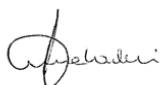


17th May 2024

Dear Councillors,

You are hereby summoned to attend the **Annual Meeting** of Caldicot Town Council to be held on **Wednesday 22nd May 2024 at 18:00 p.m.** in **Caldicot Room Suite 3, Castlegate Business Park**

Yours sincerely,



Anne Wilson
Locum Town Clerk to the Council

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Agenda

1. Welcome

The Chair will welcome everyone to the meeting.

2. Apologies for Absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

Members are asked to receive declarations of interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

4. Retiring Town Mayor

Members are asked to receive the retiring Town Mayor Cllr M Mitchell who will address the meeting.

5. Election of Town Mayor

Members are asked to elect the Town Mayor of Caldicot Town Council for the ensuing Municipal Year.

The Town Mayor will be asked to sign their Declaration of Acceptance of Office.

The retiring Town Mayor will invest the elected Town Mayor with their Chain of Office.

The Town Mayor will address the meeting.

6. Election of Deputy Town Mayor

Members are asked to elect the Deputy Town Mayor of Caldicot Town Council for the ensuing Municipal Year.

The Town Mayor to invest Deputy Town Mayor with their Chain of Office.

The Deputy Mayor will be asked to sign their Declaration of Acceptance of Office.

The Deputy Town Mayor will address the meeting.

7. Nominations to Town Council Committees

Members are asked to note that currently you do not have adopted agreements on how many Councillors sit on each Committee and it is unusual for all Councillors to be on a Committee.

i) Members are asked to consider the setting up of a Finance Committee for the Town Council to meet every six weeks. (See agenda item reference Terms of Reference).

ii) Members are asked to nominate representatives to:

- Finance Committee
- Policy and Resources Committee
- Personnel Committee
- Grants Committee
- Allotments Committee
- Health and Safety Committee
- Caldicot 50th

8. Nominations to Outside Bodies

Members are asked to nominate representatives to the following outside bodies:

- Monmouthshire County CAB [For Term of Council]
- One Voice Wales Area Committee [Precedent Mayor/Deputy]
- One Voice Wales Larger Local Councils Cttee [Precedent Mayor + Deputy non-voting]
- User Sub-Committee King George V Playing Fields
- School Governors [For Term of Council]
 - Dewstow Primary School - Cllr F Rowberry
 - Durand Road Primary School - VACANCY
 - Castle Park Primary School – Cllr F Rowberry
- Schools Admission Forum
- Herbert Charity Trust [For Term of Council]
- Mon CC CCTV Working Group
- Severnside Area Committee

- Caldicot Foodbank Steering Committee
- Mon CC Give Dog Fouling The Red Card Working Group
- Mon/Torfaen Youth Offending Team – Restorative Justice
- Caldicot Youth Group
- Caldicot Town Team
- GAVO
- Caldicot Regeneration Stakeholder Group
- Caldicot Business Forum

9. Schedule of Meetings

Members are asked to confirm the attached schedule of meetings.

Copy Attached Appendix A

10. Review of Terms of Reference

Members are asked to consider the attached report.

Copy Attached Appendix B

11. Council Policies

Members are asked to review the following documents at the Annual Meeting of the Town Council each year.

i) Standing Orders

Members are asked to consider the attached document, noting this is the most up to date version of Standing Orders and confirm the items in blue and discuss the matters in red.

Copy Attached Appendix C

Members are then asked to confirm the final document.

ii) Financial Regulations

Members are asked to confirm the attached Financial Regulations, noting that we are expecting a new version of Financial Regulations from One Voice Wales in the Autumn.

Copy Attached Appendix D

12. Independent Remuneration for Wales Report

Members are asked to note that this was circulated with the draft report in January 2024.

13. General Power of Competence

Members are asked to note that the eligibility of the Town Council to retain the General Power of Competence has lapsed. With the previous qualified Clerk having left, and the inability for a qualified Clerk who is only in a Locum Role to enable you to retain it, the Council will no longer have the General Power of Competence from this meeting.