

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### Minutes of Annual Meeting of Caldicot Town Council held at 6.00 pm on Wednesday, 16<sup>th</sup> May 2012 at Town Council

**Present:** Cllrs: M Stevens Mayor                      R J Higginson  
                  D Ashwin                                        A Lloyd  
                  W Conniff    P Maycock-Jones  
                  A Davies    G Owen  
                  A Easson     R Stewart  
                  D Evans    P Watts  
                  J Harvey    S Webb

In attendance: G McIntyre Clerk, A Sandiford, Members of the Public

1. **Apologies** – Cllrs C Botchett, J Haskey, P Stevens
2. **Declarations of Interest** – None
3. **Retiring Mayor, Cllr Maria Stevens Address to Town Council**

Cllr Stevens stated the past year as Mayor had been a wonderful experience and privilege to represent Caldicot having met some lovely people along the way. Although Cllr Stevens recalled some sad memories during the year there were many happy ones!

Cllr Stevens stated she found the amount of dedication and commitment by members and supporters of groups and associations in the town to be massive and it had been a privilege to be involved with them, supporting and promoting their hard work whether it was towards fundraising or helping to put them on the Caldicot map within Monmouthshire.

Cllr Stevens stated Caldicot was “the forgotten town” of the county and urged Members to “be out there – listen and find out what is going on in your community” as Town Council was only a small part of it and it is worth while and rewarding as she had had the privilege of finding out during the past year.

Cllr Stevens thanked Town Council and wished the new Mayor best wishes for the forthcoming year.

Cllr W Conniff thanked the Mayor for the excellent job she had done for the town during her year of office.

#### 4. **INAUGURATION**

##### **To Elect the Mayor following Nomination for Civic Year 2012/2013**

Cllr M Stevens requested Town Council nominate and elect a Mayor for 2012/2013.

Cllr W Conniff nominated Cllr R J Higginson to the office of Mayor.

Cllr P Watts seconded the nomination and Cllr Higginson was duly elected to the office of Mayor for the Civic year 2012/2013.

A recorded vote was requested:

For: Cllrs AE/MS/AL/AD/WC/PM-J/RJH/PW/DE/SW/GO

Abstentions: Cllrs DA/JH/RS

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

Cllr R J Higginson read and signed the official Declaration of Acceptance of Office, which was witnessed and signed 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 M Stevens.

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

The Mayor's consort was not present at the meeting.

### **Mayor to Present Past Mayor's Pin to Retiring Mayor Cllr Maria Stevens**

The Mayor, Cllr R J Higginson, presented the outgoing Mayor with the Past Mayor's Pin.

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

Cllr R J Higginson thanked Members for honouring him with the position of Mayor for the forthcoming year.

Cllr Higginson welcomed new Members to Town Council and referred to "winners and losers" following the recent elections.

### **To Elect a Deputy Mayor Following Nomination for 2012/2013**

The Mayor, Cllr R J Higginson requested nominations for the office of Deputy Mayor.

Cllr W Conniff nominated Cllr Alan Davies to the office of Deputy Mayor.

Cllr P Watts seconded the nomination and Cllr Davies was duly elected to the office of Deputy Mayor for the Civic year 2012/2013.

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

The Mayor presented Cllr A Davies with the chain of office

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

Cllr A Davies thanked Members for his nomination stating it was a privilege to hold the office of Deputy Mayor. Cllr Davies stated he was now retired and had plenty of time to commit to the community and that he looked forward to working with Members who he would be calling upon as he had a lot to learn.

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

**Town Council resolved to accept Standing Orders as circulated**

#### **6. To Review Town Council Financial Regulations [Circ]**

**Town Council resolved to accept Financial Regulations as circulated**

#### **7. To Review Terms of Reference for Committees [Circ]**

**Town Council resolved to accept Terms of Reference for Committees as circulated**

**8. To Consider Correspondence MCC – re: Nominations to Standards Committee [Circ]**

Town Council considered correspondence from Mon CC advising of a vacancy for community committee member to the Standards Committee. It was noted that all community councils and One Voice Wales will be consulted before consideration of the one appointment.

**It was resolved to nominate Cllr G Owen to Standards Committee.**

**9. To Consider 3 Members to meet with Mr Mark Lloyd, MCC Re: River Neddern Benches/Signage 22<sup>nd</sup> or 23<sup>rd</sup> May [CD 31.5.12] [b/f TC 25.4.12]**

**It was resolved to nominate Cllrs A Davies, R Stewart and P Watts to meet with Mark Lloyd, Mon CC in this matter**

**10. To Consider Play Working Group**

**It was resolved to nominate Cllrs W Conniff, D Evans, J Harvey, A Lloyd, M Stevens and P Watts to the Play Working Group**

**11. To Elect Representatives of Town Council on Outside Bodies 2012/2013**

|   |   |
|---|---|
| Citizens Advice Bureau [For Term of Council]  | (2) Cllrs P Stevens, R Stewart                                |
| One Voice Wales Area Committee<br>[Precedent Mayor/Deputy]  | (2) Cllrs R J Higginson, A Davies                             |
| Emergency Contacts Mon CC on<br>Permanent Basis [Incumbent Clerk/Mayor]                               | (4) Cllrs R J Higginson, A Davies, D Evans,<br>G McIntyre     |
| Sevenside Neighbourhood Watch Committee   | (1) Cllr A Easson – no deputy required                        |
| User Sub-Committee King George V<br>Playing Fields – ‘User Guide Listing’<br>[Standing Committee AFC] | (5)* Cllrs D Evans, J Haskey, M Stevens,<br>P Stevens, S Webb |
| *To include Health & Safety Member  |   |
| School Governors [For Term of Council]  |   |
| Green Lane Junior School  | (1) Cllr S Webb   |
| West End Infant School  | (1) Cllr P Maycock-Jones                                      |
| Durand Primary School   | (1) Cllr M Stevens  |
| <b>Cllr R J Higginson declared an interest in Durand Primary School</b>                               |   |
| Castle Park Primary School  | (1) Cllr P Watts  |
| <b>Cllr D Evans declared an interest in Castle Park Primary School</b>                                |   |
| Temp New Primary School – Dewstow Primary   | (1) Cllr S Webb   |
| Schools Admission Forum   | (1) Cllr W Conniff [deputy Cllr G Owen]                       |
| Herbert Charity Trust [For Term of Council]   | (2) Cllrs A Davies, P Watts                                   |
| CAIR –Minutes of meetings to be requested   | (1) Cllr G Owen [deputy Cllr A Easson]                        |
| Community Safety Action Team [CSAT]   | (1) Cllr P Maycock-Jones [deputy Cllr D Evans]                |
| Community Website   | (1) Cllr A Easson [deputy Cllr A Lloyd]                       |
| Mon CC Cemeteries Working Group   | (1) Cllr D Evans [deputy Cllr P Watts]                        |
| Mon CC CCTV Working Group   | (2) Cllrs A Easson, D Evans                                   |
| Tidal Strategy Environment  | (1) Cllr P Maycock-Jones [deputy Cllr P Stevens]              |
| Caldicot Twinning Association   | (2) Cllrs M Stevens, S Webb                                   |
| Sevenside Area Committee  | (1) Cllr G Owen [deputy Cllr A Davies]                        |

|  |   |
|--|---|
| Caldicot Castle & Country Park Partnership Forum                             | (2) Cllrs A Davies, M Stevens   |
| Mon CC Liaison Meetings – Charter signed 23.3.11                             | (2) Cllrs R J Higginson, A Davies   |
| [MCC suggest Mayor/Deputy + Clerk]   |   |
| 12. To Elect Internal Committees   |   |
| Health & Safety Committee/<br>Allotments Committee                           | (6) Cllrs D Ashwin, C Botchett, D Evans,<br>J Harvey, A Lloyd, P Stevens            |
| Twinning Committee   | (5) Cllrs D Evans, R J Higginson, M Stevens,<br>P Watts, S Webb,                    |
| Planning, Cemetery, Finance, Estimates                                       | FULL  |
| Garden, Best Kept Town   | FULL  |
| Personnel/Appointments Committee<br>[Includes Mayor/Deputy]                  | (7) Cllrs R J Higginson, A Davies, D Evans,<br>A Easson, G Owen, P Stevens, P Watts |
| King George V Playing Fields<br>Charity Trust Committee                      | FULL  |
| Cheque Signatories [Not a Committee]<br>Excluding Clerk also to be signatory | (4) Cllrs A Easson, D Evans, M Stevens,<br>P Watts                                  |
| EXTREMELY URGENT COMMITTEE [PLENARY]   | (3) Mayor/Deputy + 2 Cllrs  |
| Planning Applications of Urgent Nature<br>[Including a holiday period]       | (3) Mayor/Deputy + 2 Cllrs  |
| Caldicot against Drugs Committee   | FULL  |

The meeting closed at 6.30 pm.

---

[Mayor/Deputy]