



6 March 2025

Dear Councillors,

You are hereby summoned to attend a **Meeting of Extraordinary Full Town Council** of Caldicot Town Council in the **Caldicot Town Council Building, Sandy Lane** to be held on **Thursday 13 March 2025 at 6.30pm.**

The meeting will be conducted in a Hybrid fashion 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. Any exempt business will not be carried out over Teams.

As a result of a request from five members of the Town Council an external officer has been brought in from One Voice Wales to provide advice and guidance should it be needed.

If you require a logon for the meeting, please contact the Town Council by 9:00am on Thursday 13 March 2025 using clerk@caldicottc.org.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a light blue 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. Minutes

The Town Mayor will identify the following appended minutes and ask members to approve them.

- i) Minutes of Full Town Council Meeting held on Wednesday 26 February 2025

6. Staffing Matters

- i) Town Clerk's statement.
- ii) Following receipt of a letter dated Tuesday 11th February 2025 from Cllr's Bond, Easson, Grumbach, Wilshire and Woodfield, the Mayor has been asked to organise an Extra-Ordinary Meeting to discuss staffing matters. A written report should be provided by the five named councillors in order that all council members are fully briefed ahead of the meeting.

The members requesting the meeting have been provided with the requirement outlined in standing orders for any Motion to be submitted. In this case it will have been provided to Mr P. Egan at One Voice Wales.

7. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 26 March 2025 at 6-30pm.

8. EXCLUSION OF PUBLIC AND PRESS

In light of the confidential nature of Item 6, it is recommended the meeting be moved to continue in private session.

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.

COUNCIL IN PRIVATE SESSION

9. AGENDA ITEM 6 - Staffing Matters

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