

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

**Minutes of Annual Meeting of Caldicot Town Council held at 6.30pm on Wednesday, 13<sup>th</sup> May 2008 at Caldicot Day Luncheon Centre.**

**Present:**

Cllrs D Ashwin, Mayor	V Lloyd	J Marshall
C Ashwin	D Evans	A Perrett
J Bond	R J Higginson	K Thomas
J Daniels	M Stevens	P Watts
A Easson	R Stewart [6.45pm]	S Webb

**1. Apologies**

Apologies were received from Cllrs K Harris and J Haskey

**2. Declarations of Interest**

There were no Declarations of Interest

**3. Retiring Mayor, Cllr David Ashwin Address to Town Council**

See Appendix A

**4. INAUGURATION**

**To Elect the Mayor following Nomination for Civic Year 2008/2009**

Cllr David Ashwin requested Town Council nominate and elect a Mayor for 2008/2009.

Cllr R J Higginson nominated Cllr Dave Evans to the office of Mayor. Cllr J Marshall seconded the nomination and Cllr Dave Evans was duly elected to the office of Mayor for the Civic year 2008/2009.

**Clerk to Request Mayor's Acceptance of Office**

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

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

**Retiring Mayor to Invest Incumbent Mayor with Chain of Office**

The Mayoral chain of office was passed to the new Mayor by Cllr David Ashwin, who duly congratulated Cllr David Evans.

**Retiring Mayor's Consort to Invest Incumbent Consort with Chain of Office**

The chain of the outgoing Consort was passed to the Clerk on behalf of the Mayor's consort.

**Mayor to Present Past Mayor's Pin to Retiring Mayor Cllr David Ashwin**

Cllr D Ashwin stated he did not wish to receive a Past Mayor's Pin as he had opposed the purchase of new pins.

### **Incumbent Mayor's Address to Town Council/Response**

Cllr Dave Evans thanked Members for electing him and stated he would do his best to support and represent Caldicot. As a previous Mayor he was familiar with the role and he would like to move forward for the people of Caldicot. Cllr Evans advised Members that his consort for the year would be his grandson.

### **To Elect a Deputy Mayor Following Nomination for 2008/2009**

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

Cllr R J Higginson nominated Cllr Pauline Watts to the office of Deputy Mayor. Cllr A Easson seconded the nomination and Cllr Pauline Watts was duly elected to the office of Deputy Mayor for the Civic year 2008/2009.

### **Mayor to Invest Deputy Mayor with Chain of Office**

Cllr Dave Evans, Mayor, invested Cllr Pauline Watts with the chain of office.

### **Deputy Mayor to Address Town Council**

Cllr P Watts thanked Members for the privilege to help and support Cllr D Evans. Cllr Watts asked that all Members work together as a progressive council for the benefit of the people of Caldicot.

#### **5. The Local Authorities (Model Code of Conduct) (Wales) Order 2008 [Circ] - To Adopt New Code of Conduct**

**Town Council resolved to adopt the new Model Code of Conduct.**

#### **6. Correspondence Cllr R J Higginson Re: [7] [8] [9]**

Town Council considered correspondence from Cllr R J Higginson in relation to Town Council Standing Orders and Committees.

##### **i) 6 Months Rule [Standing Order 36]**

**It was proposed, seconded and resolved that Town Council rescind the 6 months rule on decisions made ie, Standing Order 36 be revoked.**

##### **ii) Day Luncheon Centre Voluntary Committee [DLCVC]**

**It was resolved to readdress this matter at a later date**

##### **iii) Incorporation of Development and Tendering Committees into Personnel Committee**

**It was proposed, seconded and resolved that Personnel Committee take responsibility for functions currently undertaken by the Development and Tendering Committees, to consist of 7 members – Mayor, Deputy Mayor + 5 Councillors and that the minimum quorum be 3 council members**

**It was further proposed that for the year of office 2008/09 Personnel Committee will consist of Cllrs D Evans, P Watts, J Bond, R J Higginson, V Lloyd, M Stevens and S Watts**

#### **7. To Review Town Council Standing Orders [Circ]**

- a) Draft Revised – Based on Standing Orders for Town and Community Councils [NALC July 03] – No update since July 03 as confirmed by One Voice Wales 30.4.08 [Circ]**

**Town Council resolved to adopt the Draft Revised Standing Orders, subject to Standing Order 36 being revoked [see 6i above]**

## 8. To Elect Representatives of Town Council on Outside Bodies

[Further nominations were received for Committees marked \*\*]

Citizens Advice Bureau	(2)	Cllrs V Lloyd, M Stevens
Day Luncheon Centre Voluntary Committee	(5)	Cllrs D Evans, P Watts, J Bond, A Easson, S Webb,
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	Cllrs D Evans, P Watts
Emergency Contacts Mon CC on Permanent Basis [Incumbent Clerk/Mayor]	(4)	Cllrs D Evans, P Watts, A Easson, G McIntyre
South Monmouthshire Police Liaison Cttee	(1)	<b>Dissolved</b>
Sevenside Neighbourhood Watch Committee	(1)	Cllr K Thomas
User Sub-Committee King George V Playing Fields – ‘User Guide Listing’ [Standing Committee AFC] *To include Health & Safety Member	(5)	A Easson, K Harris, A Perrett, M Stevens, S Webb
School Governors		
Green Lane	(1)	Cllr J Marshall
West End	(1)	Cllr A Easson
Sandy Lane	(1)	Cllr V Lloyd
St Mary’s	(1)	Cllr J Bond
Durand Road	(1)	Cllr M Stevens
Temp New Primary School	(1)	Cllr P Watts
Schools Admission Forum	(1)	Cllr J Bond
Herbert Charity Trust [For Term of Council]	(2)	Cllrs J Marshall, P Watts
Environmental Planning (Mon CC)	(1)	Cllr A Perrett
Abergavenny Theatre Management Committee	(1)	Cllr K Harris
Caldicot Twinning Association	(2)	Cllr P Watts, S Webb
CAIR	(1)**	Cllr V Lloyd
Community Safety Action Team	(1)	Cllr K Thomas
Regeneration Committee Tripartite Mon CC/Town Council/ Chamber of Commerce	(3)	Cllrs J Bond, A Perrett, P Watts
Boverton Resource Centre	(2)	Cllr J Marshall, R J Higginson
Community Websit	(1)	Cllr A Easson
Mon CC Cemeteries Working Group	(1)	Cllr J Marshall
Mon CC CCTV Working Group	(2)	Cllr D Evans, J Marshall
Sevenside Area Forum	(4)	Cllrs V Lloyd, M Stevens, P Watts, S Webb
Tidal Strategy Environment	(1)	Cllr A Perrett
Caldicot Flooding Forum	(4)	Cllrs D Evans, A Perrett, M Stevens, P Watts

**9 To Elect Internal Committees and Agree Terms of Reference**

- a) NB: Recommendation 5.5 Audit Report [TC 26.7.07] - The Council should agree terms of reference for each of its Committees. The Committees should then ensure that they comply with their relevant terms of reference and refer any unrelated business to the next meeting of the Town Council or appropriate alternative Committee.**

Health & Safety Committee	(5)	Cllrs D Evans, P Watts, K Harris, A Perrett, M Stevens
Allotments Committee *To include Health & Safety Member	(6)	Cllrs A Easson, D Evans, K Harris, A Perrett, M Stevens, P Watts
Twinning Committee	(5)	Cllrs D Evans, P Watts, R J Higginson, M Stevens, S Webb
Playing Fields, Planning, Cemetery, Finance, Estimates	FULL	
Garden, Best Kept Town	FULL	
Personnel/Appointments Committee [Includes Mayor/Deputy]	(7)	Cllrs D Evans, P Watts, J Bond, V Lloyd, R J Higginson, M Stevens, S Webb
King George V Playing Fields Charity Trust Committee	FULL	
Cheque Signatories [Not a Committee] Excluding Clerk also to be signatory	(4)	Cllrs A Easson, D Evans, J Marshall, P Watts
EXTREMELY URGENT COMMITTEE [PLENARY]		Mayor/Deputy + 2 Cllrs [See SO 78]
Planning Applications of Urgent Nature [Including a holiday period]		Mayor/Deputy + 2 Cllrs
Development Committee	(7)	<b>Incorporated into Personnel Cttee</b>
Caldicot against Drugs Committee	(6)	A Easson, D Evans, J Marshall, M Stevens, P Watts, S Webb
Tendering Sub-Committee	(6)	<b>Incorporated into Personnel Cttee</b>

**It was resolved that Terms of Reference for the above committees be agreed before the end of July 2008.**

**10. Induction Training for the new Council – Saturday, 17.5.08 Drill Hall, Chepstow – To Confirm Attendees – Cost to Council £125 [Correspondence Chepstow Town Council [Circ]**

Town Council was advised that the above invitation was open to all Members.

**It was resolved that Cllrs J Bond, V Lloyd, A Perrett, M Stevens, P Watts and S Webb attend the above training at a total cost of £125.**

The meeting closed at 7pm

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Mayor/Deputy Mayor

## Appendix A

Mayoral Speech 13.5.08 – Cllr D Ashwin

I remember at a previous Mayoral farewell speech when he said words to the effect that being Mayor was a wonderful experience, that there is nothing to compare with – No books to read or guide you – you had to get on with it, get the job done.

My wife and I had a full and rewarding year. We have been to events that fetched out the best in people and the worst.

Caldicot and district is particularly rich in musical talent. Monmouthshire Youth Orchestra, Caldicot Choir, the Operatics and many more. We enjoyed them all, especially the Caldicot & Sudbrook brownies' Xmas concert. Well done Maggie Lund and girls.

It was also pleasing to see the British Legion and all the town churches playing such a vital role in the town's well-being. The combined churches candlelit procession from the church to the castle was very emotive and enjoyable.

TO EVERYONE I SAY THANK YOU!

The autumn was marred by a vociferous handful of people calling for my resignation. AS YOU CAN SEE THEY FAILED!

They also failed with their complaints to the Ombudsman, but I will discuss this at the monthly meeting.

BUT WE MOVE ON!

To the new Councillors I say warmest congratulations and I hope you will be regular attendees. I also hope you will vote with your conscience and do what is best for Caldicot.

Finally I would like to say a very big thank you to the public of Caldicot who have supported me, especially the Rev Lyndon Harrison, John Hall and Pastor Jim. My two office staff Gail and Alison and last but by no means least, my loyal and supportive wife Christine.

THANK YOU EVERYONE