

Minutes of Extraordinary meeting of Town Council held at 6.30 pm on Wednesday, 13th May 2015 at Caldicot Town Council, Sandy Lane, Caldicot

Present: Cllrs: A Davies, Mayor
D Evans, Deputy Mayor
W Conniff
A Easson
J Haskey
R J Higginson
G Owen
S Webb
J Williams

[In attendance: G McIntyre, Clerk, A Sandiford, Members of Public & Press]

9390 Apologies

Apologies were received from Cllrs F Rowberry, M Stevens, R Stewart, P Watts

9391 Declarations of Interest

There were no declarations of interest.

9392 To Consider Matters following Site Inspection held at Public Conveniences, Jubilee Way 5th May 2015 in order to make progress with the adoption – Inspection by: Cllrs A Davies, D Evans, A Easson, F J Harvey, R J Higginson, G Owen, M Stevens, P Stevens, P Watts, S Webb, J Williams [In attendance: MCC Representatives, Clerk]

(a) Feedback MCC Re: “Snagging List” [CIRC]

Town Council considered in depth the MCC “snagging list” and expressed disappointment at the amount of issues raised and that the works had not been properly inspected prior to meeting with Town Council.

(b) Correspondence Ellis Whittam TC Health & Safety Consultant Re: Topics for Consideration NB: TC 29.4.15 Ellis Whittam not required to inspect at this time [CIRC]

Town Council noted the above correspondence from Ellis Whittam. A Member requested Town Council seriously considers employing the services of an Independent Surveyor to act on behalf of Town Council.

(c) Correspondence Cllr S Webb Re: Toilets [CIRC]

Cllr S Webb outlined her concerns in depth, particularly in relation to Town Council Members inspecting the public conveniences and compliance of the disabled toilet. Cllr Webb stated Town Council had a duty to the electorate and all users to make sure the transfer was undertaken properly and reiterated the request to employ an independent assessor to inspect the building on behalf of Town Council.

Cllr Webb requested Mon CC respond to the concerns raised in her correspondence and others which she had since considered following submission of her correspondence to Town Council.

A lengthy discussion ensued and aside from the concerns raised by Cllr Webb the following issues were discussed:

- Compliance of the disabled toilet
- Emergency assistance re: pull cord
- Condition of storage room currently housing Mon CC sweeper/equipment – it was considered that Mon CC will not be permitted the use of the storage room following transfer to Town Council
- Weeds growing around outside of building - request MCC apply weed killer
- Waste disposal issues

It was resolved:

- i) that the Clerk identifies a qualified building surveyor to undertake a survey of the toilets on behalf of Town Council and in conjunction with the Mayor, instruct the services of said surveyor**
- ii) that Cllr S Webb adds her additional concerns to her correspondence and forward it to Mon CC via the Clerk**

(d) Correspondence Caldicot Foodbank Re: Electricity Supply to Portacabin [CIRC]

Town Council considered correspondence from Caldicot Food Bank regarding its possible use of the de-mountable situated adjacent to the public conveniences in Jubilee Way car park as a store for food bank supplies and requesting Town Council retains electricity supply to the de-mountable following the transfer of ownership from Mon CC to Town Council.

It was resolved to support Caldicot Food Bank and retain the supply electricity to the de-mountable following transfer of the public conveniences on the proviso that no fridges/freezers are permitted in the de-mountable and that sensor lighting is installed.

9393

RESOLVED– Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

(a) To Consider Cleaning/Opening/Closing Public Conveniences [b/f TC 29.4.15]

Town Council referred to a trial period of 6 months.

Town Council resolved to set the opening/closing times as follows:

- 7 days a week, including bank holidays
- 8am – 8pm Summer [March – October]
- 8am – 6pm Winter [October – March]
- Special occasions eg Christmas Lighting – later closing hours on ad hoc basis

(b) To Consider Employment Status and if necessary, compile specification for tender [CIRC – For Information]

Town Council resolved to go out to tender for the cleaning/opening/closing of the public conveniences as per the job description circulated, with due regard to the appropriate disposal of water/waste/equipment.

9393

(c) To Consider First Draft of the deed of Transfer [CIRC]

Town Council considered the first draft of the Deed of Transfer as circulated and a Member requested clarification in relation to items 1.11, 2.7, 6.2 and 6.2.5 via Town Council legal representative.

The Clerk requested clarification on whether Town Council wished to employ the legal services of One Voice Wales or its Solicitor.

It was resolved to employ the services of Town Council Solicitor to act on its behalf in the transfer of the public conveniences and to forward the first draft of the Deed of Transfer to the Solicitor.

Normal proceedings resumed

9394 To Clarify Contribution of £10,000 to Proclamation Ceremony [Min 9346(a)] TC 25.2.15 [b/f TC 29.4.15]

(a) To Consider Advice from Auditor Re: National Eisteddfod donation [CIRC]

Town Council considered the advice from its auditor in relation to the £10,000 donation to the Proclamation Ceremony to be held at Caldicot Castle 27.6.15.

A discussion ensued and the Clerk requested clarification of the recipient of the £10,000 cheque. Cllr A Easson read out the account details for which he stated he had intended the donation be made and referred the Clerk to Ms Elaine Stokes for guidance in this regard prior to advising Dr Chamberlain, Treasurer of the local fund raising group.

The Clerk advised that, to date, no information had been received for audit purposes from Mon CC or Dr Chamberlain with regard to the donation for the Proclamation Ceremony.

Members stated that the donation could only be made towards the Proclamation Ceremony being held in Caldicot and under no circumstances was the donation to be made to Mon CC.

It was resolved:

- i) that the Clerk telephone Ms Elaine Stokes for guidance on which fund the donation is to be made to**
- ii) following response to (i) above, advise Dr Chamberlain of Town Council's decision that the donation is to be put forward for the Proclamation Ceremony only**
- iii) that the Clerk request a report following the Proclamation Ceremony as to where the monies have been spent**