

CALDICOT TOWN COUNCIL

Minutes of Annual Meeting of Full Town Council held at 18:00 p.m. on Wednesday 22nd May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo
Cllr W Sage
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
A Wilson – Locum Clerk
Public x2

1/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

2/2025 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr W Conniff – personal commitment
- Cllr A Lewis – work commitment

3/2025 Declarations of Interest

There were no declarations of interest received.

4/2025 Retiring Town Mayor

Cllr M Mitchell addressed Members and gave thanks to Members, Deputy Mayor and staff for their service. Cllr M Mitchell provided a verbal update regarding progress and charity work that has been achieved.

5/2025 Election of Town Mayor

RESOLVED to elect Cllr M Mitchell as Town Mayor for the Civic Year 2024/2025. Cllr M Mitchell duly signed the Acceptance of Office for Mayor.

6/2025 Election of Deputy Town Mayor

RESOLVED to elect Cllr F Rowberry as Deputy Town Mayor for the Civic Year 2024/2025. Cllr F Rowberry duly signed the Acceptance of Office for Deputy Mayor. The Town Mayor invested Cllr F Rowberry with their Chain of Office. Cllr F Rowberry addressed Members as Deputy Mayor and thanked the Mayor for their service.

7/2025 Nominations to Town Council Committees

- i) Members are asked to consider the setting up of a Finance Committee for the Town Council to meet every six weeks.

RESOLVED to create a Finance Committee.

- ii) Members are asked to nominate representatives:

RESOLVED for Committees to consist of seven Councillors, including the Mayor and Deputy Mayor.

RESOLVED to elect Members to the following Committees / Working Groups:

- Finance Committee: Cllr W Conniff, Cllr A Easson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry, Cllr IR Shillabeer and Cllr R Wilsher.
- Planning and Resources: All Councillors
- Personnel Committee: Cllr W Conniff, Cllr A Easson, Cllr RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry and Cllr P Strong
- Grants Committee: Cllr W Conniff, Cllr R Grumbach, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry, Cllr P Shillabeer and Cllr P Strong
- Health and Safety Committee: Cllr A Easson, Cllr RJ Higginson, Cllr A Lewis, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer and Cllr R Wilsher
- Allotments Committee: Cllr J Bond, Cllr W Conniff, Cllr M Mitchell, Cllr F Rowberry and Cllr J Woodfield
- 50 Years of Caldicot Working Group: Cllr W Conniff, Cllr R Grumbach, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr P Strong and Cllr R Wilsher
- Town Council Building Working Group: Cllr W Conniff, Cllr A Easson, RJ Higginson, Cllr M Mitchell, Cllr F Rowberry and Cllr R Wilsher
- Compound Working Group: Cllr W Conniff, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer, Cllr P Strong and Cllr J Woodfield
- **RESOLVED** to approve Environmental and Climate Change Working Group to be added:
- Environmental and Climate Change Working Group: Cllr J Bond, Cllr W Conniff, Cllr RJ Higginson, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry and Cllr R Wilsher

Cllr R Wilsher left the meeting at 7:10 p.m.

8/2025 Nominations to Outside Bodies

RESOLVED to elect representatives to the following outside bodies:

- Monmouthshire County CAB [For Term of Council]: Cllr A Easson and Cllr M Mitchell
- One Voice Wales Area Committee [Precedent Mayor/Deputy]: Cllr M Mitchell and Cllr F Rowberry
- One Voice Wales Larger Local Councils Cttee [Precedent Mayor + Deputy non-voting]: Cllr M Mitchell and Cllr F Rowberry (Deputy non-voting)
- User Sub-Committee King George V Playing Fields: Cllr J Bond, Cllr A Easson, Cllr RJ Higginson, Cllr R Grumbach, Cllr M Mitchell, Cllr F Rowberry and Cllr J Woodfield
- School Governors [For Term of Council]
 - Dewstow Primary School - Cllr W Sage
 - Durand Road Primary School – Cllr R Wilsher
 - Castle Park Primary School – Cllr F Rowberry
- Schools Admission Forum: Cllr G Owen (Cllr J Bond, deputy)
- Herbert Charity Trust [For Term of Council]: Cllr W Conniff and Cllr RJ Higginson
- Mon CC CCTV Working Group: Cllr A Easson and Cllr P Strong
- Caldicot Foodbank Steering Committee: Cllr M Mitchell
- Mon CC Give Dog Fouling The Red Card Working Group: Cllr F Rowberry
- Caldicot Youth Group: Cllr M Mitchell (Cllr J Bond, deputy)
- Caldicot Town Team: Cllr P Strong
- GAVO: Cllr G Owen
- Caldicot Regeneration Stakeholder Group: Cllr J Bond and Cllr R Wilsher
- Caldicot Business Forum: Cllr J Bond, Cllr A Easson, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr W Sage and Cllr J Woodfield

RESOLVED to defer the nomination of representatives on the following outside bodies to the next Full Town Council Meeting:

- Severnside Area Committee
- Mon/Torfaen Youth Offending Team – Restorative Justice

9/2025 Schedule of Meetings

RESOLVED to confirm the schedule of meetings, subject to amendments of certain 2024 dates to 2025.

10/2025 Review Terms of Reference

Locum Clerk provided a verbal report to Members.

RESOLVED to defer for each Committee and Working Group to consider their Terms of Reference.

11/2025 Council Policies

i) Standing Orders

RESOLVED for Locum Cklerk to make amendments to Standing Orders and provide back to Council for ratification.

ii) Financial Regulations

RESOLVED to defer to Finance Committee to consider and report back to Full Town Council.

12/2025 Independent Remuneration for Wales Report

RESOLVED to note.

13/2025 General Power of Competence

Locum Clerk gave a verbal report regarding the reasons for no longer having the General Power of Competence from this meeting onwards.

RESOLVED to note.

Meeting ended at 7:50 p.m.

Signed Date

Town Mayor