

11th May 2022

Dear Councillor

You are summoned to the Annual Meeting of Caldicot Town Council to be held at **6.00pm** on **Wednesday, 18th May 2022** at Town Council for the purpose of transacting the following business.

Code of Conduct Training for Town Council will be held at 5.00pm

Yours faithfully



Sarah King
Clerk to the Council

**PLEASE NOTE THAT THIS MEETING WILL BE AVAILABLE REMOTELY –
FOR FURTHER DETAILS CONTACT THE TOWN COUNCIL OFFICE**

AGENDA

1. Apologies
2. Declarations of Interest
3. Retiring Mayor, Cllr RJ Higginson, Address to Town Council
4. INAUGURATION

To Elect the Mayor following Nomination for Civic Year 2022/2023

Clerk to Request Mayor's Acceptance of Office

Mayor to Sign Declaration of Acceptance of Office

Retiring Mayor to Invest Incumbent Mayor with Chain of Office

Mayor to Present Past Mayor's Pin to Retiring Mayor Cllr RJ Higginson

Incumbent Mayor's Address to Town Council/Response

To Elect a Deputy Mayor Following Nomination for 2022/2023

Mayor to Invest Deputy Mayor with Chain of Office

Deputy Mayor to Address Town Council

5. **To Review and approve Terms of Reference for Committees** [Circ]
6. **To Elect Internal Committees 2022/2023** [Circ membership 2021/22]
- | | |
|--|---------------------------|
| Health & Safety Committee | (6) |
| Personnel Committee
[Includes Mayor/Deputy] | (7) |
| Planning & Resources | ALL TOWN COUNCILLORS (16) |
| Cemetery, Finance, Estimates | ALL TOWN COUNCILLORS (16) |
| 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) |
| Bank Signatory [not a cheque signatory] | |
| EXTREMELY URGENT COMMITTEE
[PLENARY] | (3) |
| Planning Applications of Urgent Nature
[Including a holiday period] | (3) |
| Grants Committee | (7) |
| a) To agree dates for Grants Committee meetings 2022/2023 | |
| King George V Playing Fields Trustee | ALL TOWN COUNCILLORS (16) |
- 6i) **Working Groups**
- | | |
|--|-----|
| Compound Working Group | (7) |
| Climate Change Working Group | (7) |
| Town Council Building Working Group
[plus Clerk/Deputy Clerk] | (5) |
7. **To Elect Representatives of Town Council on Outside Bodies 2022/2023**
- | | |
|--|---------------------------|
| Monmouthshire County CAB
[Term of Council] | (2) |
| One Voice Wales Area Committee
[Precedent Mayor/Deputy] | (2) |
| One Voice Wales Larger Local Councils Cttee
[Precedent Mayor] | (1) + (Deputy non-voting) |
| Emergency Contacts Mon CC
Permanent Basis [Incumbent Clerk/Mayor] | (5) |

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

School Governors [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 [Term of Council]	(2)	
Mon CC CCTV Working Group	(2)	
Sevenside Area Committee	(1)	+ [deputy]
Caldicot Foodbank Steering Committee	(1)	
Mon CC Give Dog Fouling The Red Card	(1)	
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)	
Caldicot Youth Group	(1)	
Caldicot Town Team	(1)	
GAVO	(1)	
Caldicot Regeneration Stakeholder Group	(2)	

8. To approve Hybrid meeting policy [Circ]

9. To Receive Independent Remuneration for Wales Annual Report 2022/2023 [Circ]
[Determinations 44-53, Approved Town Council 27th April 2022]

a) To approve payment via payroll system

b) To consider senior roles and associated payment of £500 - Determination 45

c) To consider attendance allowance payment and frequency - Determination 49

10. To note invitation from Royal British Legion, Caldicot Branch, to commemorate the Falklands campaign – Caldicot Cross, 2.00pm Sunday 12th June 2022

11. To note Vacancy, for co-option, Caldicot Cross

Notices of vacancy displayed, with view to co-option Full Town Council 25th May 2022.