



## 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, 26th June 2024 at 7pm

**Present:**

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

**Councillors:** S Ashby (remote), V Badderley-Potter, D Barnes, P Griffiths, M Griffiths, H Livesey-Jones (remote), J MacTaggart (remote), D Rooke, M Perkins (remote), D Power, J Rosser (remote), A Thompson-Lancaster  
Cllr A Watts (7.50pm), D Wilkes

**Apologies:** M Le Peltier, Cllrs N Meyrick,

**Absent:** Cllr E Becker

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

**33. Apologies**  
See above.

**34. Declarations of Interest in Items on the Agenda**  
None.

**35. To Suspend Standing Orders**  
**a) Public Open Forum (15 minutes at the discretion of the Mayor)**  
There were no members of the public present.

**b) Gwent Police**  
Gwent Police were not in attendance due to operational commitments.

**36. Mayoral Announcements**  
The Mayor welcomed Cllr Deb Wilkes, the newly elected Councillor to Chepstow Castle Ward and advised that the newly elected Councillor to the Maple Avenue Ward was absent due to holidays.

**RESOLVED:**

To extend the deadline for signing the Declaration of Acceptance of Office to 24<sup>th</sup> July 2024.

- **25.5.24:** The Mayor opened the Cancer Research shop in the High Street.
- **31.5.24:** The Mayor presented the prizes at the Wye Valley Festival at the Old Library.
- **08.06.24:** The Mayor attended the D Day commemoration service at the War Memorial and hosted light refreshments to those attending at the Gatehouse following the service.
- The Mayor and Deputy Mayor joined the Cubs and Squirrels group to help with Summer planting.
- The Mayor announced that a Town Council employee was cycling 300 miles in June to raise funds for Cancer Research – *Clerk to circulate details to Members.*

- The Mayor gave advance notification for filming 'The Change' in the town on 1<sup>st</sup> - 3<sup>rd</sup>, 11<sup>th</sup> - 12<sup>th</sup> and 15<sup>th</sup> - 16<sup>th</sup> July. *Clerk to circulate details to Members*
- **24.06.24:** The Deputy Mayor attended the Monmouthshire County Council (MCC) Fly a Flag for our Armed Forces event in Usk.

### 37. Minutes

The Minutes of Full Council meeting held on 22<sup>nd</sup> May 2024 were approved as a true record and will be signed by the Mayor following the meeting.

### 38. Matters Arising

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

- **220.3(d) – Bulwark and Thornwell Working Group** – The Clerk advised it was proving difficult to find suitable contractors to undertake a feasibility study and that only one quote has been received, which will be considered at the Environment and Amenities Committee on 10<sup>th</sup> July.

### 39. Committees

#### 39.1 Planning and Administration Committee

- Received the Minutes of Planning & Administration Committee meeting held on 22<sup>nd</sup> May 2024.
- Received the draft Minutes of Planning & Administration Committee meeting held on 12<sup>th</sup> June 2024.

#### 39.2 Finance, Policy and Audit Committee

Received the draft Minutes of the Finance, Policy and Audit Committee meeting held on 12<sup>th</sup> June 2024.

#### 39.3 Personnel Committee

Received the draft Minutes of the Personnel Committee meeting held on 5<sup>th</sup> June 2024.

#### 39.4 Environment and Amenities Committee

Received the draft minutes of the Environment and Amenities Committee meeting held on 5<sup>th</sup> June 2024.

The Chair of the Environment and Amenities Committee referred to the presentation by MCC on recycling and litter bins for Chepstow which did not extend to Bulwark and Thornwell and requested that Town Council writes to Catrin Mabey, Cabinet Member to stipulate that Bulwark and Thornwell are part of Chepstow and to insist MCC should recognise this.

#### **RESOLVED:**

To write to Catrin Mabey, Cabinet Member to stipulate that Bulwark and Thornwell are part of Chepstow and to insist MCC should recognise this.

It was noted that a meeting to discuss Christmas Lights will be arranged and all Members are invited to attend.

#### 39.5 Drill Hall Management Committee (DHMC) / Drill Hall Committee (DHC)

- Received the draft Minutes of the Drill Hall Committee meeting held on 5<sup>th</sup> June 2024.
- Members considered a suitable date for the next meeting of the Drill Hall Committee.

#### **RESOLVED:**

To convene a meeting of the Drill Hall Committee on Wednesday, 3<sup>rd</sup> July at 6.00pm at the Drill Hall.

- c) Members considered the letter from the Drill Hall Charity Incorporated Organisation (CIO) and were advised of negative comments and criticism of Town Council, particularly from certain individuals in the town. It was suggested to proactively inform residents of the ongoing position in regard to the future of the Drill Hall, via Council's social media platforms

**RESOLVED:**

To acknowledge receipt of the letter from the Drill Hall CIO and note the content. Furthermore, to inform residents of the ongoing position in regard to the future of the Drill Hall via Town Council's social media platforms.

### **39.6 Working Party and Project Updates**

Members received verbal updates from working parties and project groups, and considered recommendations/next steps:

- a) **Diversity Working Group** – Cllr S Ashby updated Members on the Pride arrangements in the Town. The Pride flag is currently flying on the Town Arch and some of the retailers are supporting the Pride movement in the town by displaying bunting in their windows. Bands on the Bandstand on 30<sup>th</sup> June has been dedicated to a Pride in the Park event. Cllr P Griffiths referred to the showing of the film 'Pride' at the Drill Hall and advised that the Severn Bridge Park Run at 9am on Saturday 29<sup>th</sup> June will be promoting Pride.
- b) **Supporting Friends of the Dell destination play park** – Cllr M Griffiths advised Members she had been invited to attend meeting with potential contractors to discuss specific pieces of play equipment. A recent letter had been received from MCC and Cllr Griffiths requested if a meeting could be arranged with the MCC officer to discuss this.

**RESOLVED:**

That Cllr M Griffiths and the Clerk meet with the MCC officer in this matter.

c) **The Future of St Mary's Priory**

There was no update in this matter.

- d) **Flea Market Working Group** – Cllr M Perkins updated Members on the flea market arranged at the Drill Hall on 7<sup>th</sup> July which had been cancelled due to low uptake of tables. Cllr Perkins requested the flea market is postponed to early September and it was further requested if that flea market could be marketed as a 'green' event.

**RESOLVED:**

To rearrange the flea market to early September, subject to availability at the Drill Hall.

- e) **Active travel routes / Management of electric bikes in Chepstow** – Cllr P Griffiths advised of a meeting he had attended in his capacity as County Councillor with the Burns Delivery Board (*created in 2021 to bring together Welsh Government and local authorities to deliver the 58 recommendations made by Lord Burns' South East Wales Transport Commission (SEWTC)*). A model on e-bikes, was presented as part of effective travel routes to train stations which would essentially become hubs where facilities such as a venue to hire e-bikes, a café, an e-bike service station and secure accommodation for e-bikes could be found.

**RESOLVED:**

For Cllr P Griffiths to approach Monmouthshire Upcycle and the bike shop to gauge potential interest in this matter and report back to Town Council.

#### **40. Finance**

##### **40.1 Bank Reconciliation**

Received and adopted the bank reconciliation for the month of May 2024.

##### **40.2 Accounts**

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

Receipts	Payments
£ 34,874.04	£ 113,713.30

##### **40.3 Income and Expenditure**

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

*See Appendix A below*

##### **40.4 Annual Governance Statement and Statement of Accounts for Year End 2024**

a) Members considered the recommendation of Finance, Policy and Audit Committee 12.6.24 (min ref 9) to approve the Annual Governance Statement / Checklist for the Financial Year End. The Chair of the Committee confirmed the check list was thoroughly considered at the meeting.

**RESOLVED:**

To approve the Annual Governance Statement / Checklist for the Financial Year End 2024.

b) Received and adopted the Statement of Accounts.

c) Members considered the Internal Audit report and Clerk's comments against recommendations. The Chair of Finance, Policy and Audit Committee advised Members that of the 180 items tested, only 5 minor recommendations were made and reiterated appreciation to the Town Clerk and office staff for their prudent management of the Council's finances.

**RESOLVED:**

To accept the Internal Audit report and Clerk's comments against recommendations.

d) Members noted the dates for the Notice of appointment of the date for the exercise of electors' rights from 1<sup>st</sup> July to 26<sup>th</sup> July 2024, which has been duly advertised in accordance with statute.

##### **40.5 Year End Accounts and Annual Return**

Members considered the Year End Accounts and Annual Return for the year ending 31st March 2024.

**RESOLVED:**

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

##### **40.6 Past Mayors Badges – referred from Finance, Policy and Audit Committee 12.6.24 – minute ref 24**

Members considered the purchase of 4 Past Mayor's Badges at a cost of £234.69 + VAT each and noted there is no budget provision therefore funding from General Reserves.

**RESOLVED:**

To cease the practice of offering Past Mayor's badges and thus decline the purchase of Past Mayor's Badges.

It was suggested that a Past Mayor's board is published on Town Council's new website.

**RESOLVED:**

To add a Past Mayor's board to Town Council's new website

#### **40.7 Fireworks**

Members considered the Town Clerk's report regarding discussions held with Chepstow Racecourse for a Community Fireworks event.

##### **RESOLVED:**

To proceed with a free community fireworks event at Chepstow Racecourse on Tuesday 5<sup>th</sup> November 2024 and to approve additional costs of £1,000 towards the event. (*LGA 1972 s.145*). Furthermore, for Cllr Wilkes to liaise with the Town Clerk and Chepstow Racecourse in this matter.

*Cllrs D Rooke and A Watts declared a personal and prejudicial interest in the following item (41) as Members of MCC Licensing Committee, and left the room during discussion of the item.*

#### **41. Consultations / Engagements / Surveys**

a) Monmouthshire County Council (MCC): Consultation on *Statement of Licensing Policy - Gambling Act 2005*. The Gambling Act 2005 requires the Licensing Authority to publish a Statement of Licensing Policy setting out how it will administer its licensing, functions under the Act. This Policy must be reviewed every three years and MCC is now in the process of conducting this review.  
*Closing date 31<sup>st</sup> August 2024*

##### **RESOLVED:**

To defer this item to Full Council on 24<sup>th</sup> July 2024 pending a review of the policy by Cllr Thompson Lancaster and subsequent report to Council.

#### **42. Chepstow Community Hospital**

Members noted that a meeting has been arranged for Thursday, 11<sup>th</sup> July 2024 at 9.30am to meet with representatives at Chepstow Community Hospital to continue the conversation regarding services.

Cllrs T Griffiths, P Griffiths, D Wilkes, M Griffiths, D Power, A Watts, D Rooke, A Thompson-Lancaster (provisional), D Barnes, V Badderley-Potter and J MacTaggart are available to attend.

##### **RESOLVED:**

To advise Chepstow Community Hospital of the change of Mayor and number of attendees and to request a Minor Injuries Unit is added to the agenda.

#### **43. Councillor email addresses**

Members noted their old email addresses will be shut down from 30.7.24. Members, who have not done so already, were urged to set up their new emails as soon as possible and advise the office.

#### **44. Correspondence**

Members considered the correspondence listed in the Correspondence Schedule. No comments were made.

a) **One Voice Wales (OVW) – Holocaust Memorial Day 2025.**

Members considered the theme for Holocaust Memorial Day 2025 – 'For a Better Future'; to mark the 80<sup>th</sup> anniversary of the liberation of Auschwitz-Birkenau.

##### **RESOLVED:**

To defer this item to the Environment and Amenities Committee for consideration.

**b) Monmouthshire County CAB**

Members considered the 6-month update for the Financial Inclusion Project funded by the Town Council.

**RESOLVED:**

To request a comparison with last year in regard to the number of people the CAB were able to help as a result of the additional funding provided by Town Council.

**c) Resident**

Members considered correspondence from a resident requesting Council's support in spreading awareness of the 'My anxious dog' campaign by placing official stickers on the dog waste bins in the town, at no cost to Town Council.

**RESOLVED:**

To accept the resident's offer to purchase official 'anxious dog awareness' stickers for Town Council to place on the dog waste bins in the town.

**45. Work Experience**

Members noted that a student from Wydean School will be undertaking work experience with the Town Council w/c 1<sup>st</sup> July 2024 for 4 days. The student is interested in the role of local government, specially in the positive impacts it can have, working with the community and the steps towards bettering the wellbeing of future generations. The Clerk has arranged an induction day, the Mayor and Deputy Mayor agreed to meet with the student to discuss their roles within the community and the Vision working group agreed to rearrange its meeting so that the student can attend.

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

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

**a) Berkeley & Oldbury Site Stakeholder Group** – Cllr Power advised that the last scheduled meeting had been cancelled due to the pre-election period. The next meeting will take place in September.

**b) Chepstow Community Fridge** – Cllr Rooke advised the AGM of the Community Fridge will be held shortly and that the group is continuously seeking additional volunteers to shadow the existing.

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

- Cllr A Watts has reported the state of the speed bumps on Thornwell Road near to the school.
- Upcoming events at Chepstow Racecourse.
- Pig & Pip, a local business has secured an event in the Palmer Centre on Saturday 29<sup>th</sup> June where two former winners of 'The Sewing Bee' are going to be in attendance.

**48. Items for Next Meeting**

- Loss of NHS Dentist in Chepstow

**49. Date of Next Meeting**

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

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

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

## Appendix A

### List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Ref</u>	<u>Transaction Detail</u>
01/05/2024	Peninsula	DDR2	143.52		HR services
03/05/2024	O2 Chepstow	DDR24	65.26		Mobile phones
06/05/2024	Peninsula - HR	Std Ord	149.50		HR contract
07/05/2024	Fine Cut Group Ltd	DDR	604.80		Plaque engraving The Dell
07/05/2024	Adcock	DDR2	378.58		Consumables
07/05/2024	Mr I Giles	DDR3	75.00		Window cleaning May 2024
07/05/2024	The Fountain Company Ltd	DDR4	1,932.00		Riverbank fountain materials
07/05/2024	The Fountain Company Ltd	DDR5	28,206.00		Dell fountain labour, material
07/05/2024	Merlin Waste Control	DDR6	1,416.96		Dog waste collection May
07/05/2024	Adcock	DDR7	421.28		Consumables
07/05/2024	Adcock	DDR8	391.22		Consumables
07/05/2024	Newton Flag & Banner	DDR9	28.80		D-Day 80th Flag of Peace
07/05/2024	Screw Fix	DDR10	13.58		Draught excluder
07/05/2024	T Baines Elec Services	DDR11	200.00		5 Year electrical report
07/05/2024	Mon County Council	DDR12	3,693.00		CCTV 01.04.24-30.06.24
07/05/2024	Mon County Council	DDR13	12,322.58		Chepstow Town Crew April
07/05/2024	Amazon	DDR14	15.48		Zoo ZDL7260 mortice lock
07/05/2024	Screw Fix	DDR15	24.98		Handles
07/05/2024	Cherry Build Ltd	DDR16	276.00		Gatehouse fire door assess
07/05/2024	Chepstow Events Team	DDR	1,945.63	1972s145.	Community Grant
07/05/2024	Gemini	DDR	387.00	1972s145.	Summer flowers for planters
07/05/2024	Mind Monmouthshire	DDR	7,500.00		Service provision
07/05/2024	RBL Poppy Appeal	DDR	30.00	1972s137	Wreath
07/05/2024	Bulwark Community Centre	DDR	350.00	1972s145	Community grant
07/05/2024	Chepstow Fairtrade Forum	DDR	100.00	1972s137	Community grant
07/05/2024	Palmer Centre	DDR	12,000.00	1976(MP)s19	Revenue Grant
07/05/2024	Bulwark Community Centre	DDR	12,000.00	1976(MP)s19	Revenue Grant
07/05/2024	Expenses claim	DDR	13.25	1972s145	Consumables
08/05/2024	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
08/05/2024	Peninsula	Std Ord	106.66		H&S Drill Hall/Old Library
08/05/2024	Peninsula	DDR3	221.61		HR H&S EAP
16/05/2024	Smartest Energy	DDR17	212.58		Gas 01.4-24-30.4.24
16/05/2024	Lloyds bank CC	DDR	128.97	1972s111	Lloyds bank CC
20/05/2024	Peninsula EAP	Std Ord	21.60		Peninsula EAP
21/05/2024	EAS Medical Group Ltd	DDR23	44.12		FREC 3 Responder
21/05/2024	Expenses claim	DDR	143.96	1972s145	Expenses claim
21/05/2024	The Chepstow Rainbow Tst	DDR1	1,000.00		Q rent jan - mar 24
22/05/2024	Southern Electric	DDR19	95.09		Riverbank electricity
22/05/2024	SCG South West Limited	DDR20	407.75		Telephones
23/05/2024	British Gas	DDR21	146.55		Electricity 02.04.24-01.05.24
23/05/2024	British Gas	DDR22	18.45		Electricity 02.04.24-30.04.24
24/05/2024	Chepstow A/C Service	DDR18	60.50		May 2024 payroll
27/05/2024	Payroll May 2024	DDR	25,036.80		Payroll May 2024
30/05/2024	Mon County Council	Std Ord	1,026.00		Business Rates - Gatehouse
30/05/2024	Mon County Council	Std Ord	56.00		Gatehouse-display window
30/05/2024	Mon County Council	Std Ord	185.00		Rates
31/05/2024	Peninsula		TO CLR	-277.76	to clear – mid month contract renewal
<b>Total Payments</b>			<b>£113,713.30</b>		

**Cash Received between 01/05/2024 and 31/05/2024**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
24/05/2024	Chepstow 500	000367	Donations from event	550.00
29/05/2024	Eventbrite	DCR	Chepstow 500 concert	102.98
28/05/2024	HMRC VAT refund	000368	HMRC VAT refund	33,413.40
01/05/2024	Old Library		Lease	425.00
14/05/2024	Drill Hall		Invoice recharge	31.59
28/05/2024	Drill Hall		Invoice recharge	351.07
<b>Total Receipts</b>				<b>34,874.04</b>