



## 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 Wednesday, 27<sup>th</sup> March 2024 at 7pm

**Present:**

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

**Councillors:** V Badderley-Potter, D Barnes, Cllr E Becker, P Griffiths, J MacTaggart, D Power, D Rooke (left 8.45pm), M Le Peltier, N Meyrick, M Perkins, G Rosser (remote), J Rosser (remote, left 7.50pm), A Thompson-Lancaster, A Watts (8.25pm left 8.45pm)

**Apologies:** Cllrs S Ashby, T Griffiths

**Absent:** Cllr H Livesey-Jones

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
Members of Public – 4 (remote)

**196. Apologies**

See above

**197. Declarations of Interest in Items on the Agenda**

- Cllr J Rosser declared a personal interest in Item 179.3(b) as a grandparent of a pupil.
- Cllr G Rosser declared a personal interest in Item 179.3(b) as a parent of a pupil.

**198. To Suspend Standing Orders**

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

No issues were raised.

*Standing Orders were suspended to allow One Voice Wales to address Town Council:*

**b) One Voice Wales (OVW)**

Emma Goode, OVW Project Manager outlined the Cost of Living project, funded by Welsh Government to understand community challenges and deliver support to Town and Community Councils in Wales. Following a survey sent to all Town and Community Councils, on-line sessions are being arranged in April to gather examples of best practice to encourage activity to support communities. Ms Goode responded to Members' questions and agreed to forward a copy of the presentation to Town Council, following the meeting.

*Normal proceedings resumed.*

Members were requested to bring forward agenda **Item 202.4 - Finance, Policy and Audit Committee** and **Item 203 – Finance**, to allow Cllr J Rosser, Chair of Finance, Policy and Audit Committee to leave the meeting following consideration of the items.

**RESOLVED**

To bring forward agenda Items 202.4 and 203.

#### **202.4 Finance, Policy and Audit Committee**

- a) Members received the draft minutes of Finance, Policy and Audit Committee meeting held on 20<sup>th</sup> March 2024. Cllr J Rosser, Chair, outlined the decisions made by the committee.

Members considered the recommendation to adopt Town Council's Standing Orders.

#### **RESOLVED:**

To adopt Town Council's Standing Orders.

#### **203. Finance**

##### **203.1 Bank Reconciliation**

Confirmed the Cash and Investment Reconciliation as at 29<sup>th</sup> February 2024.

##### **203.2 Accounts**

Received and adopted the Payments and Receipts for the month of February 2024.

*See Appendix A below*

Receipts	Payments
£ 19,361.31	£ 58,832.90

##### **203.3 Income and Expenditure**

Received and adopted the Income and Expenditure account for the month of February 2024.

##### **203.4 Community Grant applications**

Members received the Community Grant report and considered the following applications:

###### **a) Gwent Federation of Women's Institutes**

Members considered a grant application for £1,000 from Gwent Federation of Women's Institutes towards the purchase of a projector, accessories and carrying case to also be made available to the wider WI community under the Gwent Umbrella for use at monthly meetings. Reference was made to amount of reserves held by the organisation and it was proposed and seconded that the application is refused.

#### **RESOLVED:**

Not to grant fund Gwent Federation of Women's Institutes.

###### **b) The Dell School PTA**

Members considered a grant application from The Dell School PTA for £1,612 for a gardening project run by volunteers from the community as a lunchtime activity. The project is focused on the children's wellbeing, providing them with the experience and benefits of being outside in nature, as well as learning how to grow and look after herbs, vegetables and flowers.

#### **RESOLVED:**

To grant fund £1,612 to The Dell School PTA (*LGA 1972, s137*).

*Cllr E Becker declared a personal interest in this item as a School Governor.*

###### **c) Chepstow Events Team**

Members considered a grant application from Chepstow Festival Events Team for £3,031.40 to hold a 'Pink Wig Gig' on May bank holiday. All money raised will go to a cancer charity. Reference was made to the group's application to the Tesco blue token scheme for £500, which if successful could off-set the grant.

#### **RESOLVED:**

To grant fund Chepstow Festival Events Team £3,031.40 on the proviso that if its application to the Tesco blue token scheme is successful, that amount is returned to Town Council to offset the grant (*LGA 1972, s145*).

*Cllr J Rosser left the meeting.*

## **199. Mayoral Announcements**

The Mayor had attended the following:

- **24.2.24:** Commemoration of the 2<sup>nd</sup> anniversary of the starting of the war in Ukraine.
- **8.3.24:** Chepstow & Caldicot Lions' ROAR 2023 presentation event at Mounton Brooke Lodge where Cllr Griffiths presented the regional winners award to Pembroke Primary School.
- **16.3.24:** Celebrating Chepstow event at the Drill Hall.
- **23.3.24:** Chepstow Choral Society Spring Concert at St Mary's Priory.
- **24.3.24:** One Voice Wales' National Awards ceremony to receive an award for Town Council's 2022-23 Annual report. The Mayor called on the Town Clerk and Deputy Town Clerk to receive the 'Highly Commended' award and thanked them for their efforts in nominating the report.

## **200. Minutes**

- a) The Minutes of Full Council meeting held on the 28<sup>th</sup> February 2024 were approved as a true record and will be signed by the Mayor, following the meeting.
- b) The Minutes of Extraordinary meeting held on 6<sup>th</sup> March 2024 were approved as a true record and will be signed by the Mayor, following the meeting.

## **201. Matters Arising**

Members received the Clerk's Update on progress of resolutions and the following item was raised:

**Minute 189(a) - The clock outside Pontio Lounge:** It was noted that the landlord had received several enquiries about the clock, which was of an electrical construction and would be attended to in due course.

## **202. Committees**

### **202.1 Planning and Administration Committee**

- a) Received the Minutes of the Planning & Administration Committee meeting held on 28<sup>th</sup> February 2024.
- b) Received the draft Minutes of the Planning & Administration Committee meeting held on 13<sup>th</sup> March 2024.

### **202.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee**

Received the draft Minutes of the Drill Hall Committee meeting held on 20<sup>th</sup> March 2024.

### **202.3 Environment and Amenities Committee**

- a) Members received the draft minutes of the Environment and Amenities Committee meeting held on 13<sup>th</sup> March 2024.
- b) Members noted the Tackling Climate Chaos report compiled by One Voice Wales and Friends of the Earth detailing ideas of what Community and Town Councils can do in the fight against climate chaos and nature destruction.
- c) Members considered the recommendation that due to events already planned for this year and next (VE and VJ Day) and Town Council resources (both Councillors and staff); it will not be possible to allocate appropriate time to arrange a SpudFest/AutumnFest event.

A discussion ensued and whilst Members acknowledged Council's Vision to facilitate more events in the town, the issue of the number of events it can arrange itself has highlighted that it needs to work with others in the town to achieve this ambition. A Member referred to The Town Team in Caldicot being funded by Caldicot Town Council to put on events in the town and it was requested that the Clerk investigate this. It was also suggested that Council speaks with the Chepstow Events Team to consider options going forward, including potentially forming a partnership to fund events in the town.

**RESOLVED:**

To investigate the relationship between Caldicot Town Council and Caldicot Town Team and options going forward in relation to Chepstow Events Team, and refer the outcome of these back to Environment & Amenities Committee to consider the number of events that Council itself can commit to and further options for working with others within the town going forward.

- d) Members noted that whilst an appropriate green space strategy is drawn up the barrels will require maintenance this Summer and consideration was given to delegating authority to the Clerk to progress matters and approve funding up to a maximum of £1,000 for the purchase of basic pollinator sustainable plants. Funding from budget line 2240 Flowers where there is £4,000 available.

**RESOLVED:**

To delegate authority to the Clerk to progress with planting and maintenance of the barrels and approve funding up to a maximum of £1,000 for the purchase of basic pollinator sustainable plants (*LGA 1972, s145*).

**202.4 Finance, Policy and Audit Committee**

*See above.*

**202.5 Personnel Committee**

Received the draft minutes of Personnel Committee meeting held on 20th March 2024.

**202.6 Working Party and Project Updates**

Members received verbal/written updates from working parties and project groups and as appropriate and considered any recommendations/next steps:

**a) Diversity Working Group**

In the absence of Cllr Ashby, there was no update.

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

Members received an update on progress to date following a recent meeting with the National Lottery. It was noted that there was still a considerable amount of work for the volunteers to do in relation to the lottery bid.

**c) Future Play provision in Chepstow**

It was noted that the Service Level Agreement (SLA) had been received from Monmouthshire County Council (MCC), which required a few amendments before being presented to Town Council for approval.

**d) Bulwark and Thornwell Working Group**

Members noted the response from MCC relating to land ownership details. It was stated that there are three separate banks of shops in Bulwark, all under different ownership and in order for Council to assist in potentially improving the appearance of the area, for example, by the provision of hanging baskets, it would require the landlord's permission to do so.

**RESOLVED:**

To write to Monmouthshire Housing Association for confirmation of ownership of the land at Bulwark shops.

**e) Transforming Chepstow Masterplan Delivery Group**

There was nothing to update from this group.

**f) Warm Hubs**

Cllr V Badderley-Potter updated Members on the efforts of St Christopher's Church Warm Hub. Members were advised of the recent increase in uptake, particularly from children over the school holidays. Members expressed their gratitude to Cllr Badderley-Potter for her efforts in this matter and the Mayor suggested a meeting is set up with Rev John Waters to discuss potential play support under the Council's SLA for play provision.

**RESOLVED:**

To meet with Rev John Waters to discuss potential play support under Town Council's SLA for play provision.

**203. Finance**

**203.1 Bank Reconciliation**

*See above*

**203.2 Accounts**

*See above*

**203.3 Income and Expenditure**

*See above*

**203.4 Community Grant applications**

*See above*

**203.5 D Day 80 Flag of Peace**

Members considered the purchase of the official D Day 80 Flag of Peace.

**RESOLVED**

To purchase an official D Day 80 Flag of Peace at a cost of £28.80 (inc VAT) (*LGA 1972, s137*).

**203.6 Membership of One Voice Wales**

Members considered renewal of the annual membership of One Voice Wales.

**RESOLVED**

To renew the annual membership of One Voice Wales at a cost of £2,377.00 (*LGA 1972, 143*).

**203.7 Independent Remuneration Panel for Wales**

Members received the Independent Remuneration Panel for Wales's Annual Report, February 2024 and summary, in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011,

**203.8 Interim Internal Audit**

Members received and considered the interim audit report and the Clerk's comments on actions taken.

**RESOLVED:**

To accept the interim audit report for 2023-24, including the Clerk's comments.

**204. Chepstow Charter Quincentenary 2024**

Members noted the report, prepared by Cllr M Griffiths, updating on the arrangements for Chepstow 500 to date. Cllr Griffiths requested Members' assistance on the day and Cllrs V Badderley-Potter, D Barnes, E Becker, P Griffiths, M Le Peltier and J MacTaggart offered their support to the event on the day. Members were requested to contact the office to arrange costumes for the day.

**205. Monmouthshire Youth Service**

Members noted the report, prepared by the Clerk, detailing an update of Youth Services in Chepstow.

**206. Thornwell Pavilion**

To consider the confidential document regarding Thornwell Pavilion and to consider if the Town Council would like to take any action – *confidential report emailed separately*.

**RESOLVED**

To move this confidential item to the end of the agenda due to members of the public being present.

**207. One Voice Wales**

Members noted that the Mayor had attended the One Voice Wales National Conference earlier in the day to receive Town Council's Highly Commended award for its Annual Report 2023/24.

**208. Consultations / Engagements / Surveys**

- a) Noted the Monmouthshire County Council consultation on Food Strategy Concept, closing date 9<sup>th</sup> April 2024.
- b) Noted the Welsh Government consultation on the Senedd Cymru (Electoral Candidate Lists) Bill, closing date 12<sup>th</sup> April 2024.

**209. Correspondence**

No issues were raised on the Correspondence Schedule.

**a) Invitation to Licensing of new Ministry Area leaders - Tuesday May 7<sup>th</sup> at 7.30pm.**

Members noted the invitation to the licensing of new Ministry Area leaders Zoe and Barnabas (Barney) Pimentel to Severn Wye Ministry Area, following the retirement of Reverend Julian White.

**RESOLVED:**

That Cllr V Badderley-Potter attend the licensing of new Ministry Area leaders on 7<sup>th</sup> May 2024.

**b) Request for a work experience placement.**

Members considered a request for a work experience placement for a week in July 2024. The Clerk advised that due to staff commitments and annual leave in July it was unlikely that the office could accommodate a work experience placement. She offered to arrange for the person to meet with a number of Councillors to discuss the role of a Town Councillor, if required. Members were keen to accept the request and the Clerk stated she would do her best to accommodate the person.

**c) Request for a Continental Street Market to be held in Chepstow.**

Members considered a request from RR Events Solutions Ltd to hold a four-day continental street market in Chepstow in 2024.

**RESOLVED:**

To agree in principal to a four-day continental street market to be held in Chepstow High Street and delegate authority to the Town Clerk to arrange dates and references.

**210. Reports of Representatives on Outside Bodies**

- **Bulwark Community Centre (BCC):** Cllr J MacTaggart as representative advised that BCC had secured a grant via the Welsh Government Shared Prosperity Fund for £12,000 to refurbish the kitchen area.

**211. Matters Relating to the Public and Urgent Information**

Members noted Chepstow Round Table will not be putting on a firework display at the Leisure Centre this year as they are focussing on recruiting more volunteers.

**RESOLVED:**

To request if Chepstow Racecourse would be interested in putting on a public firework display, with financial assistance from Town Council.

**212. Items for Next Meeting**

**213. Date of Next Meeting**

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday, 24<sup>th</sup> April 2024.

*Town Council **RESOLVED** to exclude the press and public for the discussion of Item 206. Thornwell Pavilion owing to the confidential and sensitive nature of the item. This is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**206. Thornwell Pavilion**

Members considered the confidential document regarding Thornwell Pavilion.

**RESOLVED:**

To write to MCC to express Town Council's concerns for the future of Thornwell Pavilion whilst recognising the significance of the building's location on the Wales Coast Path.

**CLOSE:** This completed the business of the meeting at 9.15pm.

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

## Appendix A

### List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Reference	Amount Paid	Ref	Transaction Detail
02/02/2024	Peninsula HR	Std Ord	143.52		H&S Contract
06/02/2024	Peninsula - HR	Std Ord	149.50		HR contract
07/02/2024	Chep/Corm Twinning	DDR	2,000.00	1972s137	Community Grant
07/02/2024	Expenses claim	DDR	28.00	1972s111	Expenses claim
07/02/2024	Inside Out Cymru	DDR	960.00	1976(MP)s19	Community Grant
07/02/2024	Mon County Council	DDR	202.35	1976(MP)s19	Waste License Drill Hall
07/02/2024	Chepstow Art Space	DDR	1,848.75	1972s111	Internal Works repayment
07/02/2024	O2 Chepstow	DDR	46.80		Employees mobile
07/02/2024	O2 Chepstow	DDR1	13.20		Employees mobile
07/02/2024	Newhall Janitorial Ltd	DDR2	29.59		Plastic pedal bin Riverbank WC
07/02/2024	Newhall Janitorial Ltd	DDR3	14.80		Pedal bins Riverbank WC
08/02/2024	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/02/2024	Peninsula	Std Ord	106.66		H&S Drill Hall
14/02/2024	Southern Electric	DDR1	93.64		01.12.23-31.12.23 Riverbank
16/02/2024	Lloyds bank CC	DDR	28.98	1972s111	Zoom monthly fee
16/02/2024	British Gas - Elec	DDR	226.02	pha1936s87	Thomas St
20/02/2024	Cloud Next Ltd	DDR5	119.98		Hosted site (chepstowtc.gov.uk)
20/02/2024	Cloud Next Ltd	DDR6	132.00		Domain (chepstow.gov.uk)
20/02/2024	Peninsula EAP	Std Ord	21.60		Employee Assistance Program
20/02/2024	Laptop Direct	DDR4	258.99		Mobile phone - Comms Officer
22/02/2024	British Gas	DDR2	174.11		02.01.24-01.02.24 Gatehouse
22/02/2024	British Gas	DDR3	19.74		02.01.24-01.02.24 Gatehouse
22/02/2024	Horizon Telecom Ltd	DDR4	368.77		Phones February
27/02/2024	Payroll February 2024	DDR	25,032.16		Payroll February 2024
28/02/2024	Expenses claim	DDR	12.60	1972s111	Expenses claim
28/02/2024	Chepstow Rainbow Trust	DDR	755.80	1972s137	Community Grant
28/02/2024	Microshade VSM	DDR7	526.20		Hosting service
28/02/2024	Mon County Council	DDR8	11,570.51		Chepstow Town Crew
28/02/2024	Churches Fire Security Ltd	DDR9	233.28		CCTV system 01.03.24-28.02.25
28/02/2024	Amazon	DDR10	17.29		Foolscap folders
28/02/2024	Amazon	DDR11	9.98		Noticeboard magnets
28/02/2024	Amazon	DDR12	3.49		Drill Hall noticeboards
28/02/2024	Amazon	DDR13	2.99		Clear push pins
28/02/2024	Amazon	DDR14	26.99		AED Emergency Prep Kit / Pens
28/02/2024	Amazon	DDR15	19.96		Outside tap lock
28/02/2024	Amazon	DDR16	18.98		Door mat
28/02/2024	Amazon	DDR17	7.58		USB card reader
28/02/2024	Amazon	DDR18	5.99		Unisex toilet sign
28/02/2024	Adcock	DDR19	222.18		Consumables
28/02/2024	Adcock	DDR20	167.44		Monthly consumables
28/02/2024	Amberon Traffic Mgment	DDR21	1,296.00		Xmas light removal-road closure
28/02/2024	Mr I Giles	DDR22	75.00		Window cleaning February 2024
28/02/2024	Jackson Lift Group	DDR24	954.00		Lift maintenance
28/02/2024	Adcock	DDR25	13.82		Cleaning supplies, consumables



28/02/2024	Adcock	DDR26	7.48	Cleaning supplies
28/02/2024	Bees for Development	DDR27	665.00	7 bee houses
28/02/2024	Amazon	DDR28	33.74	Litter pickers
28/02/2024	Planning Aid Wales	DDR29	100.00	Planning for Future Gen training
28/02/2024	The Fire People	DDR30	177.84	Annual service call
28/02/2024	Greenleif Landscapes	DDR31	2,980.00	Christmas Trees 2023
28/02/2024	Mon County Council	DDR5	4,850.00	Friends of the Dell Comm Grant
29/02/2024	Merlin Waste	DDR23	1,377.60	Dog waste collection Feb 2024
29/02/2024	Merlin Waste	DCR	287.00	Jan 2024 VAT

**Total Payments 58,832.90**

**Cash Received between 01/02/2024 and 29/02/2024**

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
29/02/2024	HMRC	000362	VAT refund	19,228.87
02/02/2024	Sales Recpts Page 1335		Room Hire – Thomas St CHAOS	50.00
06/02/2024	Sales Recpts Page 1336		Bench Plaque purchase	82.44

**Total Receipts 19,361.31**