

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Special Meeting of Full Town Council held at 6.30 pm on Wednesday, 3rd September 2008 at Caldicot Day Luncheon Centre

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
C Ashwin [left 7.35pm]
D Ashwin [left 7.35pm]
J Bond
J Daniels [left 7.35pm]
A Easson
K Harris
J Haskey
R J Higginson
V Lloyd
J Marshall
A Perrett [6.35pm]
R Stewart [left 7.20pm]
K Thomas
S Webb

In attendance: G McIntyre, Clerk, A Sandiford

1 Apologies

Apologies were received from Cllrs J Haskey and V Lloyd

2 Declarations of Interest – to be identified under the relevant item

3 It was resolved to exclude the press and public from the meeting during consideration of Item 5 in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information

4 To Approve Minutes of Personnel Committee 26.8.08 [Circ]

The Minutes of Personnel Committee 26.8.08 were approved

5 To Approve Minutes of Special Meeting of Town Council held 26.8.08 [Circ]

The Minutes were approved subject to it being recorded that Cllr J Daniels declared an interest in Item 5 and left the meeting prior to discussion of that item.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

6 To Consider Job Specification for Grounds Maintenance Works as Considered by Personnel Committee 26.8.08 [Circ]

Town Council considered Job Specification for Grounds Maintenance Works and the following items were discussed:

Cemetery:

- disposal of litter
- frequency of grass cutting would be dependent on weather conditions during winter months
- Funeral Directors' responsibility for leaving the cemetery tidy following interments
- sunken graves
- responsibility for measuring distance between plots – Funeral Director
- remove opening/closing of gates from draft specification

King George V Playing Fields - AFC Playing Area

- pitches free of litter prior to matches – Caldicot AFC
- referees responsibility for safety of pitch during matches
- responsibility for permitting matches to be played
- responsibility for reinstating pitches
- allotment plots to be made at rear of bowls club

Children's Play Area

- opening hours for Play Area
- opening/closing of gates

Allotments

- defer planting of hedge at Sandy Lane allotments

DLC

- remove open/lock DLC from draft specification

It was resolved to amend the General Specification.

a) To Consider Minute 5 of Personnel Committee 19.8.08 [b/f TC 26.8.08] [Circ]

Town Council considered the recommendations of Personnel Committee 19.8.08.

Members of Personnel Committee responded to questions with regard to the recommendations.

It was resolved:

- a) that Town Council go out to tender to existing contractors for grounds maintenance works in order to review the situation on receipt of tenders.**
- b) that the usual arrangements for cover be put in place following the Groundsman's retirement until the process had been completed.**
- c) that Orchard Close and Caldicot RFC be included in the specification**
- d) to obtain costs for removal of green house at the rear of the bowls.**
- e) that the area at the rear of the bowls club be made into allotments with fees payable from 1.4.09**
- f) to advise Mon CC that the road sweeper could no longer be accommodated in the compound after 28.10.08**

Cllr J Bond declared an interest in Caldicot RFC

Cllr R J Higginson declared an interest and left the meeting during discussions relating to Caldicot RFC

7 To Consider Draft Policy Relating to Grants Made to Voluntary Organisations in Accordance with Recommendation 5.2 of Audit Report 0708 as Considered by Personnel Committee 26.8.08 [Circ]

Town Council considered the above draft Policy for grants and the following items were discussed:

- item 10 of Grant Application Form - substitute “parishioners” with “residents of Caldicot”
- amount for which audited accounts would be required by Town Council

It was proposed that the draft Policy of Grants be accepted, subject to amendment of item 10 of the Grant Application Form as above.

An amendment was proposed that the draft Policy of Grants be accepted, subject to amendment of item 10 of the Grant Application Form as above, but to reduce the amount required for audited accounts from £2,000 to £1,000.

A recorded vote ensued:

Amendment – 4 [Cllrs CA/DA/JD/KH]

Proposal – 9 [Cllrs JBAE/DE/RJH/JM/AP/MS/PW/SW]

The Proposal was carried

It was resolved to adopt the draft Policy of Grants subject to amendment of item 10

It was stated that with regard to item 5 above, Cllr J Daniels had previously declared an interest in this matter

The meeting closed at 7.40pm

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Mayor/Deputy Mayor