



**18<sup>th</sup> October 2024**

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Wednesday, 23<sup>rd</sup> October 2024 at 6:30 p.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:

**Microsoft Teams Meeting ID:** 313 961 355 446

**Passcode:** KTnCje

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal flourish extending to the right.

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

Members are asked to confirm the recommendations contained therein:

- i) Minutes of Extraordinary Full Town Council Meeting held on Tuesday 8<sup>th</sup> October 2024
- ii) Minutes of Allotments Committee Meeting held on Friday 11<sup>th</sup> October 2024

**6. Reports from Monmouthshire Councillors**

Members are asked to receive a verbal report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council.

**7. Report from Gwent Police**

Members are asked to receive a written report from Gwent Police on matters pertaining to Caldicot.

**8. Co-option of New Councillors to the Membership of the Council**

Members to consider appointing two people to the council.

**9. Schedule of Payments Report**

For Members to agree the Schedule of Payments for the period September.

**10. Half-Yearly Financial Update**

To provide Members with a six-monthly report of the financial position of the council from 1 April 2024 to 30 September 2024.

**11. Radio Hire Policy**

For Members to consider the introduction of the Policy for Radio Hire and the charges associated with any hire.

**12. Cemetery Bench**

For Members to consider a request from a member of the public to be located in the Cemetery.

**13. Cemetery Locking and Unlocking**

For Members to receive an update on the locking and unlocking of the Cemetery gates.

**14. Quotes for the Cupboards**

Members to consider the Installation of additional storage cupboards.

**15. Quotes for the Repair of the Nursery Roof**

To consider the quotations for the repair of the Nursery roof.

**16. Date of Next Meeting**

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on **Wednesday 27<sup>th</sup> November 2024**.

**17. EXCLUSION OF PUBLIC AND PRESS**

**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.

## **COMMITTEE IN PRIVATE SESSION**

- 18. Agenda Item 13 - Cemetery Locking and Unlocking**  
For Members to receive an update on the locking and unlocking of the Cemetery gates.
- 19. Agenda Item 14 - Quotes for the Cupboards**  
Members to consider the Installation of additional storage cupboards.
- 20. Agenda Item 15 - Quotes for the Repair of the Nursery Roof**  
To consider the quotations for the repair of the Nursery roof.