



8 May 2025

Dear Councillors,

You are hereby summoned to attend an **Extra Ordinary Meeting of Full Town Council** of  
Caldicot Town Council in  
**Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday, 13 May 2025**  
**at the rising of the Planning and Resources Committee due to start at 6-30pm**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

**Microsoft Teams Meeting**

Click [HERE](#) to join the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a light grey horizontal line.

Mark Tredwin  
Town Clerk to the Council

**Agenda**

- 1. Welcome**  
The Chair will welcome everyone to the meeting.
- 2. Apologies for Absence**  
Members are asked to receive apologies of absence for this meeting.
- 3. Declarations of Interest**  
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 4. Public Question Time and Participation**  
Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

**5. Staffing Matter**

For members to consider a matter proposed to the Personnel Committee on the 7 May 2025 which requires a Resolution of the Full Town Council.

***RECOMMENDED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.*

**6. Date of Next Meetings**

Members are asked to note that the **Annual Full Town Council** is scheduled to be held on **Wednesday 21<sup>st</sup> May 2025 at 6:30pm** with any business not dealt with at that meeting to be considered on **Wednesday 28<sup>th</sup> May 2025 at 6:30pm**.

Members are asked to note that a **Grants Committee Meeting** is scheduled to be held on **Wednesday 14<sup>th</sup> May 2025 at 10:00am**.

Members are asked to note than a **Commemorative and Anniversaries Working Group Meeting** is scheduled to be held on **Thursday 29<sup>th</sup> May 2025 at 10:30am**.

**EXCLUSION OF PUBLIC AND PRESS**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**7. Exempt Business**

**8. Agenda Item 5 Staffing Matter**

For members to consider a matter proposed to the Personnel Committee on the 7 May 2025 which requires a Resolution of the Full Town Council.