

CHEPSTOW TOWN COUNCIL
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email admin@chepstow.co.uk

22nd October 2026

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 28th October 2026 at 7.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy James
TOWN CLERK

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.

AGENDA

100. Apologies

To receive apologies for absence.

101. Declarations of Interest

To receive Declarations of Interest ([flowchart](#) and [form](#) attached). *Form to be completed and returned to the office.*

102. To Suspend Standing Orders

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

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

102.2 Gwent Police – to receive the [October Police Report](#) and representation from Gwent Police, subject to operational commitments.

102.3 Gwent Police – to receive representation from Gwent Police regarding the launch of Crimestoppers.

103. Mayoral Announcements

104. Minutes

To approve the [Minutes of Full Council meeting held on 23rd September 2026](#).

105. Matters Arising

To receive the [Clerk's Update](#) on progress of resolutions, for information only.

106. Committees

107.1 Planning and Administration Committee

- a) To receive the [Minutes of Planning & Administration Committee held on 23rd September 2026](#).
- b) To note the meeting scheduled for 14th October 2026 was inquorate.

107.2 Drill Hall Committee

- a) To note the meeting scheduled for 14th October 2026 was inquorate. Members to consider either a date for an extraordinary meeting, or to wait until the next meeting scheduled for 2nd December 2026.
- b) To consider delegating authority to the Personnel Committee to ratify the decision of the Interview Panel for the employment of the Bar and Volunteer Manager (interviews are on 30.11.26)

108. Working Party and Project Updates

To receive verbal/written updates from working parties and project groups and, if appropriate, to agree any recommendations/next steps:

- a) **Supporting Friends of the Dell destination play park** – *Cllr M Griffiths*
- b) **St Mary's Priory** – *Cllr T Griffiths*
- c) **Thornwell Community Garden** – *Cllr T Griffiths*.
- d) **Placemaking Partnership Delivery Group**
- e) **Bulwark Public Toilet Feasibility Study** - *Cllr M Perkins*
- f) **Disability Working Group**
- g) **The Danes Play Park** – [Cllr M Green Report](#)
- h) **Christmas Switch On / Street Party**
 - i) To receive the [notes of working group meeting 9.9.26](#) and any further update from the Town Clerk.
 - ii) To consider an additional cost of £125.00 plus VAT for the installation of an accessible ramp to the stage, following a request from a performance group to accommodate a wheelchair user (*Local Government Act 1972, s145*).

109. Finance

109.1 Bank Reconciliation

To receive the [bank reconciliation for the month of September 2026](#).

109.2 Accounts

- a) To ratify the [Payments and Receipts for the month of September 2026](#).
- c) To ratify the [Payments and Receipts for the month of September 2026 for the Drill Hall](#).

109.3 Income and Expenditure

To receive the [Income and Expenditure account for the month of September 2026](#).

109.4 Community Grants

- a) To consider the [community grant report](#) and applications from:
- b) Small Grant Applications received:
 - i. [Wassail and Mari Lwyd 2027](#) - £494.24 (*Local Government Act 1972, s145*)

109.5 Noticeboard – Woolpitch Wood

To consider the [report](#) detailing the costs associated with repairing the damage to the notice board at Woolpitch Wood.

109.6 Audit Wales – Annual Return year ending 31.3.25

To note the conclusion of the [Annual Return](#) for the financial year ending 31st March 2025 from the Auditor General for Wales that: "On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices.
- that relevant legislation and regulatory requirements have not been met.

- is not consistent with the Council’s governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use and that there are no further matters that I wish to draw to the Council’s attention”.

110. Vacancy

To note a casual vacancy has arisen in the Larkfield Ward following the resignation of Cllr Dominic Power. Closing date for a request for an election is 27.10.26.

111. Remembrance Sunday and Armistice Day 2026

- To note the [arrangements](#) for the Remembrance parade on Sunday, 8th November 2026, made in conjunction with the Chepstow branch of the Royal British Legion (RBL).
- To note the Armistice Day Service at the War Memorial at 10.40am on Wednesday 11th November 2026.
- To consider [correspondence](#) from Monmouthshire County Council regarding firing of maroons on 11th November from Chepstow Castle.

112. Consultations / Engagements / Surveys / Information

- One Voice Wales** - Welsh Government: Vision for Culture & Sport in Wales – [Call for Evidence](#)
- One Voice Wales** – [Governance Arrangements 2026](#).
- Democracy and Boundary Commission Cymru** – [Draft Annual Remuneration Report 2027 – 2028](#).

- Communications** – to receive the [communications snapshot for September 2026](#)

113. Correspondence

To consider the correspondence listed in the [Correspondence Schedule](#) and in addition:

- Mind in Gwent (formerly Mind Monmouthshire) – 6-monthly update (*confidential document emailed separately*)
- Ministry of Defence – To consider an [invitation](#) to the Wales Armed Forces Covenant Conference 2026 on Thursday 19 November 2026 at Swansea.com Stadium from 9:30 to 16:00.

114. Reports of Representatives on Outside Bodies

To receive verbal / written reports from Members who have attended meetings as a nominated representative of the Town Council, and if appropriate, to agree any recommendations/next steps:

- Air Quality Steering Group – [Cllr J MacTaggart](#)

115. Matters Relating to the Public and Urgent Information

116. Items for Next Meeting

- MCC to address Council on the Grassroutes Community Transport scheme

117. Date of Next Meeting

To confirm arrangements for the next ordinary meeting to be held on Wednesday, 25th November 2026.