

**Minutes of Annual Meeting of Caldicot Town Council held at 6.00 pm on Wednesday, 22<sup>nd</sup> May 2019 at Town Council**

**Present:** Cllrs: D Evans, Mayor  
R J Higginson, Deputy Mayor  
W Conniff  
A Easson  
O Edwards  
R Garrick [6.20pm]  
M Mitchell  
F Rowberry  
P Stevens  
J J Williams

In attendance: G. McIntyre, Clerk; S. King, Deputy Clerk; B. Hodges; C. Drew, Mayor's Cadet; N. Edwards, retiring Mayor's Consort; Members of the Public

- 1. Apologies** – Cllrs D Ashwin, K Harris, J Harris, M Stevens, S Tovey.
- 2. Declarations of Interest** – None
- 3. Retiring Mayor, Cllr O Edwards Address to Town Council**

Cllr O Edwards, retiring Mayor, addressed Council – **Appendix A**

In response to Cllr Edwards address, Caldicot Town Council commended his work over the past year as Mayor and it was recognised that the role had been undertaken alongside other commitments.

**4. INAUGURATION**

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

Cllr O Edwards requested Town Council nominate and elect a Mayor for 2019/2020.

Cllr F Rowberry nominated Cllr D Evans to the office of Mayor.

Cllr W Conniff seconded the nomination.

**Cllr D Evans was duly elected to the office of Mayor for the Civic year 2019/2020.**

**The Clerk requested Mayor's Acceptance of Office and the Mayor signed the Declaration of Acceptance of Office.**

Cllr D Evans signed the official Declaration of Acceptance of Office, which was witnessed and signed by the Clerk.

**Cllr O Edwards invested incumbent Mayor, Cllr D Evans, with Chain of Office.**

**In the absence of incumbent consort, Mrs N Edwards handed the Chain of Office to the Mayor.**

**Cllr D Evans presented retiring Mayor, Cllr O Edwards, with the Past Mayor's Pin**

**Cllr D Evans, Mayor, addressed Town Council – Appendix B**

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

The Mayor, Cllr D Evans, requested nominations for the office of Deputy Mayor.

Cllr F Rowberry nominated Cllr R J Higginson to the office of Deputy Mayor.

Cllr P Stevens seconded the nomination.

**Cllr R J Higginson was duly elected to the office of Deputy Mayor for Civic year 2019/2020.**

**Mayor, Cllr D Evans, invested the Deputy Mayor, Cllr Higginson with the Chain of Office.**

Cllr R J Higginson, Deputy Mayor, addressed Town Council - **Appendix C**

### **5. To Review 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. To Elect Internal Committees 2019/20**

Health & Safety Committee	(6)	Cllrs D Evans (Chair), O Edwards, R Garrick, R J Higginson, M Mitchell, F Rowberry
Twinning Committee	(5)	Cllrs D Evans, O Edwards, RJ Higginson, M Stevens, P Stevens
Personnel Committee [Includes Mayor/Deputy]	(7)	Cllrs D Evans (Chair), W Conniff, A Easson, O Edwards, RJ Higginson, M Mitchell, F Rowberry
Planning & Resources	FULL	
Cemetery, Finance, Estimates	FULL	
Cheque Signatories [Not a Committee] Excluding Clerk - also to be signatory Excluding Deputy Clerk – also to be signatory	(4)	Cllrs D Evans, M Mitchell R Garrick, P Stevens

It was proposed and duly seconded that the Deputy Clerk was added to cheque signatories, to sign in the absence of the Clerk.

**Town Council resolved that the Deputy Clerk was added to cheque signatories, to sign in the absence of the Clerk.**

Bank Signatory (not a cheque signatory)	(1)	Cllr F Rowberry
EXTREMELY URGENT COMMITTEE [PLENARY]	(3)	Mayor/Deputy + 2 Cllrs
Planning Applications of Urgent Nature [eg. a holiday period]	(3)	Mayor/Deputy + 2 Cllrs
Grants Committee	(7)	Cllrs D Evans, W Conniff, A Easson O Edwards, R Garrick, M Mitchell P Stevens

**6 (a) Town Council agreed that dates for Grants Committee meetings 2019-20 would be June 2019, September 2019 and February 2020.**

King George V Playing Fields Trustee

**FULL TOWN COUNCIL IS TRUSTEE**

**6i) Working Groups**

- |                        |     |   |
|------------------------|-----|---|
| Compound Working Group | (5) | Cllrs D Evans, A Lloyd, Mitchell, F Rowberry, J Williams    |
| Caldicot United        | (5) | Cllrs O Edwards, R Garrick, K Harris, M Mitchell, P Stevens |

**7. To Elect Representatives of Town Council on Outside Bodies 2018/2019**

- |   |      |  |
|---|------|--|
| Monmouthshire County CAB<br>[For Term of Council]                                     | (2)  | Cllrs A Easson, M Mitchell   |
| One Voice Wales Area Committee<br>[Precedent Mayor/Deputy]                            | (2)  | Cllrs D Evans, R J Higginson   |
| One Voice Wales Larger Local Councils Cttee<br>[Precedent Mayor]                      | (1)  | Cllr D Evans, <i>R J Higginson (Deputy - non-voting)</i>                       |
| Emergency Contacts Mon CC - Permanent Basis<br>[Incumbent Clerk/Mayor]                | (5)  | Cllrs D Evans, W Conniff, P Stevens<br>G McIntyre, Clerk, S King, Deputy Clerk |
| User Sub-Committee King George V Playing<br>Fields *To include Health & Safety member | (5)* | Cllrs R J Higginson (Chair),<br>A Easson, O Edwards, D Evans,<br>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 O Edwards  |
| Schools Admission Forum                                   | (1) | Cllr W Conniff + [ <i>P Stevens - deputy</i> ]                |
| Herbert Charity Trust [For Term of Council]               | (2) | Cllrs W Conniff, R J Higginson                                |
| CAIR  | (1) | Cllr M Mitchell + [ <i>A Lloyd - deputy</i> ]                 |
| Problem Solving Group [ <i>previously CSAT</i> ]          | (1) | Cllr D Evans + [ <i>P Stevens - deputy</i> ]                  |
| Mon CC CCTV Working Group                                 | (2) | Cllrs D Evans, P Stevens                                      |
| Tidal Strategy Environment                                | (1) | Cllr P Stevens + [ <i>A Easson - deputy</i> ]                 |
| Sevenside Area Committee                                  | (1) | Cllr F Rowberry + [ <i>M Mitchell - deputy</i> ]              |
| Caldicot Castle & Country Park Advisory Group             | (2) | Cllrs R Garrick, J Williams                                   |
| 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<br>Working Group     | (1) | Cllr F Rowberry   |
| Mon/Torfaen Youth Offending Team<br>– Restorative Justice | (1) | Cllr M Stevens  |
| Caldicot Youth Group                                      | (1) | Cllr O Edwards + [ <i>M Mitchell - deputy</i> ]               |
| Caldicot Town Team  | (1) | Cllr F Rowberry   |
| GAVO  | (1) | Cllr P Stevens  |
| Fairtrade   | (5) | Cllrs A Easson, O Edwards, K Harris,<br>M Mitchell, P Stevens |

**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)*

**Town Council received the Independent Remuneration for Wales Annual Report 2019/20 guidance relating to determination 41.**

**Town Council resolved that, in addition to Mayor and Deputy Mayor allowance, Cllrs D Evans and RJ Higginson would receive one annual specific responsibility payment of £500 each.**

**b) To consider:**

- when payment is actually made to the member;

**Town Council resolved to make payment at start of Civic Year**

- how many payments the total amount payable is broken down into;

**Town Council agreed to make payments in total**

- and, whether and how to recover any payments made to a member who leaves their role during the financial year.

**Town Council resolved to recover any payments on a pro-rata basis if a Councillor leaves office. Council further resolved to agree to waive recovery of payments if a member leaves office due to illness.**

**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.*

**Town Council resolved to consider topics and submit motions to the clerk**

The meeting closed at 6.40pm.

**Mayor/Deputy Mayor**

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## Appendix A

It has been an honour and privilege to represent the Council for the past year as Mayor. I would like to thank Councillors for electing me and for the opportunity. I would like to thank staff, for organising my diary and answering my queries. Thank you to my mum, as consort. Thanks to Chloe Drew, an outstanding Mayor's cadet and contributed to meetings. I would like to present a certificate and gifts to Chloe. During my year as Mayor, I have developed relationships with Mayors of other Town and Community Councils and the Chairman of Monmouthshire Council. I have attended many events, including the presentation evening in London and Summer Reading Challenge. I'm pleased to see the impact that the donations make to work of the various groups. Local groups are to be commended for events that have been organised, Caldicot Community Working Together and Caldicot Town Team. This demonstrates the value and engagement with the community. I am pleased to say that I have raised a total of £1400, my charities are Teenage Cancer Trust Charity and Young Minds. The experience has made me more confident and broadened my horizons. I hope that I have shown professionalism and been a good role model. I have enjoyed my year as Mayor, although I have had to juggle with other commitments, it has been a pleasure.

## Appendix B

Good evening ladies gentlemen and Councillors  
As we know, we have a busy evening ahead of us, so I shall keep this short and sweet. Firstly I'd like to thank the council for putting their faith in me for my 7th term of office. I'd also like to thank Cllr Oliver Edward for all of his hard working during the last year. It has been my privilege and pleasure to work alongside him. As we all know the past few years have been very stressful with all the proposed cuts from Monmouthshire County Council. We will also face more challenges from further proposed cuts and as a town council we'll be expected to take some of the facilities over to keep the services running. However, I am confident that with hard work, dedication and a united approach, the good people of Caldicot will not lose out. I will do my utmost to ensure that they DO NOT lose out. With this in mind I ask you for your continued support for myself as mayor, and for the wonderful community in which we live and serve. We have pushed to get the regeneration of Caldicot started, and finally the dates are August to September to start for the area of the Cross and Church Road. We will be keeping a close eye on it to ensure no issues or delays. I am also pleased to inform Council and the public that inspections for the green flag will be taking place Thursday morning. Thank you all again for this honour, now let's get to work!

## Appendix C

I have been on the Council for 36 years and thank the electorate for support. Caldicot is a busy Council, increased pressures through cuts elsewhere and taking on more. The regeneration of Caldicot is on everyone's mind and the new proposals are generally known, it will be a welcome change. Thank you members.

## TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

*'Council and Committee meetings must all be advertised and open to the press and public'*

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>
Twinning Committee [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 [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>
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> <ul style="list-style-type: none"> <li>•</li> </ul>
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> <ul style="list-style-type: none"> <li>• To be ratified by Full Council</li> </ul>
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> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>King George V Playing Fields Charity Trustee</b>	<ul style="list-style-type: none"> <li>• Full Town Council</li> </ul>

[The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]