

**CALDICOT TOWN COUNCIL**  
**Minutes of Annual Meeting held at 6.00pm**  
**on Wednesday, 18<sup>th</sup> May 2022 at Caldicot Town Council**  
**(Hybrid meeting held in person and via Starleaf)**

**Present:** Cllrs: F Rowberry  
J Bond M Stevens  
A Easson P Strong  
D Evans C Watkins (*Starleaf*)  
B Harris J Watkins  
K Harris R Wilsher  
RJ Higginson K Wreford-Bush

In attendance: S. King, Clerk; B. Hodges, members of public

**1. Apologies**

Apologies were received from Cllrs J Dobson-Pettican, M Mitchell.

**2. Declarations of Interest**

No declarations of interest were made.

**3. Retiring Mayor, Cllr RJ Higginson, Address to Town Council**

Cllr RJ Higginson, retiring Mayor, addressed Town Council

**4. INAUGURATION**

**To Elect the Mayor following nomination for Civic Year 2022/2023**

Cllr M Mitchell was proposed and duly seconded, for Mayor Civic Year 2022/2023. Upon being put to the vote, Town Council agreed that Cllr M Mitchell was elected as Mayor.

**Town Council resolved that Cllr M Mitchell was elected as Mayor for 2022/2023.**

**i) Mayor to Sign Declaration of Acceptance of Office**

This item was deferred.

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

This item was deferred.

**To Elect a Deputy Mayor Following Nomination for 2022/2023**

Cllr F Rowberry was proposed and duly seconded, for Deputy Mayor Civic Year 2022/23. Upon being put to the vote, Town Council agreed that Cllr F Rowberry was elected as Deputy Mayor.

**Town Council resolved that Cllr F Rowberry was elected as Deputy Mayor for 2022/23.**

The retiring Mayor, Cllr Higginson, presented the Chain of Office to the Deputy Mayor, Cllr Rowberry.

### iii) Deputy Mayor's Address to Town Council

Cllr F Rowberry, Deputy Mayor, addressed Town Council.

## 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 A.**

## 6. Election of Internal Committees 2022/2023

Health & Safety Committee	(6)	Cllrs D Evans, A Easson, R Wilsher RJ Higginson, M Mitchell, F Rowberry
Personnel Committee [Includes Mayor/Deputy]	(7)	Cllrs A Easson, D Evans, RJ Higginson, M Mitchell, F Rowberry, M Stevens, R Wilsher
Planning & Resources		ALL TOWN COUNCILLORS (16)
Cemetery, Finance, Estimates		ALL TOWN COUNCILLORS (16)
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, A Easson, M Mitchell, P Strong
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, RJ Higginson, M Mitchell, F Rowberry, M Stevens, P Strong, R Wilsher

It was agreed that Grants Committee would set dates of future meetings.

King George V Playing Fields Trustee TOWN COUNCIL IS TRUSTEE

### 6i) Working Groups

Compound Working Group	(7)	Cllrs D Evans, RJ Higginson, M Mitchell, F Rowberry, M Stevens, P Strong, J Dobson-Pettican
Climate Change Working Group	(7)	Cllrs J Bond, RJ Higginson, M Mitchell, P Strong, R Wilsher, K Wreford-Bush, J Watkins
Town Council Building Working Group [plus Clerk/Deputy Clerk]	(5)	Cllrs D Evans, A Easson, RJ Higginson, M Mitchell, R Wilsher

## 7. To Elect Representatives of Town Council on Outside Bodies 2022/2023

Monmouthshire County CAB [For Term of Council]	(2)	Cllrs A Eason, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	Cllrs M Mitchell, F Rowberry
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllr M Mitchell + ( <i>F Rowberry</i> - Deputy non-voting)
Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	Cllrs D Evans, RJ Higginson, M Mitchell, P Strong Clerk/Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)*	Cllrs J Bond, A Eason, D Evans, RJ Higginson, M Mitchell
<b>School Governors [For Term of Council]</b>		
Dewstow Primary School	(1)	Cllr F Rowberry
Durand Primary School	(1)	Cllr M Stevens
Castle Park Primary School	(1)	Cllr F Rowberry
**Schools Admission Forum	(1)	Cllr M Stevens + [ <i>J Bond - deputy</i> ]
**Herbert Charity Trust [For Term of Council]	(2)	Cllrs RJ Higginson, P Strong
Mon CC CCTV Working Group	(2)	Cllrs D Evans, P Strong
Sevenside Area Committee	(1)	Cllr F Rowberry [ <i>R Wilsher – deputy</i> ]
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 + [ <i>J Dobson-Pettican – deputy</i> ]
Caldicot Town Team	(1)	Cllr P Strong
GAVO	(1)	Cllr M Stevens
Caldicot Regeneration Stakeholder Group	(2)	Cllrs R Wilsher, F Rowberry

## 8. To approve Hybrid Meeting Policy

**Town Council approved the Hybrid Meeting Policy.**

## 9. To Receive Independent Remuneration for Wales Annual Report 2022/2023 [Determinations 44-53 approved Town Council 27<sup>th</sup> April 2022]

**Town Council received and accepted the Independent Remuneration for Wales Annual Report 2022/2023**

### a) To approve payment via payroll system

**Town Council approved that any payment to Town Councillors would be made via the payroll system.**

**b) To consider senior roles and associated payment of £500 – Determination 45**

**Town Council approved that senior roles would be approved with associated payment of £500.**

**c) To consider attendance allowance payment and frequency – Determination 49**

**Town Council approved attendance allowance of £30, for Town Council and Planning & Resources meetings.**

**Town Council resolved that a payment scheme would be devised**

It was agreed that specific details regarding senior role allowances and attendance allowance would be considered by Personnel Committee.

**10. To note invitation from Royal British Legion, Caldicot Branch, to commemorate the Falklands Campaign – Caldicot Cross, 2:00pm Sunday 12<sup>th</sup> June 2022**

**Town Council accepted invitation from Royal British Legion, Caldicot Branch, to commemorate the Falklands Campaign – Caldicot Cross, 2:00pm Sunday 12<sup>th</sup> June 2022.**

It was agreed that a wreath would be laid by the Mayor or Deputy Mayor on behalf of Caldicot Town Council.

A member highlighted the work that had been done by Town Council in supporting the community, this included supporting Events and supporting Caldicot Town Team.

**11. To note vacancy for co-option, Caldicot Cross**

*Notices of vacancy displayed, with view to co-option Full Town Council 25<sup>th</sup> May 2022.*

**Town Council noted vacancy for co-option, Caldicot Cross Ward, closing date 24<sup>th</sup> May with view to co-opt at Town Council meeting on 25<sup>th</sup> May 2022.**

The meeting closed at 7.10pm.

**Mayor/Deputy Mayor**

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## Appendix A

### 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"> <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>
Planning & Resources Committee	<ul style="list-style-type: none"> <li>• <b>Full – Decision making [16 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 [16 members/Quorum 6]</b>
Personnel Committee [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> <li>• <b>To make recommendations to Council</b></li> </ul>
Extremely Urgent Committee [Plenary]  Mayor/Deputy Mayor + 2 Cllrs	<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>
Planning Applications of Urgent Nature [eg holiday period]  Mayor/Deputy Mayor + 2 Cllrs	<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>
Grants Committee  Mayor/Deputy Mayor + 5 Cllrs	<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>
<b>King George V Playing Fields Charity Trustee</b>	Full Town Council