

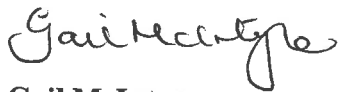
**CALDICOT TOWN COUNCIL**  
Council Offices, Sandy Lane, Caldicot NP26 4NA  
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16<sup>th</sup> May 2019

Dear Councillor

You are summoned to the Annual Meeting of Caldicot Town Council to be held at 6.00pm on Wednesday, 22<sup>nd</sup> May 2019 at Town Council.

Yours faithfully



Gail McIntyre  
Clerk to the Council

## AGENDA

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

**To Elect the Mayor following Nomination for Civic Year 2019/2020**

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  
Retiring Mayor's Consort to Invest Incumbent Consort with Chain of Office  
Mayor to Present Past Mayor's Pin to Retiring Mayor Cllr Oliver Edwards

**Incumbent Mayor's Address to Town Council**

**To Elect a Deputy Mayor Following Nomination for 2019/2020**

Mayor to Invest Deputy Mayor with Chain of Office  
Deputy Mayor to Address Town Council

**5. To Review Terms of Reference for Committees [Circ]**

**6. To Elect Internal Committees 2019/20**

|  |   |
|--|---|
| Health & Safety Committee  | (6)                                     |
| Twinning Committee   | (5)                                     |
| Personnel Committee<br>[Includes Mayor/Deputy]   | (7)                                     |
| Planning & Resources   | FULL                                    |
| Cemetery, Finance, Estimates   | FULL                                    |
| Cheque Signatories [Not a Committee]<br>Excluding Clerk - also to be signatory             | (4) Cllr D Evans, M Mitchell, P Stevens |
| Bank Signatory (not a cheque signatory)  | (1) Cllr F Rowberry                     |
| EXTREMELY URGENT COMMITTEE [PLENARY]   | (3) Mayor/Deputy + 2 Cllrs              |
| Planning Applications of Urgent Nature<br>[eg a holiday period]                            | (3) Mayor/Deputy + 2 Cllrs              |
| Grants Committee   | (7)                                     |
| a) To agree dates for Grants Committee meetings 2019/2020 – June 2019, Sept 2019, Feb 2020 |   |
| King George V Playing Fields Trustee   | FULL TOWN COUNCIL IS TRUSTEE            |

**6i) Working Groups**

|                        |     |
|------------------------|-----|
| Compound Working Group | (5) |
| Caldicot United        | (5) |

**7. To Elect Representatives of Town Council on Outside Bodies 2019/2020**

|   |                                   |
|---|-----------------------------------|
| Monmouthshire County CAB<br>[For Term of Council]                                     | (2) Cllrs A Easson, O Edwards     |
| One Voice Wales Area Committee<br>[Precedent Mayor/Deputy]                            | (2) Mayor, Deputy                 |
| One Voice Wales Larger Local Councils Cttee<br>[Precedent Mayor]                      | (1) + (Deputy non-voting)         |
| Emergency Contacts Mon CC on Permanent Basis<br>[Incumbent Clerk/Mayor]               | (5) Mayor,<br>Clerk, Deputy Clerk |
| User Sub-Committee King George V Playing<br>Fields *To include Health & Safety Member | (5)*                              |

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

|                            |     |                     |
|----------------------------|-----|---------------------|
| 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) | + [ <i>deputy</i> ] |

|   |     |                                     |
|---|-----|-------------------------------------|
| Herbert Charity Trust [For Term of Council]             | (2) | Cllrs W Conniff, Cllr R J Higginson |
| CAIR  | (1) | + [ <i>deputy</i> ]                 |
| Problem Solving Groups (PSG) [ <i>previously CSAT</i> ] | (1) | + [ <i>deputy</i> ]                 |
| Mon CC CCTV Working Group                               | (2) |                                     |
| Tidal Strategy Environment                              | (1) | + [ <i>deputy</i> ]                 |
| Severnside Area Committee                               | (1) | + [ <i>deputy</i> ]                 |
| 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) |                                     |

## **8. To Receive Independent Remuneration for Wales Annual Report 2019/20 – Guidance**

### **a) To consider specific responsibilities and associated annual payment**

*[Determination 41: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.]*

*(In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within the Council)*

### **b) To consider:**

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and, whether and how to recover any payments made to a member who leaves their role during the financial year.

9. **To consider motions for One Voice Wales Annual General Meeting, Saturday, 5<sup>th</sup> October 2019 - to be submitted no later than Thursday 20<sup>th</sup> June 2019**

*Requirements:*

- *A motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular area. (Local issues/matters can be dealt with at Area Committee meetings.)*
- *Each motion **must** be accompanied by a short explanatory note (not exceeding 150 words) in order that the Agenda Committee can fully understand the points being made.*
- *The Motions Committee will sit in early June and councils will be notified of the Committee's decisions. If a motion is accepted but amendments to it are proposed by the Committee, the relevant council(s) will be contacted. There will be a two week period for the council either to accept the recommendations or submit a new version; otherwise the amended motion will be put forward.*
- *If your Council's motion is accepted then you must provide the name of both your proposer and a seconder (who must be from another council) no later than three weeks prior to the AGM taking place.*
- *Both the proposer and seconder must be present at the AGM for the motion(s) to be debated. Please note that they will be allowed a **maximum of 3 minutes** each to both propose and second your motion.*

## 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<br>[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<br>[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<br>[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<br/>[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<br/>Charity Trustee</b></p>  | <p>Full Town Council</p>  |

May 19