

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Special Meeting of Full Town Council held at 6.35pm on Tuesday, 17th August 2010 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
A Easson
E Harvey
R J Higginson
A Lloyd

In attendance: A Sandiford

1 Apologies

Apologies were received from Cllrs K Harris, V Lloyd, M Stevens and G McIntyre, Clerk

2 Declarations of Interest – Forms to be completed

Cllr D Evans declared an interest in planning matters

Cllr R J Higginson declared an interest in Plan DC/2010/00590

Cllr A Lloyd declared an interest in Plan DC/2010/00619

Further declarations of interest to be identified under the relevant item.

3 Annual Return for the Year Ended 31st March 2010

i) To Note correspondence from Mazars LLP re: Changes to the Accounts & Audit (Wales) Regulations

Town Council noted the above correspondence from Mazars LLP.

ii) To Consider Annual Return for submission to District Audit by 1.9.10

Town Council considered the Annual Return.

Ref: Section 1 - A Member requested clarification in relation to (4) staff costs and (12) total fixed assets and long-term assets.

It was stated that the accounts had previously been agreed and that the Member should seek clarification from the Clerk on her return.

iii) To Consider Internal Audit Report/Recommendations

Town Council considered the Internal Audit Report:

Re: Caldicot Chamber of Commerce

Recommendation 5.1 – Further grants should be withheld until the outstanding information is received from the Caldicot Chamber of Commerce

A discussion ensued regarding the outstanding signed audited accounts awaited from Caldicot Chamber of Commerce and Town Council's decision made 30.6.10 to donate £2,000 towards the August Spectacular 2010, subject to clarification of (i) the name of the out-sourced Treasurer and (ii) the correct name of the organisation.

It was stated that Town Council had committed to a donation to the Chamber, subject to information being received, prior to receipt of the Internal Audit Report and that the accounts would be considered following the event.

Reference was made to item 4.4 of the Internal Audit Report and to Town Council's previous discussion in relation to a change of membership of the Chamber of Commerce committee and to obtaining a full breakdown of accounts for the August Spectacular being accepted by Town Council prior to a donation being made towards the Fireworks Event 2010.

A Member expressed concerns in relation to an admission fee to the August Spectacular, which he considered would prevent local residents from visiting the Castle and to a private company apparently organizing the event. It was stated that Town Council had based its decision to donate on a completed application form submitted by the Chamber of Commerce.

It was resolved to further request a copy of the outstanding signed audited accounts from Caldicot Chamber of Commerce prior to release of donation for Fireworks Event 2010.

Re: Financial Regulations

Recommendation 5.2 – Financial Regulations should be amended to clarify the requirements for procuring goods and services. It may be appropriate to consider a tiered approach, for example:

- *For contracts likely to be between £2,500 and £10,000 in value, a minimum of three written quotations:*
- *For contracts likely to be above £10,000 in value, a full written tender exercise to be completed*

It was resolved to accept recommendation 5.2 from the Internal Auditor.

4 To consider response from Caldicot and District Chamber of Trade and Commerce re: donation for August Spectacular [b/f TC 30.6.10] [NB Item 3(iii) above]

Town Council accepted clarification of the information requested from Caldicot & District Chamber of Trade and Commerce.

It was resolved to donate £2,000 to Caldicot & District Chamber of Trade and Commerce for the August Spectacular Event 2010.

5 Planning Applications Received

DC/2009/01040 [Amended]: Demolition of existing dwelling and re-development with two dwellings (one largely on current dwelling's footprint) – access to the new property will be via the current **TC Refused***

- **Town Council is opposed to 2 dwellings on the site**
- **Over-development of site**

It was resolved to request Mon CC Planning Committee undertake a site meeting in this matter.

DC/2010/00590: Erection of a two storey side extension with car port under – 3 Woodstock Court, Caldicot **TC Approved**

Cllr R J Higginson declared an interest in Plan DC/2010/00590

DC/2010/00619: Replacement of flat garage roof with a pitch roof with roof tiles same as house roof – 10 Castle Lodge Crescent, Caldicot **TC Approved**

Cllr A Lloyd declared an interest in Plan DC/2010/00619

DC/2010/00673: Single storey extension to rear to form family room, alteration to existing vehicular access and provision of additional car space, extend roof to dwelling over existing flat roof extension – 5 Chepstow Road, Caldicot **TC Approved**

The meeting closed at 7.20pm

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Mayor/Deputy Mayor