



22nd November 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, 27th November 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

Click **HERE** to join the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal line 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 Full Town Council Meeting held on Wednesday 23rd October 2024
- ii) Minutes of 50 Years of Caldicot Working Group Meeting held on Friday 25th October 2024
- iii) Minutes of Finance Committee Meeting held Wednesday 30th October 2024
- iv) Minutes of Planning and Resources Meeting held on Tuesday 12th November 2024
- v) Minutes of Personnel Committee Meeting held on the 21 November 2024
 - a. *Recommend that the Clerk should investigate alternative HR suppliers to look at our current HR policies with a view to obtaining support fit for purpose and which can offer support to both Councillors and Staff.*
 - b. *Committee – Noted the verbal report brought to them on staffing matters and supported the clerk in the manner of his resolution.*
 - c. *Committee noted the report on the Administration Officers Annual appraisal that should have been completed by May 2024. They agreed the Movement from the temporary SCP point to the one above effective from 1 April 2024 and that upon successful completion of ILCA they would then move up one further point with Immediate effect.*

6. Reports from Monmouthshire Councillors

A written report from Members of Monmouthshire County Council will be presented from County Councillor J Short on behalf of Monmouthshire Councillors ahead of the meeting for Town Councillors to consider.

7. Report from Gwent Police

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

8. To Receive a Presentation From the Community Advice Bureau Team Regarding Their Plans for 2025-2026.

9. CCTV Report

To note the information contained in the report.

10. Schedule of Payments Report

For Members to agree the Schedule of Payments for the period identified for October to November.

11. Dog Bins Report

For members to agree the funding for installation and replacement bins and the ongoing collection costs once the bins are installed.

12. Cemetery Bench Application

Members resolve to Delegate to officers the installation of a memorial bench in the cemetery in a style commensurate with those near to the intended location.

13. Christmas Office Closure Report

For members to agree the closure of the offices over the Christmas period.

In light of the confidential nature of the next two items it is recommended that they be discussed in Exempt Business.

14. Payment Authorisations Report

For members to consider various payments that require their authorisation as a result of the financial regulations

15. Staffing Payment Update

Members to be presented with information regarding the nationally agreed increase in Staff wages. Also to receive information ahead of the budget setting meeting.

16. Date of Next Meetings

Members are asked to note that the next meeting of **Full Town Council** is scheduled to be held on **Wednesday 29th January 2025**. There may be an Extra Ordinary meeting scheduled earlier in January in order to sign off the Budget for **2025-26**.

There will be a **Finance Meeting on Wednesday the 18th of December 2024** when those projects which members wish to be include in next year's budget or beyond can be included in the Finance Calculations leading to a Precept being set.

Caldicot Placemaking Working Group – 2-00 p.m. Friday 6th December

Planning and Resources Meeting 6-30 p.m. on 10th December 2024

Gathering for Councillors and staff at the Rising of the P & R meeting on the 10th of December 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 14 Payment Authorisations Report

For members to consider various payments that require their authorisation as a result of the financial regulations.

19. Agenda Item 15 Staffing Payment Update

Members to be presented with information regarding the nationally agreed increase in Staff wages. Also to receive information ahead of the budget setting meeting.