



31 July 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Health and Safety Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **6 August 2026** at **10:30 a.m.**

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:

**Please contact the office if you require a link to join the meeting by
9:00 a.m. on 6 August 2026**

Yours sincerely,

Alice Vaughan
Temporary Locum 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. The designated period of time for speaking is **15 minutes** and a member of the public shall not speak for more than **2 minutes**.

5. Health and Safety - update

Members to raise any current concerns, observations, or suggestions:

Action Plan – update

Risk Assessment update

And any other relevant Health and Safety matter

6. Recommendations for next meeting

7. Date of Next Meeting

Members are asked to note that the next meeting of Health and Safety Committee is 8 October 2026