

CALDICOT TOWN COUNCIL
Minutes of Annual Meeting held at 6.00pm
on Wednesday, 19th May 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: Cllrs: RJ Higginson
J Bond (*Starleaf*)
W Conniff
J Dobson-Pettican (*Starleaf*)
A Easson
O Edwards (*Starleaf*)
D Evans
R Garrick (*Starleaf*)

J Harris (*Starleaf*)
K Harris
M Mitchell
F Rowberry (*Starleaf*)
M Stevens
P Stevens
C Watkins (*Starleaf*)

In attendance: S. King, Acting Clerk; B. Hodges

1. Apologies

No apologies were received.

2. Declarations of Interest

No declarations of interest were made.

3. Retiring Mayor, Cllr David Evans, Address to Town Council

Cllr D Evans, retiring Mayor, addressed Town Council – **Appendix A**

4. To Elect the Mayor following nomination for Civic Year 2021/2022

Cllr RJ Higginson was proposed and duly seconded, for Mayor Civic Year 2021/2022. Upon being put to the vote, Town Council agreed that Cllr RJ Higginson was elected as Mayor.

Town Council resolved that Cllr RJ Higginson was elected as Mayor for 2021/2022.

(i) Mayor to Sign Declaration of Acceptance of Office

The Mayor signed the Declaration of Acceptance of Office.

(ii) Incumbent Mayor's Address to Town Council

Cllr RJ Higginson, Mayor, addressed Town Council – **Appendix B**

To Elect a Deputy Mayor Following Nomination for 2021/2022

Cllr M Mitchell was proposed and duly seconded, for Deputy Mayor Civic Year 2021/2022. Upon being put to the vote, Town Council agreed that Cllr M Mitchell was elected as Deputy Mayor.

Town Council resolved that Cllr M Mitchell was elected as Deputy Mayor for 2021/2022.

(iii) Deputy Mayor Address to Town Council – Appendix C

5. Review of Terms of Reference for Committees

Town Council reviewed its Terms of Reference for Committees and made no amendments.

Town Council approved Terms of Reference for Committees – see Appendix D.

6. Election of Internal Committees 2021/2022

Health & Safety Committee	(6)	Cllrs D Evans, R Garrick, K Harris, RJ Higginson, M Mitchell, F Rowberry
Twining Committee	(5)	To appoint when required
Personnel Committee [Includes Mayor/Deputy]	(7)	Cllrs J Bond, W Conniff, D Evans, R Garrick, RJ Higginson, M Mitchell, F Rowberry
Planning & Resources		FULL TOWN COUNCIL
Cemetery, Finance, Estimates		FULL TOWN COUNCIL
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)	Cllrs D Evans, R Garrick, M Mitchell, P Stevens
Bank Signatory [not a cheque signatory]		Cllr F Rowberry
EXTREMELY URGENT COMMITTEE [PLENARY]	(3)	Mayor/Deputy + 2 Cllrs
Planning Applications of Urgent Nature [Including a holiday period]	(3)	Mayor/Deputy + 2 Cllrs
Grants Committee	(7)	Cllrs D Evans, W Conniff, R Garrick, K Harris, M Mitchell, F Rowberry, P Stevens
King George V Playing Fields Trustee		FULL TOWN COUNCIL IS TRUSTEE

6i) Working Groups

Compound Working Group	(7)	Cllrs W Conniff, D Evans, RJ Higginson, A Lloyd, M Mitchell, F Rowberry, M Stevens
Wellbeing Plan		Clerk/Deputy Clerk + Cllrs J Bond, W Conniff, M Mitchell

7. To Elect Representatives of Town Council on Outside Bodies 2021/2022

Monmouthshire County CAB [For Term of Council]	(2)	Cllrs A Easson, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	Cllrs R J Higginson, M Mitchell
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllr R J Higginson + (<i>M Mitchell</i> - Deputy non-voting)

Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	Cllrs W Conniff, RJ Higginson, P Stevens G McIntyre - Clerk, S King - Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)*	Cllrs J Bond, D Evans, K Harris, RJ Higginson, M Mitchell
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 R Garrick
**Schools Admission Forum	(1)	Cllr P Stevens + [W Conniff - deputy]
**Herbert Charity Trust [For Term of Council]	(2)	Cllrs RJ Higginson, W Conniff
Mon CC CCTV Working Group	(2)	Cllrs D Evans, P Stevens
Sevenside Area Committee	(1)	Cllr F Rowberry + [M Mitchell-deputy]
**Caldicot Castle & Country Park Advisory Group	(2)	Cllrs R Garrick, K Harris
**Mon CC Caldicot Castle Steering Group Cttee	(1)	Cllr F Rowberry
**Mon CC Cluster Meeting	(2)	Cllrs D Evans, P Stevens
Caldicot Foodbank Steering Committee	(1)	Cllr M Mitchell
Mon CC Give Dog Fouling The Red Card Working Group	(1)	Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)	Cllr M Stevens
Caldicot Youth Group	(1)	M Mitchell + [J Bond – deputy]
Caldicot Town Team	(1)	Cllr F Rowberry
GAVO	(1)	Cllr P Stevens
Fairtrade	(5)	Cllrs J Bond, J Dobson-Pettican, M Mitchell, P Stevens, C Watkins
Caldicot Regeneration Stakeholder Group	(2)	Cllrs J Bond, F Rowberry

***Clarification requested on whether a number of groups were still operating*

8. To Receive Independent Remuneration for Wales Annual Report 2021/2022 – Guidance

a) To consider specific responsibilities and associated annual payment

Determination 43: 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 their Council)

[Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Determination 41: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

(This must be for the additional costs incurred by members to enable them to carry out official business or approved duties)]

Town Council received Independent Remuneration for Wales Annual Report 2021/2022 and agreed specific responsibilities and associated annual payments.

The meeting closed at 7.20pm.

Mayor/Deputy Mayor

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Appendix A

Cllr D Evans, retiring Mayor, address to Town Council:

“The past 12 months has been very hard on everyone, with lots of pressure on local communities. People have come together to assist those in need and this demonstrates the community spirit in Caldicot. I would like to thank all volunteers, members of the community, residents and community groups for the hard work and support to all, over the past year. I would like to express thanks to Cllr Higginson as my Deputy and to all of Caldicot Town Council for your support. I hope next year will be different and we will be able to get out there and meet more people face to face. Thanks to the office staff, who have worked hard keeping up with regulations and dealing with issues professionally. Lots of work has been going on in the background.”

Appendix B

Cllr RJ Higginson, Mayor, address to Town Council:

“To past Mayor Cllr David Evans and fellow councillors, I wish to express my thanks for allowing me to become Mayor for the ensuing and final year of this council term. Having been a member of this council since the early to mid 1980s and Mayor on a few occasions to the present day, I have to state that being a member of Caldicot Town Council is indeed an enjoyable privilege. Over time I have witnessed various changes within Caldicot, expansion of business premises and pedestrianisation being the main one. That I thought was long overdue. Presently, a considerable element of finance has been funded via the Welsh Government to improve the varying facilities now taking place in and around the Cross area, yet to be completed. Clearly, the ongoing improvement is very beneficial to the image of Caldicot and appealing to its residents and visitors alike. I recall the Town Council’s early objections to the extensive new build projects for Church Road. Interestingly, those objections, along with those of the former District then Borough were accepted, went to appeal and at the time dismissed. However, in a few years they were again re-presented and the result is a hugely expanded Caldicot. That the consequence of a different Building Inspector again examining the proposals which eventually saw more building, bearing in mind the indisputable need for much more housing. Cllr Conniff will remember, for example, the Council housing waiting list being very large and well in excess of 3,000. Monmouthshire is very much an area that people wish to live in and indeed also very attractive being semi-rural. Caldicot is an excellent example of that. During the course of many years, being a member of this authority, I have witnessed many events which have been sometimes difficult but an entirely enjoyable experience when difficulties have been overcome. In addition to my current council membership, I have been in membership of the former Monmouth District, then Borough Council and now Monmouthshire County Council. A current schools’ panel member for both admissions and exclusions within Gwent and subsequently Newport and the Valuation Tribunal Service covering most of South to Mid Wales. In all, hugely enjoyable experiences, mainly however living and being part of Caldicot exceeds everything. Thank you.”

Appendix C

Cllr M Mitchell, Deputy Mayor, address to Town Council:

The Deputy Mayor thanked Town Council for its support and said she was looking forward to working co-operatively with the Council whilst continuing to gain experience in the role of Deputy Mayor.

Appendix D

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 [6 members/Quorum 3]	<ul style="list-style-type: none"> • MCC Health & Safety officer undertaking role of Health and Safety consultant • 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 • To meet on an ad hoc basis as required • To take on the role of Allotments Committee • To make recommendations to Council
Twinning Committee [5 members/Quorum 3]	<ul style="list-style-type: none"> • To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel & Morières-les-Avignon • To make recommendations to Council
Planning & Resources Committee	<ul style="list-style-type: none"> • Full – Decision making [17 members/Quorum 6] • To meet on second Tuesday of month • To make recommendations to Mon CC in respect of planning applications • To consider urgent items at discretion of Mayor
Cemetery, Finance, Estimates	<p>Full Town Council [17 members/Quorum 6]</p>
Personnel Committee [7 members/Quorum 3]	<ul style="list-style-type: none"> • To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council. • To draft, implement and review, monitor and revise policies for staff. • To establish and review salary paycales and to be responsible for their administration and review. • To oversee the recruitment and appointment of staff. • To arrange the execution of new employment contracts and changes to contracts. • <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> • To make recommendations to Council

<p>Extremely Urgent Committee [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>To make recommendations to Full Council</p>
<p>King George V Playing Fields Charity Trustee</p>	<p>Full Town Council</p>