

**CAERWENT COMMUNITY COUNCIL**  
6, Centurions Court, Caerwent,  
Caldicot Monmouthshire NP265FG  
Email: [clerk@caerwentcc.com](mailto:clerk@caerwentcc.com)

Dear Councillor

You are hereby summoned to attend the  
**Annual General Meeting of  
Caerwent Community Council**  
**11<sup>th</sup> May 2023, 7.00 p.m.**  
(by videoconferencing)

Anne-Marie Spooner  
Clerk to the Council

- 1. APOLOGIES**
- 2. APPOINTMENT OF CHAIR AS PER STANDING ORDERS**  
Council to agree  
  
(Chair to sign Declaration of Acceptance of Office on camera)
- 3. ELECTION OF VICE CHAIR**  
Council to agree
- 4. NOTICE OF VACANCY (DINHAM WARD)**  
To note any applications
- 5. CONFIRMATION OF MINUTES OF MEETING HELD 13<sup>TH</sup> APRIL 2023**  
Council to note that these have been approved remotely and posted on the website.
- 6. 15 MINUTES PUBLIC PARTICIPATION**
- 7. CHAIR ANNOUNCEMENTS**
- 8. ANNUAL REVIEW OF COUNCIL POLICIES**  
Standing Orders  
Financial Regulations  
Risk Management & Procedures Policy  
Complaints Policy  
Local Resolution Protocol Policy  
Unacceptable Actions of Individuals Policy  
Local Government Pension Scheme Employer Policy  
Health & Safety Policy  
Privacy Notice  
Information & Data Protection Policy  
Social Media & Electronic Communication Policy  
Retention of Documents Policy  
Tree Policy  
Publication Scheme

- 9. ANNUAL REVIEW OF INSURANCE COVER**  
Council to approve
- 10. MONTHLY POLICE REPORT**  
To note and discuss
- 11. PLANNING**  
  
To consider any planning applications received after despatch of agenda  
  
To note monthly enforcement list from MCC
- 12. TO AGREE A VISION STATEMENT FOR CAERWENT COMMUNITY COUNCIL**  
This will be helpful in completing Annual Reports
- 13. APPOINTMENT OF REPRESENTATIVES**  
Review of representatives already in place
- 14. TO NOTE FUTURE MEETINGS WITH TRAINING OFFICER AT MOD**  
Clerk has contacted Shirenewton Community Council in regard to possible dates and times
- 15. TO NOTE UPDATES FOR THE TRAIL MAINTENANCE AT CAERWENT PLAYING FIELDS**
- 16. TO REVIEW AND DISCUSS INSPECTIONS OF PLAY AREAS IN CAERWENT, LLANVAIR AND TREWEN**  
Note and Discuss MCC Report on the Adventure Trail at Caerwent
- 17. TO DISCUSS AND AGREE ON LOCATIONS FOR MCC DOG FOULING SIGNS**
- 18. TO CONSIDER REQUEST FOR ANNUAL CONTRIBUTION TO CAERWENT HISTORIC TRUST**  
The trust will attain charity status this year and as a result will have an Increased financial burden
- 19. TO RECEIVE REPORTS**  
Clerk's Report  
Social Media Report  
Play Areas Inspection Report
- 20. FINANCE**  
To consider balances/payments approval as per Finance schedule dated May 2023  
  
To receive precept document for 2023/24 as a budgeting aid  
  
To note completion of the audit which will be presented in the June meeting of CCC.  
  
To note application for CADW annual grant to Caerwent Meadows has been submitted.

**21. REPRESENTATIVES REPORTS**

**22. CORRESPONDENCE**

**OVW Statement on Democratic Health of Community Councils  
Halls Together Notes on April Meeting  
Information on Community Grant application in Undy, Fred Weston  
Crick Speed surveys from Traffic MCC  
FOI Disclosure  
Information on Public Spaces Protection Orders  
Noise Notification for May 2023  
MCC Play Area monthly report**

**23. HIGHWAYS/RIGHTS OF WAY**

**To report any issues**

**24. IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO  
BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT  
PUBLIC AND THE PRESS BE EXCLUDED AND THEY ARE INSTRUCTED TO  
WITHDRAW**

**25. ITEMS FOR NEXT MEETING**