



7 September 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 **16 September 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 16 September 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. Minutes

Health and Safety Committee Members are asked to consider and resolve that the following minutes be confirmed as a true and accurate record of the meetings:

- i) Minutes of the Health and Safety Committee Meeting held on 6 August 2026

The Chair will then sign the minutes as a correct record.

6. Health and Safety Report – Update – To receive an update on progress against the actions and recommendations previously identified in the Citation Health and Safety Report.

7. Fire Risk Assessment – To receive and consider the Fire Risk Assessment and agree any actions and remedial works required.

8. Legionella Risk Assessment – To receive and consider the Legionella Risk Assessment and agree any actions and remedial works required.

9. Health and Safety any other matters

Members to raise any other concerns, observations, or suggestions.

10. Recommendations for next meeting

11. Date of Next Meeting

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