


5th February 2024

Dear Councillors,

You are hereby summoned to attend an **Extraordinary Meeting of Town Council in Caldicot Room Suite 3, Castlegate Business Park** to be held at **13:30 on Friday, 9th February.**

Yours sincerely,



Anne Wilson
Locum Town Clerk to the Council

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Agenda

1. Welcome

The Town Mayor will welcome everyone to the meeting and make any announcements.

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 interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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 invite the Committee Chairs to present recommendations that they would like the Council to confirm.

- i) Minutes of Personnel Committee Meeting 30th January 2024

Copy Attached Appendix A

6. Additional Increase to Utilisation of Allotment Support Grant - £3,000

Members are asked to approve the additional increase of £3,000.00 for allotment improvements.

Copy Attached Appendix B

7. Planning Applications

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

a) MCC Approved Planning Applications: -

Members are asked to note that the following planning applications have been approved:

- **DM/2024/00005:** Proposed ground and first floor rear extension. 1 Severn View, Caldicot, NP26 4AD

[FTC Approved - 16.01.24]

8. CCTV and Service Provision

Members are asked to approve the 2.5% increase to CCTV and consider the service provision.

Copy Attached Appendix C

9. Pedestrian Crossing at Woodstock Way and The Cross

Members are asked to consider the pedestrian crossings at Woodstock Way and The Cross.

10. Street Cleaning Costs 2024/25

Members are asked to note the street cleaning costs of £26,000.00 + VAT for 2024/25.

Copy Attached Appendix D

11. Public Toilet Costs 2024/25

Members are asked to note the public toilet costs of £11,000.00 + VAT for 2024/25.

Copy Attached Appendix E

12. Date of next meeting

Members are asked to note that the next Full Council meeting of Caldicot Town Council is scheduled to be held on **Wednesday 28th February 2024.**

13. To Resolve - Exclusion of Press and Public

By virtue of the Public (Admission to Meetings) Act 1960, the press and public are excluded from discussion on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14. Caldicot Town Council Building

Members are asked to receive a verbal update on matters relating to the refurbishment of the Caldicot Town Council building, to include approval of the first stage certificate costs of £6936.19 & VAT.

In additional to ratify costs paid for the Town Council building to date.

- Building regulations (MCC) - £897.00
- Planning application (MCC) - £230.00
- Removals from building (Chepstow Removals) - £350.00
- Photocopier removal and reconnection (SIT) - £275.00
- Planning amendment (Maison Design) - £80.00
- Legal fees/licence Castlegate (MCC) - £150.00
- Structural engineer report (JAC Structural Engineering LTD) - £725.00
- Structural engineer visit (JAC Structural Engineering LTD) - £150.00
- Alterations to architectural drawings (Maison Design) - £1200.00
- Entrance bell (Staff Expenses) - £9.99
- Rent (Castlegate Business Park) - £600.00

Copy Attached Appendix F