023	Peninsula	Std Ord	106.66		H&S Drill Hall/Old Library
10/05/2023	Greenleif Landscapes	DDR1	2,519.40		Xmas trees 2022
15/05/2023	MCC	Std Ord	976.00		Gatehouse Business rates
15/05/2023	Monmouthshire County Council	Std Ord	172.50		Rates Thomas Street
15/05/2023	MCC	DDR	177.00	pha1936s87	Old Library Business rates
16/05/2023	Mr I Giles	DDR1	75.00		Window cleaning May
16/05/2023	Microshade VSM	DDR2	120.00		Annual rental Pear PT mapper
16/05/2023	Microshade VSM	DDR3	470.16		IT Hosting service May
16/05/2023	British Gas	DDR4	75.84		Old Library 01-28/04/23
16/05/2023	Plumb Right Heating & Plumbing	DDR5	4,440.00		Gatehouse boiler replacement
16/05/2023	Cherry Build Ltd	DDR6	660.97		Gatehouse roof repairs
16/05/2023	Opus Energy	DDR7	20.86		Old Library gas 03/04-01/05/23
16/05/2023	RBS Software Solutions	DDR8	171.97		Asset Inventory Annual Support
16/05/2023	Jack Stanton	DDR10	300.00		Bandstand/ May Lemon Cello
16/05/2023	Expenses claim	DDR	25.55	1972s145	Expenses claim
16/05/2023	Normandy Way	DDR	100.00	1972s145	Coronation Grant
16/05/2023	Expenses claim	DDR	66.60	1972s111	Expenses claim
16/05/2023	Mounton Road Street Party	DDR	100.00	1972s145	Coronation Grant
16/05/2023	Piercefield Avenue	DDR	90.00	1972s145	Coronation Grant
16/05/2023	2nd Chepstow Brownies	DDR	200.00	1972s145	Coronation Grant
16/05/2023	Smartest Energy	DDR	557.15	1972s111	Gatehouse - Gas
16/05/2023	Horizon Telecom	DDR	336.92	1972s111	Monthly phone rental
16/05/2023	Expenses claim	DDR	57.50	1972s111	Expenses claim
16/05/2023	Lloyds bank CC	DDR	220.28	1972s111	replacement blinds
17/05/2023	British Gas	DDR	10.65	pha1936s87	Electric
17/05/2023	Opus Energy	DDR	20.86	lga1972s111	Old Library 3.5 - 1.5.23
20/05/2023	Peninsula EAP	Std Ord	21.60		Peninsula EAP
22/05/2023	St Maur Gardens Jubilee	DDR	100.00	1972s145	Coronation Grant
22/05/2023	Chepstow Bowling Club	DDR	100.00	1972s144	Coronation Grant
22/05/2023	SSE - Electric	DDR	96.76	pha1936s87	April 2023
23/05/2023	British Gas - Elec	DDR	168.36	1972s111	Gatehouse - Elec
24/05/2023	Sheet Plastics	DDR12	64.59		Noticeboard cover replacement
24/05/2023	Dwr Cymru Welsh Water	DDR13	394.46		Welsh St 09/11/22-11/05/23
24/05/2023	Gethin Liddington	DDR14	300.00		Bandstand7MayGoodkatz
24/05/2023	Earth Anchors Ltd	DDR15	76.88		Brass Memorial Bench Plaque
24/05/2023	Monmouthshire County Council	DDR16	11,570.51		May Town Crew
24/05/2023	Juneberry Drive Street Party	DDR	10.00	1972s145	coronation Grant
24/05/2023	British Gas - Elec	DDR	22.03	1972s111	British Gas - Elec
24/05/2023	Welsh Water Dwr Cymru	DDR	114.57	1972s111	Thomas St
24/05/2023	Welsh Water Dwr Cymru	DDR	299.67	PHA1936s87	Gatehouse
24/05/2023	Moor Street	DDR	100.00	1972s145	Coronation Grant
24/05/2023	Deans Hill Queen's Jubilee	DDR	100.00	1972s145	Coronation Grant
24/05/2023	Bulwark Community Centre	DDR	100.00	1972s145	Coronation Grant
24/05/2023	Bulwark Community Centre	DDR	300.00	1972s145	Coronation Grant
24/05/2023	CINDERFORD BAND	DDR1	300.00		Bandstand Coronation 7 May
24/05/2023	MCC	DDR	181.25	lga1972s111	Old Library Rates to 1.6.23
25/05/2023	Chepstow Accountancy Services	DDR	49.50		payroll processing May 2023
25/05/2023	Payroll May 2023	DDR	113.74		Payroll May 2023
27/05/2023	Payroll May	DDR	17,903.69		Payroll May
31/05/2023	Merlin Waste Control Specialist	DDR9	1,680.00		May dog waste collection
Total Payments			47,079.00		