

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

MINUTES OF ANNUAL MEETING OF CALDICOT TOWN COUNCIL HELD AT 6.30PM ON WEDNESDAY, 23rd MAY 2007 AT CALDICOT DAY LUNCHEON CENTRE.

Present:

Cllrs J Daniels, Mayor	[JD]	R J Higginson	[RJH]
D Ashwin	[DA]	G Jenkins	[GJ]
C Babb	[CB]	D Jones	[DJ]
E Davies	[ED]	J Marshall	[JM]
A Easson	[AE]	R Stewart	[RS]
D Evans	[DE]	K Thomas	[KT]
J Haskey [left 7pm]	[JH]	P Tidmarsh	[PT]

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

1. Apologies

Apologies were received from Cllr J Roberts

2. Declaration of Interests

Declarations of Interest to be identified under the relevant item.

3. To Note Minutes of Annual Meeting held 16th May 2006 approved TC 31.5.06

Noted

4. Retiring Mayor, Cllr Joanne Daniels to Address Town Council

Cllr J Daniels referred to her mixed feelings of handing over the chain stating it had been an honour and privilege to represent Caldicot at over 30 functions throughout the past year with her nephew Consort, of whom she was extremely proud. Although, Cllr Daniels stated that chairing the meetings had not been so wonderful!

Cllr Daniels advised Town Council that Mrs Maureen Milliken a former Town Councillor had recently passed away and requested the support of Members to send a letter of condolence to the family.

Cllr Daniels presented her Consort with a gift and thanked Members for their support throughout the year.

5. INAUGURATION

To Elect the Mayor following Nomination for Civic Year 2007/2008

Cllr J Daniels requested Town Council nominate and elect a Mayor for 2007/2008.

Cllr P Tidmarsh nominated Cllr D Ashwin seconded by Cllr R Stewart.
Cllr D Evans nominated Cllr R J Higginson, seconded by Cllr G Jenkins.

A vote ensued: 8 For Cllr Ashwin – 6 For Cllr Higginson

It was resolved that Cllr D Ashwin be elected to the office of Mayor for the Civic year 2007/2008.

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

The Clerk asked the question "*Cllr David Ashwin do you accept the nomination for the office of Mayor of Caldicot Town Council for the Civic year 2007/2008 and undertake to be guided by the National Code Of Conduct as adopted by Caldicot Town Council in performance of that office?*" Cllr replied in the affirmative, read 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.

Mayor to Present Past Mayor's Pin to Retiring Mayor Cllr Joanne Daniels

The Mayor, Cllr D Ashwin presented the outgoing Mayor with the Past Mayor's pin.

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

The chain of outgoing Consort was passed to Mrs C Ashwin.

Incumbent Mayor's Address to Town Council/Response

Cllr D Ashwin thanked Members for the honour stating he looked forward to the coming year. Cllr Ashwin stated it was going to be an interesting year with a lot of developments in Caldicot, especially the Youth Centre.

To Elect a Deputy Mayor Following Nomination for 2007/2008

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

Cllr P Tidmarsh nominated Cllr D Jones seconded by Cllr R Stewart.
Cllr D Evans nominated Cllr R J Higginson seconded by Cllr G Jenkins

A vote ensued: 8 For Cllr Jones – 6 For Cllr Higginson

Cllr D Jones was duly elected Deputy Mayor for 2007/2008.

Mayor to Invest Deputy Mayor with Chain of Office

The Mayor, Cllr D Ashwin invested Cllr D Jones with Chain of Office.

Deputy Mayor to Address Town Council

Cllr D Jones thanked Town Council for electing her stating she intended to fully support Council and work for the benefit of the town.

6. To Consider the Remit of Development Committee [b/f 28.2.07 Min 7813 (vi)]

Cllr J Daniels outlined the purpose, function and powers of the Development Committee.

It was resolved to carry this item forward for consideration at Town Council meeting 30.5.07

7. Cllr R J Higginson – Correspondence re: DLCVC [Circ]

Members considered correspondence from Cllr R J Higginson proposing that Town Council take over the function of the Day Luncheon Centre in total and DLCVC be dissolved.

Cllr Higginson expressed concerns that the administration of DLCVC was moving away from Town Council to non elected members of the public.

Cllr J Marshall stated Cllr Higginson’s letter implied he was making allegations against Members on DLCVC. Cllr Higginson refuted this.

Cllr Marshall read out Standing Order 65 - *“No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council*
(a) inspect any lands or premises which the Council has a right or duty to inspect; or
(b) issue orders, instructions or directions
unless authorised to do so by the Council or the relevant committee or sub-committee”

A lengthy discussion ensued.

Cllr Marshall stated representatives of Town Council on DLCVC had the right to make decisions in relation to that committee provided the decisions complied with its Constitution. Cllr Marshall referred to a “clear indication of maladministration” which should be referred to the Ombudsman.

Cllr D Jones referred to Town Council’s wishes with regard to DLC being contained in the Minutes.

Cllr D Ashwin, Mayor confirmed to Cllr Higginson that he accepted Cllr Higginson was not making any allegations against Members.

The Clerk advised Members of an anomaly with regard to the DLCVC Constitution which enabled two Town Council representatives, in conjunction with one member of the public, to overrule Town Council’s wishes with regard to the DLC.

It was proposed by Cllr R J Higginson, seconded by Cllr D Evans that Town Council take over the function of the Day Luncheon Centre in total and DLCVC be dissolved.

A vote ensued: 6 For – 6 Against – 1 Abstention. The Chairman used his casting vote and the proposal was not carried.

8. To Consider Review of Town Council Standing Orders

- i) Town Council Standing Orders [Circ]**
- ii) Standing Orders for Town and Community Councils [NALC July 03] – No update since July 03 as confirmed by One Voice Wales 8.5.07 [Circ]**
- iii) One Voice Wales Guidance on Establishing a Complaints Procedure [Circ]**

The Clerk advised One Voice Wales had confirmed the most up to date Draft Standing Orders were as above (ii).

It was resolved to defer review of Town Council Standing Orders to Town Council meeting 30.5.07, subject to any proposed changes being detailed in writing

9. To Elect Representatives of Town Council on Outside Bodies

Citizens Advice Bureau [CAB] (2) Cllrs J Daniels and P Tidmarsh

Day Luncheon Centre Voluntary Committee (5) Cllrs D Ashwin, E Davies, D Jones, [DLCVC] R Stewart and P Tidmarsh

The voting process was disputed in that it was stated that each nomination should be voted on individually and last year's Annual Meeting was referred to. The Clerk stated that every Member had the same right to be nominated to a committee.

[SO 37 - VOTING ON APPOINTMENTS - Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person]

Cllr J Marshall stated he had gained advice following last year's Annual Meeting and that the voting process should be undertaken by proposals of block nominations and amendments.

Members disputed Cllr Marshall's comments and requested the advice to him in writing.

Cllr D Ashwin, Mayor, stated to move progress he would "go along" with Cllr Marshall. Appointments to committees were undertaken in accordance with this process.

Cllr J Marshall read out Standing Order 10 - If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it and requested a recorded vote for all contested nominations.

Proposal: Cllrs DA/ED/DJ/RS/PT
Amendment: Cllrs CB/ED/AE/DE/RJH

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Local Councils Area Cttee/One Voice Wales (2) Cllrs D Ashwin and D Jones (Precedent Mayor/Deputy)

Emergency Contacts Mon CC on (4) Cllrs D Ashwin, D Jones, R Stewart Permanent Basis – Incumbent Clerk/Mayor

Proposal: Cllrs DA/DJ/RS
Amendment: Cllrs DA/DJ/AE

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Caldicot & District Chamber of Commerce (3) Cllrs D Jones, J Marshall, P Tidmarsh

Proposal: Cllrs DA/ED/DJ/RS/PT
Amendment: Cllrs AE/GJ

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

South Monmouthshire Police Liaison Cttee (1) Cllr J Haskey

Severnside Neighbourhood Watch Cttee	(1)	Cllr J Haskey
User Sub-Cttee King George V Playing Fields – ‘User Guide Listing’ [Standing Committee AFC] *To include Health & Safety Member	(5)	Cllrs D Ashwin, A Easson, D Evans, J Marshall, R Stewart
Proposal: Cllrs DA/AE/DE/JM/RS		
Amendment: Cllrs ED/AE/DE/GJ/RJH		
Vote:		
Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]		
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]		
School Governors		
Green Lane	(1)	Cllr J Haskey
West End	(1)	Cllr J Daniels
Sandy Lane	(1)	Cllr J Roberts
St Mary’s	(1)	Cllr D Jones
Durand Road	(1)	Cllr P Tidmarsh
Proposal: Cllrs JH/JD/JR/DJ/PT		
Amendment: Cllrs AE/ED/JR/DJ/AE		
Vote:		
Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]		
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]		
Schools Admission Forum	(1)	Cllr J Daniels
Proposal: Cllr JD		
Amendment: Cllr JHarris		
Vote:		
Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]		
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]		
Herbert Charity Trust [For Term of Council]	(2)	Cllrs R Stewart, P Tidmarsh
Environmental Planning (Mon CC)	(1)	Cllr D Ashwin
Abergavenny Theatre Management Cttee	(1)	Cllr J Daniels
Proposal: Cllr JD		
Amendment: Cllr CB		
Vote:		
Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]		
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]		
Caldicot Twinning Association	(2)	Cllrs R Stewart, P Tidmarsh
Proposal: Cllrs ED/DE		
Amendment: Cllrs RS/PT		

Vote:

Proposal: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Amendment: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

CAIR

(1) Cllr R Stewart

Proposal: Cllr RS

Amendment: Cllr CB

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Community Safety Action Team [CSAT]

(1) Cllr J Marshall

Regeneration Cttee

**Tripartite Mon CC/Town Council/
Chamber of Commerce**

(3) Cllrs A Easson, J Marshall, P Tidmarsh

Cllr G Jenkins advised Members as to the Constitution of the Regeneration Cttee.

Proposal: Cllrs JM/AE/PT

Amendment: Cllrs AE/CB

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Boverton Resource Centre

(2) Cllrs E Davies and J Marshall

Community Website

(1) Cllr D Jones

Mon CC Cemetery Working Group

(1) Cllr J Marshall

Proposal: Cllrs JM

Amendment: Cllrs DE

Vote:

Proposal: Cllrs JD/DJ/JM//KT/PT [5] + Casting Vote [6]

Amendment: Cllrs CB/ED/AE/DE/GJ [5]

The Deputy Mayor chaired the meeting during consideration of this item and used her casting vote for the Proposal

Cllrs D Ashwin, R J Higginson and R Stewart declared an interest in Caldicot Cemetery

Severnside Area Forum

(4) Cllrs D Ashwin, J Daniels, D Evans,
G Jenkins

Proposal: Cllrs DA/JD/DE/GJ

Amendment: Cllrs DE/GJ/JR

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

To Elect Internal Committees

Health & Safety Cttee

(5) Cllrs J Daniels, E Davies, D Jones,
J Marshall

Proposal: Cllrs JD/ED/DJ/JM
Amendment: Cllrs DA/ED/RJH/JR

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

CCTV Working Party

(5) Cllrs D Ashwin, D Evans, J Haskey,
J Marshall, R Stewart

Proposal: Cllrs DA/DE/JH/JM/RS
Amendment: Cllrs ED/DE/WE

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Allotments Committee

(6) Cllrs D Ashwin, J Daniels, E Davies,
A Easson, D Jones

***To include Health & Safety Member**

Proposal: Cllrs DA/JD/ED/AE/DJ
Amendment: Cllrs DA/DE/ED/AE

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Twinning Committee

(5) Cllrs D Ashwin, J Daniels, D Evans,
R Stewart, P Tidmarsh

Proposal: Cllrs DA/JD/DE/RS/PT
Amendment: Cllrs ED/DE/RJH

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]
Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

Playing Fields, Planning, Cemetery, Finance, Estimates, Emergency*

FULL

***Additional/Emergency Meeting**
[Requirement in Writing – not less than
One Quarter of Council with Period
of Notice/Special Circumstances]

FULL

Garden, Best Kept Town*

FULL

*NOTE: Town Council accepted that greater effort should be made in keeping up the appearance of the Town and felt that Ward Councillors should oversee their areas throughout the year. It was noted that formerly there was one day a year kept for a clean up, but it was felt that the Town should be kept under review for appearance throughout the year.

Personnel/Appointments Cttee (6) **Cllrs D Ashwin, E Davies, D Jones, (Includes Mayor/Deputy)** **G Jenkins, J Marshall, P Tidmarsh**

Proposal: Cllrs DA/ED/DJ/GJ/JM/PT

Amendment: Cllrs ED/AE/ DE/RJH

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

King George V Playing Fields **FULL**
Charity Trust Cttee

Cheque Signatories (Not a Cttee) (4) **Cllrs D Ashwin, J Daniels, D Jones**
Excluding Clerk also to be signatory **R Stewart**

Proposal: Cllrs DA/JD/DJ/RS

Amendment: Cllrs DA/ED/AE/DJ

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

EXTREMELY URGENT COMMITTEE [PLENARY] **Mayor/Deputy + 2 Cllrs**

Planning Applications of Urgent Nature **Mayor/Deputy + 2 Cllrs**
Including a holiday period

Development Committee (7) **Cllrs D Ashwin, C Babb, E Davies,**
D Evans, D Jones, R Stewart, P Tidmarsh

Proposal: Cllrs DA/CB/ED/DE/DJ/RS/PT

Amendment: Cllrs ED/DE/AE

Vote:

Proposal: Cllrs DA/CB/JD/DJ/JM/RS/KT/PT [8]

Amendment: Cllrs ED/AE/DE/GJ/RJH [5]

Caldicot against Drugs Committee (6) **Cllrs Ashwin, C Babb, D Evans, D Jones,**
J Haskey, J Marshall

Proposal: Cllrs DA/CB/DE/DJ/JH/JM

Amendment: Cllrs CB/WEdwards/DE/RJH

Vote:

Proposal: Cllrs DA/CB/JD/DJ/JM/RS/KT/PT [8]

Amendment: Cllrs ED/AE/DE/GJ/RJH [5]

Tendering Sub-Committee (6) **Cllrs D Ashwin, J Daniels, E Davies,**
D Jones, J Roberts, R Stewart

Proposal: Cllrs DA/JD/ED/DJ/JR/RS

Amendment: Cllrs ED/DE/AE

Vote:

Proposal: Cllrs DA/JD/DJ/JM/RS/KT/PT [7]

Amendment: Cllrs CB/ED/AE/DE/GJ/RJH [6]

The meeting closed at 7.45pm