

**CALDICOT TOWN COUNCIL**  
Council Offices, Sandy Lane, Caldicot NP26 4NA  
Tel: 01291 420441 Fax: 01291 431139 e:mail town council@caldicottc.org.uk

24<sup>th</sup> September 2020

Dear Councillor

**You are summoned to the Annual Meeting of Caldicot Town Council to be held at 6.00pm on Wednesday, 30<sup>th</sup> September 2020 at Town Council. Please note that this meeting will be held via Starleaf Remote Meetings**

Yours faithfully



**Gail McIntyre**  
Clerk to the Council

## AGENDA

1. Apologies
2. Declarations of Interest
3. Election of Mayor/Deputy Mayor – To Ratify Decision of Annual Meeting 2019

*[Note: FTC 24.6.20 approved IRPW senior allowances]*

**(i) Mayor to Sign Declaration of Acceptance of Office**

4. Review of Terms of Reference for Committees [Circ]
5. Election of Internal Committees 2020/2021 [Circ membership 2019/20]

Health & Safety Committee (6)

Twinning Committee (5)

Personnel Committee (7)  
[Includes Mayor/Deputy]

Planning & Resources FULL TOWN COUNCIL

Cemetery, Finance, Estimates FULL TOWN COUNCIL

Cheque Signatories [Not a Committee] (4)  
Excluding Clerk - also to be signatory  
Excluding Deputy Clerk - also to be signatory  
in the absence of the Clerk

Bank Signatory [not a cheque signatory]

EXTREMELY URGENT COMMITTEE [PLENARY] (3)

Planning Applications of Urgent Nature (3)  
[Including a holiday period]

Grants Committee (7)

a) To agree dates for Grants Committee meetings 2020/2021

King George V Playing Fields Trustee FULL TOWN COUNCIL IS TRUSTEE

**6i) Working Groups**

Compound Working Group (7)

Caldicot United (5)

Wellbeing Plan (2) + Clerk/Deputy Clerk

**6. To Elect Representatives of Town Council on Outside Bodies 2020/2021**

Monmouthshire County CAB (2)  
[For Term of Council]

One Voice Wales Area Committee (2)  
[Precedent Mayor/Deputy]

One Voice Wales Larger Local Councils Cttee (1) + (Deputy non-voting)  
[Precedent Mayor]

Emergency Contacts Mon CC on Permanent Basis (5)  
[Incumbent Clerk/Mayor]

User Sub-Committee King George V Playing (5)\*  
Fields \*To include Health & Safety Member

**School Governors [For Term of Council]**

Dewstow Primary School (1)

Durand Road Primary School (1)

Castle Park Primary School (1)

Schools Admission Forum (1) + [deputy]

Herbert Charity Trust [For Term of Council] (2)

CAIR (1) + [deputy]

Problem Solving Groups [previously CSAT] (1) + [deputy]

Mon CC CCTV Working Group (2)

Tidal Strategy Environment (1) + [deputy]

Sevenside Area Committee (1) + [deputy]

Caldicot Castle & Country Park Advisory Group (2)

Mon CC Caldicot Castle Steering Group Cttee	(1)
Mon CC Cluster Meeting	(2)
Caldicot Foodbank Steering Committee	(1)
Mon CC Give Dog Fouling The Red Card Working Group	(1)
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)
Caldicot Youth Group	(1)
Caldicot Town Team	(1)
GAVO	(1)
Fairtrade	(5)
Caldicot Regeneration Stakeholder Group	(2)



## TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

***'Council and Committee meetings must all be advertised and open to the press and public'***

[The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]

Committee	Scope
Health & Safety Committee [6 members/Quorum 3]	<ul style="list-style-type: none"> <li>● <b>MCC Health &amp; Safety officer undertaking role of Health and Safety consultant</b></li> <li>● To carry out an assessment of risks facing the council and recommend appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required on an annual basis</li> <li>● To meet on an ad hoc basis as required</li> <li>● To take on the role of Allotments Committee</li> <li>● <b>To make recommendations to Council</b></li> </ul>
Twinning Committee [5 members/Quorum 3]	<ul style="list-style-type: none"> <li>● To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel &amp; Morières-les-Avignon</li> <li>● <b>To make recommendations to Council</b></li> </ul>
Planning & Resources Committee	<ul style="list-style-type: none"> <li>● <b>Full – Decision making [17 members/Quorum 6]</b></li> <li>● To meet on second Tuesday of month</li> <li>● To make recommendations to Mon CC in respect of planning applications</li> <li>● To consider urgent items at discretion of Mayor</li> </ul>
Cemetery, Finance, Estimates	<b>Full Town Council [17 members/Quorum 6]</b>
Personnel Committee [7 members/Quorum 3]	<ul style="list-style-type: none"> <li>● To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.</li> <li>● To draft, implement and review, monitor and revise policies for staff.</li> <li>● To establish and review salary payscales and to be responsible for their administration and review.</li> <li>● To oversee the recruitment and appointment of staff.</li> <li>● To arrange the execution of new employment contracts and changes to contracts.</li> <li>● <i>Town Council establish an Appeals Panel, as and when required, to deal with grievance and disciplinary matters - in accordance with Town Council policies.</i></li> </ul> <p><b>To make recommendations to Council</b></p>

<p>Extremely Urgent Committee [Plenary]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To be called when an urgent decision is required that has either financial, health and safety or operational implications for Town Council and/or a decision that is deemed by the Mayor/Deputy Mayor and/or Clerk/Deputy Clerk that needs to be made before the minimum notice for a full council meeting to be called. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances.</p> <p>To be ratified by Full Council</p>
<p>Planning Applications of Urgent Nature [eg holiday period]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To make recommendations to Mon CC on behalf of Town Council in respect of planning applications where a decision is required within a statutory time period.</p> <p>To be ratified by Full Council</p>
<p>Grants Committee</p> <p>Mayor/Deputy Mayor + 5 Cllrs</p>	<p>To review the grant application process, as necessary</p> <p>To consider grant application requests for assistance to local bodies</p> <p>To review every grant application submitted to Caldicot Town Council and ensure it meets requirements, as stated within the policy</p> <p>To make recommendations for awarding financial grants to local organisations, within an overall budget approved by the Town Council</p> <p><b>To make recommendations to Full Council</b></p>
<p><b>King George V Playing Fields Charity Trustee</b></p>	<p>Full Town Council</p>

May 19

**INTERNAL COMMITTEES 2019/20**

Item 5 [for information]

Health & Safety Committee	(6) Cllrs D Evans, O Edwards, R Garrick, F Rowberry, RJ Higginson, M Mitchell
Twining Committee	(5) Cllrs M Stevens, D Evans, O Edwards, RJ Higginson, P Stevens
Personnel Committee [Includes Mayor/Deputy]	(7) Cllrs D Evans, A Easson, O Edwards, F Rowberry, RJ Higginson, W Conniff, M Mitchell
Planning & Resources	FULL TOWN COUNCIL
Cemetery, Finance, Estimates	FULL TOWN COUNCIL
Cheque Signatories [Not a Committee] Excluding Clerk - also to be signatory Excluding Deputy Clerk - also to be signatory in the absence of the Clerk	(4) Cllrs P Stevens, D Evans R Garrick, M Mitchell
Bank Signatory [not a cheque signatory]	Cllr F Rowberry
EXTREMELY URGENT COMMITTEE [PLENARY]	(3) Mayor/Deputy + 2 Cllrs
Planning Applications of Urgent Nature [Including a holiday period]	(3) Mayor/Deputy + 2 Cllrs
Grants Committee	(7) Cllrs O Edwards, P Stevens, D Evans, A Easson, R Garrick M Mitchell, W Conniff
King George V Playing Fields Trustee	FULL TOWN COUNCIL IS TRUSTEE
<b>Working Groups</b>	
Compound Working Group	(7) Cllrs W Conniff, O Edwards, D Evans, RJ Higginson, A Lloyd, M Mitchell, F Rowberry
Caldicot United	(5) Cllrs O Edwards, R Garrick, K Harris, M Mitchell, P Stevens
Wellbeing Plan	Clerk + Cllrs W Conniff, M Mitchell

## TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2019/2020

Monmouthshire County CAB [For Term of Council]	(2) Cllrs A Easson, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2) Cllrs D Evans, R J Higginson
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1) Cllr D Evans + ( <i>RJ Higginson - Deputy non-voting</i> )
Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5) Cllrs P Stevens, D Evans, W Conniff G McIntyre - Clerk, S King - Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)* Cllrs D Evans, M Mitchell, O Edwards, A Easson, RJ Higginson
<b>School Governors [For Term of Council]</b>	
Dewstow Primary School	(1) Cllr F Rowberry
Durand Road Primary School	(1) Cllr M Stevens
Castle Park Primary School	(1) Cllr O Edwards
Schools Admission Forum	(1) Cllr W Conniff + [ <i>P Stevens - deputy</i> ]
Herbert Charity Trust [For Term of Council]	(2) Cllrs RJ Higginson, W Conniff
CAIR	(1) Cllr M Mitchell + [ <i>A Lloyd - deputy</i> ]
Problem Solving Group [ <i>previously CSAT</i> ]	(1) Cllr D Evans + [ <i>P Stevens - deputy</i> ]
Mon CC CCTV Working Group	(2) Cllrs D Evans, P Stevens
Tidal Strategy Environment	(1) Cllr P Stevens + [ <i>A Easson - deputy</i> ]
Severnside Area Committee	(1) Cllr F Rowberry + [ <i>M Mitchell - deputy</i> ]
Caldicot Castle & Country Park Advisory Group	(2) Cllrs VACANCY, R Garrick
Mon CC Caldicot Castle Steering Group Cttee	(1) Cllr F Rowberry
Mon CC Cluster Meeting	(2) Cllrs D Evans, P Stevens
Caldicot Foodbank Steering Committee	(1) Cllr M Mitchell
Mon CC Give Dog Fouling The Red Card Working Group	(1) Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1) Cllr M Stevens
Caldicot Youth Group	(1) Cllr O Edwards + [ <i>M Mitchell – deputy</i> ]
Caldicot Town Team	(1) Cllr F Rowberry
GAVO	(1) Cllr P Stevens
Fairtrade	(5) Cllrs A Easson, O Edwards, K Harris, M Mitchell, P Stevens
Caldicot Regeneration Stakeholder Group	(2) Cllrs J Bond, D Nee