**Council Offices, Sandy Lane, Caldicot NP26 4NA**

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23rd May 2018

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm on Wednesday**,

**30th May 2018** at Caldicot Town Council for the purpose of transacting the following business.

Yours faithfully

Gail McIntyre

Clerk to the Council

**Please note the use of mobile phones is strictly prohibited during meetings**

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| **PART A - CALDICOT TOWN COUNCIL** | | | |
| **1**  **2**  **3**  **4**  **5**  **6**  **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14**  **15**  **16**  **17** | | \*  \*  \* | Apologies **Declarations of Interest – To be identified under the relevant item/Forms to be completed**  **Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**  **To Suspend Proceedings**  a) HGH Consulting – Church Farm Development, Caldicot  **To Approve the Minutes [CIRC]:**  a) Minutes of Full Town Council 25th April 2018 – Mayor to sign the Minutes  b) Minutes of Planning and Resources 8th May 2018 – Mayor to sign the Minutes  c) Minutes of Annual Meeting 16th May 2018 – Mayor to sign the Minutes    **Planning - Plans may be viewed prior to the meeting at:**  [**http://www.monmouthshire.gov.uk/planning/research-planning-history**](http://www.monmouthshire.gov.uk/planning/research-planning-history)  **A) Planning Applications Received:**  **DM/2018/00685:** Change of use from use class A1 (retail) to use class A3 (cafe/restaurant). –  9 Wesley Buildings, Newport Road, NP26 4LY  **DM/2018/00706:** Erection of a two storey extension at side and rear of property to improve the accommodation - 39 Lapwing Avenue, Caldicot, NP26 5RN  **DM/2018/00661:** Replacing existing external fascia signage with new branded signage –  Monmouthshire Building Society, 27 Newport Road, Caldicot, Monmouthshire, NP26 4BG  **B) Mon CC Planning Information**  **i) Planning Permissions**  **DM/2018/00415:** Take down existing porch and rebuild. WC extension - 56 Castle Lodge Crescent, Caldicot, Monmouthshire, NP26 4JS **TC Approved P&R 10.4.18**  **Finance [Circulated unless marked\*]**   1. To Approve & Sign Annual Return for the Year Ended 31 March 2018 for submission to External Audit by 30.06.2018 2. To Consider Internal Audit Report Year End 31.03.2018   (i) R3 – VAT rates input into Edge  (ii) R4 – To re-consider investment options with CCLA  (iii) To Approve transfer of funds following receipt of precept end April   1. To consider Town Council investment/reserves strategy [b/f TC 29.11.17] 2. To Approve Cheque list April/May 2018 3. To Approve Salary Award from 1.4.18 4. To note appreciations of donations:   £50 - Kidney Wales  £500 - RBL   1. To arrange Grant Committee meeting – Tuesday 12th June 2018 at 6pm 2. To approve member to sign bank statements (non cheque signatory)     **To appoint representatives to working groups** (b/f Annual Meeting 16.05.2018)   1. Fairtrade 2. Caldicot Working Together   **Members Items of Business [Circ]**   1. Cllr A Easson – Dog waste Bin Oakley Way   **To Consider Best Kept Garden/Citizen’s Awards 2018**  a) To Note Ward Members’ Nominations to be returned to TC office  b) To Confirm prizes - Budget 2018/19 - £400 [to include buffet/engraving]  Overall Winner - £25  4 Ward Winners @ £15 = £60  Allotment Winner - £10  Mayor’s special Recognition Award - £25  c) Nomination Forms available Town Council office re: Citizen’s Awards  d) To agree Date for Presentation of Awards – 7 pm 11th September 2018 [following  P&R Committee]  **Cemetery Land –** to approve progress of cemetery extension and meeting with ecological specialists (as advised by planning agent and specified in conditions of approval)  **Centenary of the end of World War 1** – to consider whether Council would like a Deputy Lieutenant to join commemorations and lay a wreath *[wreath to be supplied by Town Council]*  **Reports**  a) Reports from Town Council Representatives on Outside Bodies  b) Governor’s reports  c) Other (incl. Website Analytics) [Circ]  **To Receive Clerk’s Report – Correspondence, Publications**  *[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]*  ***To Resolve – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:***  To consider extension to Mayors Chain, to accommodate future engraving  To consider quotation for replacement internal doors |
| **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE** | | | |
| **1** | Permission requested from Caldicot AFC, for annual reinstatement work for the football pitches and requirement for locking main gates (anticipated work will be complete mid-July) | | |