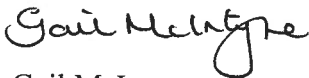


22<sup>nd</sup> May 2019

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm on Wednesday, 29<sup>th</sup> May 2019** 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**

## PART A - CALDICOT TOWN COUNCIL

- |          |  |
|----------|--|
| <b>1</b> | <b>Apologies</b>   |
| <b>2</b> | <b>Declarations of Interest – To be identified under the relevant item/Forms to be completed</b>   |
| <b>3</b> | <b>To suspend proceedings</b><br>a) Presentation of donations  |
| <b>4</b> | <b>Open Forum for Public Participation [max 15 mins at Mayor's Discretion]</b>   |
| <b>5</b> | <b>To Approve the Minutes [CIRC]:</b><br>a) Minutes of Full Town Council 24 <sup>th</sup> April 2019 – Mayor to sign the Minutes<br>b) Minutes of Planning and Resources 14 <sup>th</sup> May 2019 – Mayor to sign the Minutes<br>c) Minutes of Annual Meeting 22 <sup>nd</sup> May 2019 – Mayor to sign the Minutes - to follow   |
| <b>6</b> | <b>Planning - Plans may be viewed prior to the meeting at:</b><br><b><u><a href="http://www.monmouthshire.gov.uk/planning/research-planning-history">http://www.monmouthshire.gov.uk/planning/research-planning-history</a></u></b><br><br><b>A) Planning Applications Received:</b><br><br>DM/2019/00507: Householder rear second storey extension - 103 Newport Road, NP26 4BS<br><br><b>B) Mon CC Planning Information</b><br><b>i) Planning Permissions</b><br><br>DM/2018/01623: Planning permission. Studio flat above garage – 27 The Avenue, NP26 4AB<br><b>TC Approved 28.11.18</b><br><br>DM/2019/00507: Householder. Proposed attic roof conversion to provide en-suite bedroom –<br>19 Cobb Crescent, NP26 5BY<br><b>TC Approved 27.3.19</b> |

7

**Finance [Circulated unless marked\*]**

- 1) **To Approve & Sign Annual Return for the Year Ended 31 March 2019 for submission to External Audit by 30.06.2019**
- 2) **To Consider Final Internal Audit Report Year End 31.03.2019**
  - (i) R1 – Ad hoc inclusion of agenda items
  - (ii) To Approve Final Accounts 2018/19 following audit  
NB: P2 To consider addition to Earmarked Reserves (audit report P6)  
[b/f TC 24.4.19]
  - (iii) To consider further investment with CCLA - £100,000 (audit report P8)
- 3) **To Approve Cheque list April/May 2019**
- 4) **To Consider renewal of Town Council insurance – Renewal 1<sup>st</sup> June 2019 – Yr 2 agreement £3,589 (inc IPT/admin fees)**
  - (a) To note additional policy for Crime & Cyber approved TC 24.4.19 - £624.20 (inc IPT/admin fees)
  - (b) Insurance cover 80+ - members to advise Clerk
- 5) **To Approve transfer of funds over £10,000 following Precept 1 end April**
- 6) **To Approve additional courier costs associated with electronic cemetery map - £90.00 + VAT (Pear Technologies)**
- 7) **To note appreciations of donations:**
  - (i) Conwy National Eisteddfod 2019 - £50
- 8) **To arrange date for Grants Committee – 6 pm Tuesday, 11<sup>th</sup> June 2019**

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**Caldicot United Working Party notes of meeting held on Friday 3<sup>rd</sup> May 2019 [Circ]**

- (a) Advisory note from Health and Safety Officer regarding picnic event

9

**Town Centre Regeneration**

- a) Removal of telephone boxes – To consider alternative location for defibrillator
- b) Removal of street light columns – To consider implications for Christmas Lighting

10

**To consider seconding motion from Magor with Undy Community Council, for One Voice Wales AGM Saturday 5<sup>th</sup> October 2019:**

*'With 30% of the population under the age of 25 years, and only having probably less than 2% of the say in our democracy !, we feel there should be more effort and support in attracting this age group, particularly the teens and above, into becoming town and community councillors? particularly as there are many councils with unfulfilled positions on their respective councils. this should be done through one voice wales, and the welsh assembly?'*

11

**To Consider Best Kept Garden/Citizen's Awards 2019**

- a) To Note Ward Members' Nominations to be returned to TC office for judging by Mayor/Deputy Mayor
- b) To Confirm prizes - Budget 2019/20 - £500 [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 10<sup>th</sup> September 2019 [following P&R Committee]

12

**Reports**

- a) Reports from Town Council Representatives on Outside Bodies
- b) Governor's reports
- c) Police Report
- d) Members items for website
- e) Other (incl. Website Analytics) [Circ]

- |    |   |
|----|---|
| 13 | <b>To Receive Clerk's Report – Correspondence, Publications</b><br><i>[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]</i>   |
| 14 | <b>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:</b> |
| 15 | To consider quotation re. grounds maintenance cemetery extension  |
| 17 | To consider applications for vacancy in West End Ward, Caldicot – <b>to follow</b>  |
| 18 | <b>To Resolve to re-admit Press and Public</b>  |
| 19 | To Co-opt to Vacancy West End Ward  |

**PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

- |   |   |
|---|---|
| 1 | Notes of Compound Working Party meeting – Friday 3 <sup>rd</sup> May 2019 [Circ]  |
| 2 | Request from Caldicot Bowls Club – signage [Circ]   |
| 3 | To request Caldicot AFC, storage of goal posts at compound  |
| 4 | To note appreciation from Caldicot Bowls Club re: support for windows   |
| 5 | To note ROSPA Annual Inspection to take place June 2019.<br><i>Order placed February 2019 (HAGS) for non urgent works 2018 - not undertaken to date</i> |